

Preschool governance and management procedure

(including confidentiality of records)

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 177	Leading and Operating Department Preschool Guidelines
7.2	Regulation 181 Regulation 183	Leading and Managing the School Information Security Policy Code of Conduct Policy
Pre-reading and reference documents		
ACECQA Information Sheet: The role of the educational leader ACECQA Information Sheet: Educational leadership and team building National Quality Framework Information sheet: Nominated Supervisors ACECQA - record keeping		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <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	<p>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. This includes:</p> <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 	

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	<p>recognised authorities</p> <ul style="list-style-type: none"> 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	<p>The preschool educators are responsible for working with leadership to ensure:</p> <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		
Governance	<ul style="list-style-type: none"> The <i>Approved Provider</i> of all department preschools is the <i>NSW Department of Education</i>. 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"> Nominated Supervisor Educational Leader Responsible Person 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. If the principal is not on the school site, the school executive member who is relieving for him / her assumes the three roles mentioned above. While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be performed by a preschool supervisor. The educational leader will delegate many responsibilities to the preschool supervisor. This includes but is not limited to running preschool meetings, being the first point of contact for preschool educators, and monitoring the preschool program. The principal in conjunction with the preschool supervisor will lead the development and review of the quality improvement plan and preschool procedures in conjunction with the whole preschool team. 	

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Confidentiality and retention of records		<ul style="list-style-type: none"> Any record which contains personal information about a child is considered confidential and kept secure. Child enrolment information is stored in the school's office. Extra information about each child is stored in a locked cupboard in the preschool office. The preschool teacher has access to each child's individual record, as well as their parent or carer on request. 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>. 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"> participation in the educational program assessments of learning enrolment and attendance information daily arrival and departure register information about any cultural or religious practices that need to be observed records of the administration of first aid or medication health care plans acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, consent to attend an excursion, etc.) <p>At the end of each year, the preschool team collate all information for the year and put them in boxes to place into the school office archive room. Child portfolios are stored digitally on the school's shared drive.</p> <ul style="list-style-type: none"> Completed <i>Incident, injury, trauma and illness records</i> are stored securely until the child is 25 years old. The department requires education programs be retained by the school for seven years.

Record of procedure's review
Date of review and who was involved
24/4/23
Key changes made and reason/s why
Past year portfolios are stored on the school's shared drive.
Record of communication of significant changes to relevant stakeholders
All relevant stakeholders informed during school admin and exec meetings

Record of procedure's review
Date of review and who was involved
27/4/22 preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders