



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 7.2	Regulation 177 Regulation 181 Regulation 183	Leading and Operating Department Preschool Guidelines 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. 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 could include:</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 recognised authorities. 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. 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.
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

	<ul style="list-style-type: none"> ● 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, 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. An Assistant Principal has responsibilities and duties determined by the Principal. <p>This includes:</p> <ul style="list-style-type: none"> ○ management of staff. ○ the development, implementation and evaluation of Preschool policies and procedures and programs. ○ an understanding of how young children learn through play and the difference between preschool and school programs ○ a working knowledge of the EYLF. ○ a working knowledge of the NQF, including the NQS and relevant legislation that applies to the preschool. ○ collaborating with educators to provide curriculum direction and guidance. ○ supporting educators to effectively implement the assessment and planning cycle. ○ ensuring that children's learning and development are guided by the learning outcomes of the EYLF. ○ ensuring the educational program and documentation meet the requirements of the relevant regulations, the Quality Area 1 standards and school expectations. ○ assisting educators to understand and implement reflective practice and; ○ leading critical reflection
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 records are kept in a locked filing draw in the Preschool staffroom. ● 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>.

	<ul style="list-style-type: none"> ● 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.) ● Each year when a cohort leaves the Preschool their files are transferred into plastic tubs by the Preschool Administration Officer and kept in the locked outdoor shed. ● 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.
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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
Formatting errors and updates to staff
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