



Guliyali Preschool Procedure

Governance and Management of the Service

Including Confidentiality



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| Current | 15/03/2017 |
| Next Review | 15/03/2018 |
| Regulation(s) | R. 181, R. 183 |
| National Quality Standard(s) | 6.1.2: Families have opportunities to be involved in the service and contribute to service decisions. 7.1.1: Appropriate governance arrangements are in place to manage the service. 7.3.1: Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements. 7.3.2: Administrative systems are established and maintained to ensure the effective operation of the service. |
| Relevant DoE Policy and link | <ul style="list-style-type: none">➤ Leading and Managing the School Policy PD/2004/0024/V01➤ Privacy code of practice – PDF – Legal Services➤ Advice 16 – Applying Appropriate Security to Records: What should and should not be regarded as “confidential” records? - DOC➤ Records management for schools – Business services |
| DoE Preschool Handbook January 2016 | <ul style="list-style-type: none">➤ Access, pages 15-17➤ Staffing, pages 56, 60-61 |

This procedure relates to **management of the service** and **confidentiality of records** and the points below have been taken directly from the DoE Preschool Handbook (January, 2016).

➤ **THE PRINCIPAL:**

- In keeping with Leading and Managing the School (PD2004/0024) “the principal occupies the pivotal position in the school and is accountable for leadership and management consistent with State legislation and the policies and priorities of the NSW Government.”
- The principal has overriding responsibility for the supervision of the preschool however he/she may delegate the supervision of the preschool education program to an executive staff member.

➤ **SUPERVISOR OF THE PRESCHOOL:**

- Members of the school executive have responsibilities and duties determined by the principal, for the management of staff and the development, implementation and evaluation of school policies and programs.
- To support and advise the preschool staff the supervisor of the preschool needs to understand how young children learn through play and the difference between preschool and school programs.
- It is expected that the supervisor has a working knowledge of the *Early Years Learning Framework* which is the curriculum framework for all children’s services across Australia including departmental preschools.
- The supervisor should also be aware of the *National Quality Standards* and relevant legislation that applies to the preschool, for example, the *Education and Care Services National Regulations*.

➤ **NOMINATED SUPERVISOR:**

- The National Law requires all children’s services to have a Nominated Supervisor.
- The Nominated Supervisor requires knowledge of the Education and Care Services National Regulations and is responsible for the overall supervision of the preschool, the program of activities, and any other specific matters relating to the preschool.
- Under the regulations the Nominated Supervisor position is able to be designated as a ‘class of person’. In Departmental preschools this designation is the principal. When the principal is absent the person relieving becomes the Nominated Supervisor.
- The Nominated Supervisor is not required to be in attendance at the preschool at all times.
- Information on the Nominated Supervisor needs to be displayed in a prominent position in the preschool. (Regulation 173)

➤ **EDUCATIONAL LEADER:**

- Regulation 118 states that each preschool must have an Educational Leader to lead the development and implementation of the educational program.
- The Educational Leader is a suitably qualified and experienced person who leads the development and implementation of the educational program.
- The principal as leader of the school will be the Educational Leader.
- The principal may choose another member of staff, for example the supervisor of the preschool, to support this role.
- Details of the Educational Leader also need to be displayed in a prominent position in the preschool.

➤ **RESPONSIBLE PERSON IN CHARGE:**

- This role is also assigned to the principal.
- Its purpose is to ensure that there is always a responsible person on the school premises who is in charge of the preschool.
- When the principal is absent the preschool staff should be notified of the name of the person replacing the principal.
- Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school. However, under the Education and Care Services National Regulations the supervisors of the preschool are known as nominated supervisors. Each departmental preschool has one nominated supervisor that is the principal of the school. If the principal is absent the executive replacing the principal becomes the nominated supervisor.
- In order to deliver quality programs to all children enrolled in departmental preschools, it is necessary to obtain a range of personal information.
- It is the responsibility of the principal and preschool teacher to ensure that this information is accurate, confidential and used appropriately.
- Parents from culturally and linguistically diverse backgrounds should be offered interpreter assistance in obtaining this information if required.

➤ **RECORDS ABOUT CHILDREN:**

The preschool will keep detailed and current records for each individual child attending the preschool. Much of this information is obtained from the Application to enrol in a NSW Government preschool and from additional information forms used by preschools. Records that contain personal information about a child are to be considered confidential. In addition, information such as the names and addresses of people authorised to collect children, needs to be kept in the preschool.

The preschool will keep records of:

- Each child's individual program including assessments
- Child attendance and enrolment
- Information about any cultural or religious practices that need to be observed
- Illnesses, accidents or incidents and any action taken
- Medication forms and health care plans.
- The daily arrival and departure of children (see sample arrival and departure register in the Wellbeing section of the Handbook)
- Excursion consents that state the number of adults and number of children attending the excursion

➤ **OPERATIONAL RECORDS:**

Operational records to be kept include programs for children, visitor attendance and preschool policies.

The Program

- Records to be kept about the program include the philosophy, structure of the day and a weekly Record
- Quality Improvement Plan

Visitor attendance

- An up-to-date record of any visitors or volunteers to the preschool. The record must include name, signature and arrival and departure times

Staff timetable

- An up-to-date timetable which lets parents know of staff changes on any one day

Records in relation to preschool staff

The following will be kept on the premises:

- staff qualifications
- child protection training
- first aid training
- Anaphylaxis training
- Asthma training

➤ **RETENTION OF RECORDS:**

Records will be stored securely on the premises for three years, then in secure storage until the child reaches 25 years of age. These include:

- Records relating to personal information of each child
- Any health related matters including medication forms and illness or accident records
- Parent authorisations for the child to attend excursions.

Records about programs for children, daily attendance, developmental records and daily routine are to be kept for 3 years after the record is made.

Regulation 183 of the Education and Care Services National Regulation (2011) outlines further information about the storage of records. All other records are kept in line with departmental policy.

➤ **ACCESS TO RECORDS:**

Any record that contains personal information about a child will be considered confidential and kept in a locked filing cabinet. The preschool teacher will have access to each child's individual record.

Parents will have access to their own child's records on request to the teacher.

The approved provider of an education and care service must ensure that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than:

- a) To the extent necessary for the education and care or medical treatment of the child to whom the information relates; or
- b) A parent of the child to whom the information relates, except in the case of information kept in a staff record; or
- c) The Regulatory Authority or an authorised officer; or
- d) As expressly authorised, permitted or required to be given by or under any Act or law; or
- e) With the written consent of the person who provided the information.

Certain information be kept in a place that is easily accessed by all preschool staff, for example:

- Consent for the child to be collected by someone other than the parent.
- Individual health care plans for children who require support at school with medication or health care procedures.