

## Acceptance and refusal of authorisations – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<b>NQS: 7.1</b>  <b>Regulations: 92, 93, 99, 102, 102D, 161</b>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Enrolment of Students in NSW Government Schools</a></p> <p><a href="#">Department preschool enrolment procedures [PDF 154 KB]</a></p> <p><a href="#">Application to enrol in a NSW Government Preschool [PDF 893 KB]</a></p> <p>Application to enrol in a NSW Government Preschool – <a href="#">translated versions</a></p>	<p>ACECQA's policy and procedures guidelines – <a href="#">Acceptance and refusal of authorisations [PDF 260 KB]</a></p>

## Responsibilities

<b>School principal</b>	<p><b>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</b></p> <p><b>The principal is responsible for ensuring:</b></p> <ul style="list-style-type: none"> <li><b>the preschool is compliant with legislative standards related to this procedure at all times</b></li> <li><b>all staff involved in the preschool are familiar with and implement this procedure</b></li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</b></li> </ul> <p><b>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</b></p>
<b>Preschool supervisor</b>	<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 could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Procedure

<b>Collecting authorisations</b>	<ul style="list-style-type: none"> <li>• The <i>Application to enrol in an NSW Government preschool</i> (preschool enrolment form) collects parent authorisations and consent for the following circumstances:</li> </ul>
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	<ul style="list-style-type: none"> <li>— illness, accident and emergency treatment</li> <li>— transportation in a medical emergency</li> <li>— permission to publish (information about the child)</li> <li>— permission for the child to use online services (the internet)</li> <li>— consent to seek information from other organisations or government departments about the child based on information provided in Section A of the 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.</li> <li>• In the preschool enrolment form, parents list nominees they authorise to: <ul style="list-style-type: none"> <li>— collect their child from preschool (authorised collectors)</li> <li>— consent to medical treatment and authorise the administration of medication for their child</li> <li>— authorise the child being taken away from the preschool premises for an excursion.</li> <li>— transport their child or arrange transportation of their child.</li> </ul> </li> <li>• The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable: <ul style="list-style-type: none"> <li>— application by an adult of sunscreen or insect repellent to a child</li> <li>— administration of medication</li> <li>— authorisation to leave the preschool premises for a regular outing or an excursion</li> <li>— authorisation to transport children (other than on an excursion)</li> </ul> </li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Office/Preschool Staff photocopy out of children's enrolment forms collection information, so preschool educators can have a copy to refer to on the preschool premises. Parents who want to update this information will need to</li> </ul>

	<p>do so in person or via email to the school office, at which point office staff will photocopy the new version and send it to the preschool.</p> <ul style="list-style-type: none"> <li>• Office staff collate all emergency contact information into a booklet each term and distribute this to the preschool. Preschool educators have access to ERN through their DET portal, so they can refer to a digital copy of all enrolment information at any time.</li> <li>• Relieving and casual staff and volunteers are made aware of the folder that contains each child's authorised collectors. Non-authorisations will be kept on file, communicated verbally to staff and recorded in the staff induction and casual folders.</li> <li>• All staff refer to this information to ensure any non-authorisations are complied with and that a child only leaves the preschool according to the written authorisation of their parent.</li> </ul>
<b>Changes to authorisations</b>	<ul style="list-style-type: none"> <li>• A parent or carer may choose to change their authorisations or their child's authorised collectors. Preschool educators will direct them to the school's front office. They will change this on their preschool enrolment form, and the school office will make a photocopy of the new authorisation page and send it to the preschool.</li> <li>• If changes are notified: <ul style="list-style-type: none"> <li>○ they are recorded in the preschool enrolment by the office staff</li> <li>○ preschool records are updated by the office staff</li> </ul> </li> <li>• preschool staff are told of the change. The office will make a photocopy of the new authorisation page and send it to the pigeon hole for the preschool staff to collect.</li> </ul>
<b>Refusals</b>	<p>To be accepted as valid, an authorisation must include the date, name and signature of the child's parent or authorised nominee (as authorised in the enrolment form).</p> <p>In some circumstances, the principal can refuse a parent's authorisation, for example:</p> <ul style="list-style-type: none"> <li>• where the preschool is asked to administer medication that is not in its original container (Regulation 95)</li> </ul>

	<ul style="list-style-type: none"> <li>when leaving the service, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child.</li> </ul>
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## Record of procedure's review

<b>Date of review</b>	7/2/24
<b>Who was involved</b>	preschool team, whole school staff team, and families
<b>Key changes made and reason why</b>	Transferred to new DOE format from new preschool handbook.
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
<b>Date of review</b>	20/2/23
<b>Who was involved</b>	preschool team, whole school staff team, and families
<b>Key changes made and reason why</b>	No changes needed at this time
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability</p>

	to use the service.
<b>Date of review</b>	02/02/2022
<b>Who was involved</b>	preschool team, whole school staff team, and families
<b>Key changes made and reason why</b>	Transferred to new DOE format.
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.