

## Preschool governance and management procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1 7.2	Regulation <a href="#">177</a> Regulation <a href="#">181</a> Regulation <a href="#">183</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Leading and Managing the School</a> <a href="#">Information Security Policy</a> <a href="https://education.nsw.gov.au/epac/policies-and-procedures/code-of-conduct">https://education.nsw.gov.au/epac/policies-and-procedures/code-of-conduct</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information Sheet: The role of the educational leader</a> <a href="#">ACECQA Information Sheet: Educational leadership and team building</a> <a href="#">National Quality Framework Information sheet: Nominated Supervisors</a> <a href="#">ACECQA - record keeping</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b>	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.	
<b>Preschool educators</b>	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being actively involved in the review of this procedure, as required, or at least annually</li> <li>ensuring the details of this procedure's review are documented.</li> </ul>	
<b>Procedure</b>		
<b>Governance</b>	<ul style="list-style-type: none"> <li>The <i>Approved Provider</i> of all department preschools is the <i>NSW Department of Education</i>.</li> </ul>	

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
		<ul style="list-style-type: none"> <li>• The school principal has overriding responsibility for the supervision of the preschool and holds three roles in relation to it: <ul style="list-style-type: none"> <li>○ Nominated Supervisor</li> <li>○ Educational Leader</li> <li>○ Responsible Person</li> </ul> </li> <li>• This information is noted on the <i>Approved Provider</i> notice, along with the principal's name and photo. This is clearly displayed in the preschool entrance.</li> <li>• If the principal is not on the school site, the school executive member who is relieving for her assumes the three roles mentioned above.</li> <li>• While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be performed by a preschool supervisor.</li> </ul>
<p><b>Confidentiality and retention of records</b></p>		<ul style="list-style-type: none"> <li>• Any record which contains personal information about a child is considered confidential and kept secure. Any records that are not stored in the school office are stored in the preschool office area.</li> <li>• The preschool teacher has access to each child's individual record, as well as their parent or carer on request.</li> <li>• Detailed and current records are maintained for each individual child attending the preschool. Much of this information is obtained from the <i>Application to enrol in a NSW Government preschool</i>.</li> <li>• Records are stored securely and confidentially on the preschool or school site for three years after the child last attended preschool. These records include: <ul style="list-style-type: none"> <li>○ participation in the educational program</li> <li>○ assessments of learning</li> <li>○ enrolment and attendance information</li> <li>○ daily arrival and departure register</li> <li>○ information about any cultural or religious practices that need to be observed</li> <li>○ records of the administration of first aid or medication</li> <li>○ health care plans</li> <li>○ acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, consent to attend an excursion, etc.)</li> </ul> </li> <li>• Completed <i>Incident, injury, trauma and illness records</i> are stored securely until the child is 25 years old.</li> <li>• The department requires education programs be retained by the school for seven years.</li> </ul>

Record of procedure's review

**Date of review and who was involved**

Term 2 - Week 7, 2021 – Kristen McNeill

**Key changes made and reason/s why**

**Record of communication of significant changes to relevant stakeholders**

Amiee Jahshan – School Principal  
Joanne Jurgeit –Preschool teacher  
Patricia May – Preschool SLSO

Record of procedure's review

**Date of review and who was involved**

Term 2 - 17 June 2022 – Joanne Jurgeit

**Key changes made and reason/s why**

Updated link for code of conduct policy

**Record of communication of significant changes to relevant stakeholders**

Amiee Jahshan – School Principal  
Patricia May – Preschool SLSO