



## Preschool acceptance and refusal of authorisations procedure

	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>	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 always 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. This could include: <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>• Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.</li> <li>• Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.</li> </ul>	

<b>Preschool educators</b>	<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>
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### **Procedure collecting authorisations**

- The *Application to enrol in an NSW Government preschool* (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances:
  - illness, accident and emergency treatment
  - transportation in a medical emergency
  - permission to publish (information about the child)
  - permission for the child to use online services (the internet)
  - 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.
- Parents / carers are to record in the preschool enrolment form nominees they authorise to:
  - collect their child from preschool (authorised collectors)
  - consent to medical treatment and authorise the administration of medication for their child
  - authorise the child being taken away from the preschool premises for an excursion.
- The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable:
  - application by an adult of sunscreen or insect repellent to a child
  - administration of medication
  - authorisation to leave the preschool premises for a regular outing, incursion or an excursion
  - authorisation to transport children (other than on an excursion).
- The preschool has separate permission forms that seek authorisations for the application of sunscreen, prior to starting Preschool and insect repellent if required.
- Permission forms that seek authorisation for regular incursions to the Primary School are completed at the beginning meeting with the family, prior to starting Preschool.
- Permission forms that seek authorisation for excursions throughout the year, are obtained prior to the excursion occurring. A child will not be allowed to attend an excursion without parental/caregiver consent.
- Parent/caregivers who notify educators their child needs to be administered prescribed medication will be requested to complete the relevant form authorising educators to administer the medication. If a child requires emergency medical treatment for conditions such as anaphylaxis or asthma, the service can administer medication without authorisation in these cases, provided they contact the parent/caregivers as soon as possible after the medication has been administered

- All documentation relating to authorisations contain the child's name, date and signature of the child's parent/caregiver, or nominated contact person as noted on the enrolment form.
- The School Principal can exercise the right of refusal if written or verbal authorisations do not comply.

### **Changes to authorisations**

- A parent or carer may choose to change their authorisations or their child's authorised collectors. Families can discuss these changes during drop off and pick up of their child/ren. Teachers will provide the family with the specific authorisation form for them to update upon request.
- If changes are notified:
  - they are recorded in the preschool enrolment form by the caregiver who has requested the update.
  - preschool records are updated accordingly by admin staff and the classroom teacher.
  - preschool staff are verbally told of the change, so they can update their own records where required.

### Record of procedure's review

#### **Date of review and who was involved**

11/08/2022: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail Andrea Lundy, Natalie O'Donnell and Julie Greedy.

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

Changes to authorisation of sunscreen application was made due to the Family and Emergency contact form being updated with authorisation for sunscreen now on that. Also updated staff and minor grammatical errors.

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

A copy is displayed at the entrance of Preschool and on school website. Copies available for preschool families to take home if requested, posted on the Preschool Facebook page and all relevant educators to review at regular staff meeting.

*Copy and paste a new table to record each occasion the procedure is reviewed*