

Coonamble Public School Preschool



Preschool Acceptance and Refusal of Authorisations

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 92 Regulation 93 Regulation 99 Regulation 102 Regulation 161	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent
Pre-reading and reference documents		
Application to enrol in a NSW Government Preschool		
Related procedures		
Staff Roles and Responsibilities		
School principal	<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"> · 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. 	

<p>Preschool supervisor</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"> · 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 · planning and discussing ways to engage with families and communities, including how changes are communicated · developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool educators</p>	<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 · this procedure is stored in the preschool and it is accessible to all staff, families, visitors and volunteers · that educators are actively involved in the review of this procedure, as required, or at least annually · the details of this procedure's review are documented.

Procedure

<p>Collecting Authorisation</p>	<p>The <i>Application to enrol in an NSW Government preschool (preschool enrolment form)</i> collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances:</p> <ul style="list-style-type: none"> o illness, accident and emergency treatment o transportation in a medical emergency o permission to publish (information about the child) o permission for the child to use online services (the internet) o 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, n from other prior to school services, organisations or NSW Government departments. · Parents / carers are record in the preschool enrolment form nominees they authorise to: <ul style="list-style-type: none"> o collect their child from preschool (authorised collectors)
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	<ul style="list-style-type: none"> o consent to medical treatment and authorise the administration of medication for their child o authorise the child being taken away from the preschool premises for an excursion. <p>The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable:</p> <ul style="list-style-type: none"> o application by an adult of sunscreen or insect repellent to a child - This is obtained through a separate permission note included in the enrolment pack. o administration of medication - This is obtained through a separate permission note. Please refer to the Administration of Medication Procedure. o authorisation to leave the preschool premises for a regular outing or an excursion - This authorisation is obtained through a separate permission note prior to the outing. Please refer to the Excursion Procedure. o authorisation to transport children (other than on an excursion) - This authorisation is obtained on a separate permission note. Please refer to the Transportation of Children Procedure (other than for an excursion).
<p>Communication and Application of Authorisations and refusals</p>	<p>Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class. Information is stored in the Permission to Collect booklet and clearly indicates any authorisation refusals and who each child's authorised collectors are.</p> <p>The Permission to Collect book is stored in the black preschool draws next to the back door. The summary is communicated to all preschool staff verbally as new children enrol.</p> <p>Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors through the casual handbook. This handbook documents authorisation refusals and also where to collate the Permission to Collect booklet.</p> <p>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.</p>
<p>Changes to Authorisation</p>	<p>A parent or carer may choose to change their authorisations or their child's authorised collectors. Families may notify the preschool in writing or via verbal permission. A copy of the written permission will be stored in the child's file. Verbal permission will be recorded on Sentral as an anecdotal and printed and added to the child's file.</p> <p>If changes are notified:</p> <ul style="list-style-type: none"> o they are recorded in the preschool enrolment form. This is completed by the preschool teacher or the Assistant Principal Preschool. o preschool records are updated accordingly by the preschool teacher or the Assistant Principal Preschool. o preschool staff are told of the change through a Stage Meeting or through morning information sharing.

Record of procedure's review

Date of review and who was involved

16/11/21 Carolyn Jones, Leanne McMaster, Annette Thomson, Shiralee Robinson and Natalie Kenny

Key changes made and reason/s why

Format was changed to make the procedure consistent with other procedure layouts.

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.