



## 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 <a href="#">177</a> Regulation <a href="#">181</a> Regulation <a href="#">183</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Leading and Managing the School</a> <a href="#">Information Security Policy</a> <a href="#">Code of Conduct Policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information Sheet: The role of the educational leader</a> <a href="#">ACECQA Information Sheet: Educational leadership and team building</a> <a href="#">National Quality Framework Information sheet: Nominated Supervisors</a> <a href="#">ACECQA - record keeping</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>	

<p><b>Preschool supervisor</b></p>	<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>	

## Governance

- The *Approved Provider* of all department preschools is the *NSW Department of Education*.
- The school principal has overriding responsibility for the supervision of the preschool and holds three roles in relation to it:
  - Nominated Supervisor
  - Educational Leader
  - Responsible Person
- This information is noted on the *Approved Provider* 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.
- At Coonamble Public School Preschool the Preschool Assistant Principal
  - Leads preschool meetings to critically reflect and self assess practice and environments
  - Oversees and guides the development of the preschool program
  - Coordinates and leads transition programs to preschool and to kindergarten.
  - Engages with families to support family involvement.
  - Manages all preschool documentation.
  - Engages staff to as a team develop and review preschool procedures.
  - Supports compliance with the National Law and Regulations.

## Confidentiality and retention of records

- Any record which contains personal information about a child is considered confidential and kept secure in the office file cabinet. This file cabinet is stored in the secure front office and is locked over holiday periods
- 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 *Application to enrol in a NSW Government preschool*.
- The preschool program is stored on Kinderloop and this information can be collected at any time by the school.
- Photos are saved electronically on the server in Faculty- Teacher- Preschool -Preschool (year)- Photos followed by the group name. All physical photos are to be shredded or given to the child when no longer required.
- Documents relating to children's health, assessments, screeners, BMP & RMP are saved to students Sentral profile under documents.
- Visitor and staff attendance is recorded in the sign in book. Originals are stored in the filing cabinet until the end of the year when they are scanned and saved electronically on the server in Faculty-Teacher-Preschool-Leadership and Management - Evidence- Visitor and Staff Attendance. Once they have been scanned and saved the attendance information is sent in a box labelled with the year and documents contained, to the school lock archive room for safe storage.
- Enrolment forms are kept in the student's file in the locked filing cabinet. Enrolment forms are transferred to the main school when children enter Kindergarten.
- Digital portfolios remain on Kinderloop and can be accessed at any time. The hard copy portfolio is sent home with each child at the end of the year. The educational program is retained for 7 years.
- Medication records are saved electronically on the server under Faculty, Teacher, Preschool, Children's Health and Safety, Evidence, Medication Records, Group. The hard copy is kept in the locked filing cabinet and at the end of the year sent to the archive room at the school for safe storage.
- All incident, injury, trauma and illness forms and paperwork are saved electronically on the server under Faculty, Teacher, Preschool, Children's Health and Safety, Evidence. The hard copy is sent to the archive room at the school for safe storage. This is required to be kept until the children are 25 years old.
- The Quality Improvement Plan is kept on Google Drive and also saved at different points in time on the school server under Faculty, Teacher, Preschool, Leadership and Management, QIP. The QIP is also saved to

	<p>iBooks and stored on the iPad in the foyer for parent/carer/community viewing.</p> <ul style="list-style-type: none"> <li>· Staff records are kept on the office door in the preschool office, for regular teacher in the preschool or in the teacher desk. Other staff records are kept in the front office.</li> <li>· Procedures are stored on Google Drive, saved to the foyer iPad in iBooks for parent/carer/community viewing and saved electronically on the server at the end of the year under Faculty. Teacher, Preschool, Leadership and Management, Procedures and Policies.</li> <li>· Rolls are kept at the beginning of student files in the locked filing cabinet in the office. At the end of the year they are electronically saved on the server under Faculty, Teacher, Preschool, Management, Attendance. The hard copy is sent to the archive room at the school for safe storage.</li> <li>· At the end of the year, download any Google Drive documents and save on the server under Faculty, Teacher, Preschool, Program and Practice, Program, (group name).</li> <li>· At the end of the year, file photos/QA1/QA2/QA3/QA4/QA4/QA5/QA6/QA7 in 'Faculty, Teacher, Preschool' are moved into Faculty, Teacher, Preschool, Preschool, (year). The previous year is then saved to the preschool hard drive and labeled with the appropriate year.</li> <li>· 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"> <li>o participation in the educational program</li> <li>o assessments of learning</li> <li>o enrolment and attendance information</li> <li>o daily arrival and departure register</li> <li>o information about any cultural or religious practices that need to be observed</li> <li>o records of the administration of first aid or medication</li> <li>o health care plans</li> <li>o acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, consent to attend an excursion, etc.)</li> </ul> </li> </ul>
<b>Access</b>	<p>Preschool/school staff have access to the school server. All preschool staff and relevant school staff have access to the preschool 'Google Drive' account and all relevant school staff have access to Kinderloop. Only school teachers, executive staff and administration staff have access to Sentral files. All physical files can be accessed by administration staff and preschool staff. They are stored in a locked file cabinet.</p>

<b>Privacy</b>	<p><b>Staff, volunteers &amp; work experience or trainee students:</b></p> <ul style="list-style-type: none"> <li>- Will respect the rights of families and not discuss their situation in an unprofessional manner.</li> <li>- Will not divulge any information about children, families or staff unless to authorised personnel.</li> </ul> <p><b>Members of the P&amp;C:</b></p> <ul style="list-style-type: none"> <li>- Will not divulge any information about children, families or staff to anyone.</li> <li>- Will not refer to children and families by name at committee meetings.</li> <li>- Will respect the privacy of children, families and staff.</li> <li>- Will not use any confidential or personal information for their own curiosity and gain.</li> </ul>
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Record of procedure's review
Date of review and who was involved
8/6/2021 Shiralee Robinson, Natalie Kenny, Annette Thomson & Carolyn Jones
Key changes made and reason/s why
Change to format. It is now in line with the Department of Education - Leading and Operating Department Preschool Guidelines
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
29/06/2022 Shiralee Robinson, Leanne McMaster, Miriam McKeown & Carolyn Jones
Key changes made and reason/s why
Updating links
Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.