

## Preschool acceptance and refusal of authorisations procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation <a href="#">92</a> Regulation <a href="#">93</a> Regulation <a href="#">99</a> Regulation <a href="#">102</a> Regulation <a href="#">161</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Preschool- Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Application to enrol in a NSW Government Preschool</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <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>	<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"> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>• reflecting on how this procedure is informed by relevant recognised 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>	

<p><b>Preschool educators</b></p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <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>
<p><b>Procedure</b></p>	
<p><b>Collecting authorisations</b></p>	<ul style="list-style-type: none"> <li>• 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"> <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 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.</li> </ul> </li> <li>• Parents / carers are record in the preschool enrolment form 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> </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>○ Families are encouraged to apply insect repellent that lasts for 6 hours to their child before starting preschool</li> <li>○ Parents sign a note upon enrolment to use the general use sunscreen if their own sunscreen has run out or if they haven't supplied one yet</li> </ul> </li> </ul>
<p><b>Communication and application</b></p>	<ul style="list-style-type: none"> <li>• Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class.</li> </ul>

<p><b>of authorisations and refusals</b></p>	<p>Office 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 do so at the office at which point office staff will photocopy the new version and send it down 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 URN through their DET portal, so they can refer to a digital copy of all enrolment information at any time.</li> <li>• Preschool educator makes a spreadsheet summarising all important information for preschool staff to refer to.</li> <li>• This summary clearly indicates any authorisation refusals, and who each child's authorised collectors are.</li> <li>• The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool. It is stored in a locked cabinet in the preschool office.</li> <li>• Relieving and casual staff and volunteers are made aware of any authorisation refusals and 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 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.</li> </ul>
<p><b>Changes to authorisations</b></p>	<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>

Record of procedure's review

**Date of review and who was involved**

02/02/2022 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**