



Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 92 Regulation 93 Regulation 99 Regulation 102 Regulation 161	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent
Pre-reading and reference documents		
Application to enrol in a NSW Government Preschool		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment. 	
Preschool supervisor	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. The preschool supervisor will support the principal by: <ul style="list-style-type: none"> • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	
Preschool educators	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented. 	

Procedure	
<p>Collecting authorisations</p>	<ul style="list-style-type: none"> • The <i>Application to enrol in an NSW Government preschool</i> (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances: <ul style="list-style-type: none"> ○ illness, accident and emergency treatment ○ transportation in a medical emergency ○ permission to publish (information about the child) ○ permission for the child to use online services (the internet) ○ consent to seek information from other organisations or government departments about the child based on information provided in Section A of the enrolment form related to learning and support needs, special needs, health conditions, required risk assessments and children's needs noted within the application, from other prior to school services, organisations or NSW Government departments. • Parents / carers are record in the preschool enrolment form nominees they authorise to: <ul style="list-style-type: none"> ○ collect their child from preschool (authorised collectors) ○ consent to medical treatment and authorise the administration of medication for their child ○ authorise the child being taken away from the preschool premises for an excursion. • The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable: <ul style="list-style-type: none"> ○ application by an adult of sunscreen or insect repellent to a child ○ administration of medication ○ authorisation to leave the preschool premises for a regular outing or an excursion
<p>Communication and application of authorisations and refusals</p>	<ul style="list-style-type: none"> • Authorisation and authorised collector information is extracted from the enrolment forms. The preschool teacher collates the documents and places them in the 'Enrolment Information' Folder onsite in the preschool. • This document indicates any authorisation refusals, and who each child's authorised collectors are. • The information is communicated to all preschool staff and stored in a secure, accessible location within the preschool office at first entry point. • Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors prior to beginning their shift by the regular preschool teacher or SLSO. All staff refer to this information to ensure any authorisation refusals are complied with and that a child only leaves the preschool in the care of a parent or one of their authorised collectors.
<p>Changes to authorisations</p>	<ul style="list-style-type: none"> • A parent or carer may choose to change their authorisations or their child's authorised collectors by speaking with the School office prior to the preschool teacher. • If changes are notified: <ul style="list-style-type: none"> ○ they are recorded in the preschool enrolment form by the school administration team and then communicated to the preschool staff. ○ preschool records are updated accordingly by the school administration team. ○ preschool staff are told of the change via email, face to face or phone call.

Record of procedure's review
Date of review and who was involved
Term 2 – 30 th April 2021 by Kristen McNeill & Joanne Jurgeit
Key changes made and reason/s why
Procedure more explicit.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan - Principal Patricia May – Preschool SLSO Staff covering educator's breaks
Record of procedure's review
Date of review and who was involved
Term 2 – 17 th June 2022 by Joanne Jurgeit
Key changes made and reason/s why
Application of sunscreen by an adult authorization added to Preschool Additional Information form.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan - Principal Patricia May – Preschool SLSO Staff covering educator's breaks