



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
<p>Pre-reading and reference documents</p>		
<p> ACECOA Information Sheet: The role of the educational leader ACECOA Information Sheet: Educational leadership and team building National Quality Framework Information sheet: Nominated Supervisors ACECOA - record keeping </p>		
<p>Staff roles and responsibilities</p>		
<p>School principal</p>	<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. 	

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 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.
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● this procedure is stored in the preschool, and it is accessible to all staff, families, visitors and volunteers● active involvement in the review of this procedure, as required, or at least annually● the details of this procedure's review are documented.
Procedure	

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, unless it has been designated to another executive member. This is recorded on 'Sentral' in daily notices.
- 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 develop and review preschool procedures, as a team.
 - 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 [Google Drive - Shared Drive- Coonamble Public School - Preschool \(year\)- Preschool 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 the student's 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 [Google Drive - Shared Drive- Coonamble Public School - Preschool \(year\)- QA7 Leadership and Management - Scanned Documents to be Retained - 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's secure 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 [Google Drive - Shared Drive- Coonamble Public School - Preschool \(year\)- QA2 Children's Health and Safety - Medical Documents to be Retained - Medication Records](#). The hard copy is kept in the kitchen and at the end of the year sent to the secure archive room at the school for safe storage.
- **Anecdotal records or documents relating to child abuse** are stored on Sentral and are retained for at least 45 years.

- All **incident, injury, trauma and illness forms** and paperwork are saved electronically to [Google Drive - Shared Drive- Coonamble Public School - Preschool \(year\)- QA2 Children's Health and Safety - Medical Documents to be Retained - Incident, Injury, Trauma and Illness Forms](#). The hard copy is sent to the secure archive room at the school for safe storage. This is required to be kept until the children are 25 years old.
- The current working **quality improvement and self assessment document** is kept in [Google Drive - Shared Drive- Coonamble Public School - Preschool \(year\)- QA7 Leadership and Management - Quality Improvement and Self Assessment](#). A snap shot of the document saved at different points in time is also stored here. A copy of the QIP is also saved in [SPaRO](#). The QIP is also saved to iBooks and stored on the iPad in the foyer for parent/carer/community viewing.
- **Staff records** are kept on the office door in the preschool office, for the regular preschool staff or in the filing cabinet. Additional staff records are kept in the front office.
- **Procedures** are stored in [Google Drive - Shared Drive- Coonamble Public School - Preschool \(year\)- QA7 Leadership and Management - #policies and procedures](#). The most recent versions of each procedure are saved to the foyer iPad in iBooks for parent/carer/community viewing.
- **Attendance Sheets** 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 [Google Drive - Shared Drive- Coonamble Public School - Preschool \(year\)- QA7 Leadership and Management - Scanned Documents to be Retained - Student Delivery and Collection Sheets](#). The hard copy is sent to the secure archive room at the school for safe storage.
- At the end of the year, download and store all 2023 preschool Google Drive documents in [Teams - Coonamble Public School -Faculty Drive, Teacher, Preschool 2023](#) also store the files to the preschool hard drive under 'preschool 2023'.
- At the end of the year make a copy of the Google Drive folder 'preschool 2023', located in the [Google Drive -shared folder - Coonamble Public School](#). Move the copied folder into the 'archived files'.
- Records are stored securely and confidentially on the preschool or school site for three years after the child last attended preschool. These records include:
 - 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

	<ul style="list-style-type: none"> o records of the administration of first aid or medication o health care plans o acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, consent to attend an excursion, etc.)
Access	All preschool staff and relevant school staff have access to the Coonamble Public School Preschool Google Drive Folder 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.
Privacy	<p>Staff, volunteers & work experience or trainee students:</p> <ul style="list-style-type: none"> - Will respect the rights of families and not discuss their situation in an unprofessional manner. - Will not divulge any information about children, families or staff unless to authorised personnel. <p>Members of the P&C:</p> <ul style="list-style-type: none"> - Will not divulge any information about children, families or staff to anyone. - Will not refer to children and families by name at committee meetings. - Will respect the privacy of children, families and staff. - Will not use any confidential or personal information for their own curiosity and gain.

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.

Record of procedure's review

Date of review and who was involved

26/07/2023 Shiralee Robinson, Leanne McMaster, Miriam McKeown, Annette Thomson & Carolyn Jones

Key changes made and reason/s why

Updating storage options from outdated faculty to Google drive and providing 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.