

## Procedure related to governance and management of the service, including confidentiality of records

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
7.1	177 181 183	Leading and Managing the School Information Security Policy Code of Conduct Policy

*This procedure relates to;*

- a) *Management of the service; and*
- b) *Confidentiality of records.*

### Common Procedures:

#### The Principal

- In keeping with Leading and Managing the School (PD2004/0024) “the principal occupies the pivotal position in the school and is accountable for leadership and management consistent with State legislation and the policies and priorities of the NSW Government.”
- The principal has overriding responsibility for the supervision of the preschool however he/she may delegate the supervision of the preschool education program to the Deputy Principal Instructional Leader

#### Supervisor of the preschool

- The supervising deputy principal has responsibilities and duties determined by the principal, for the management of staff and the development, implementation and evaluation of school policies and programs, including the QIP.
- To support and advise the preschool staff the supervisor of the preschool will be familiar with the principles and practice of the Early Years Learning Framework and how it differs to the K-6 curriculum and syllabus documents.
- The supervisor will also be aware of the *National Quality Standards* and relevant legislation that applies to the preschool, for example, the *Education and Care Services National Regulations*.

#### Nominated Supervisor

- Under the regulations the Nominated Supervisor position is able to be designated as a ‘class of person’. In Departmental preschools this designation is the principal. When the principal is absent the person relieving becomes the Nominated Supervisor.
- The National Law requires all children’s services to have a Nominated Supervisor.
- The Nominated Supervisor has knowledge of the Education and Care Services National Regulations and is responsible for the overall supervision of the preschool, the program of activities, and any other specific matters relating to the preschool.

- Information on the Nominated Supervisor is displayed in the preschool entrance.

### **Educational Leader**

- Regulation 118 states that each preschool must have an Educational Leader to lead the development and implementation of the educational program.
- The Educational Leader is a suitably qualified and experienced person who leads the development and implementation of the educational program, including the QIP.
- The principal may choose another member of staff, for example the supervisor of the preschool, to support this role. This is the Deputy Principal, Instructional Leader.
- Details of the Educational Leader are displayed upon entry in the main foyer of the preschool.

### **Responsible person in charge**

- This role is also assigned to the principal.
- Its purpose is to ensure that there is always a responsible person on the school premises who is in charge of the preschool.
- When the principal is absent the preschool staff will be notified of the name of the person replacing the principal via Sentral broadcast.
- Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school.
- Longer term, if the principal is replaced by another executive member, the whole staff and community will be notified via school newsletter and via the app.
- 

### **Records about children**

In order to deliver quality programs to all children enrolled in departmental preschools, it is necessary to obtain a range of personal information.

It is the responsibility of the principal and preschool teacher to ensure that this information is accurate, confidential and used appropriately.

Parents from culturally and linguistically diverse backgrounds should be offered interpreter assistance in obtaining this information if required. Information about NSW education and interpreting services is available [https://education.nsw.gov.au/inside-the-department/legal-services/media/documents/guidelines/phsbc/Interpreting\\_guidelines\\_2016.pdf](https://education.nsw.gov.au/inside-the-department/legal-services/media/documents/guidelines/phsbc/Interpreting_guidelines_2016.pdf)

The preschool will keep detailed and current records for each individual child attending the preschool. Much of this information is obtained from the Application to enrol in a NSW Government preschool and from additional information forms used by preschools. Records which contain personal information about a child are considered confidential. In addition, information such as the names and addresses of people authorised to collect children, is kept near the sign on book in each preschool classroom.

At the end of the year and prior to the commencement of the following one, the completed enrolment forms (including supporting documentation, immunisation history or conscientious objection statutory declaration, copies individual health care plans) will be kept in the school office. Teachers have access to this information electronically on ERN and Sentral. At the end of each academic year these are transferred to the office area for secure filing.

*The preschool will keep records of:*

- each child's individual program including assessments
- child attendance and enrolment
- information about any cultural or religious practices that need to be observed
- illnesses, accidents or incidents and any action taken
- medication forms and health care plans
- the daily arrival and departure of children
- excursion consents that state the number of adults and number of children attending the excursion

### Records in relation to preschool staff

The following will be kept on the premises:

- staff qualifications
- accreditation status
- child protection training
- first aid training
- Anaphylaxis training
- Asthma training
- Copy of each educators working with children check clearance and verified status

### To be displayed/or in the preschool for families to access:

- Preschool philosophy
- Family information/orientation booklet
- Full set of preschool procedures
- QIP- full document
- Information about EYLF and the NQS
- Staff roster
- Up-to-date information related to any changes to staff on any one day (maybe on the daily sign-on sheet) for families' information
- Notice stating a child is enrolled who is at risk of anaphylaxis (when relevant)
- Notice informing of an infectious disease (when required)
- Information about the approved provider and the roles the principal assumes
- Information related to the service approval and who complaints can be made to
- Daily timetable
- Preschool program- both intended and retrospective
- Records about each child's learning
- Emergency evacuation information
- Emergency contact numbers
- A up to date record of visitors to the preschool

### Retention of records

Records will be stored securely on the premises for three years, then in secure storage until **the child reaches 25 years of age**. These include:

- records relating to personal information of each child
- any health related matters including medication forms and Incident, injury, illness or trauma records
- parent authorisations for the child to attend excursions.

Records about programs for children, daily attendance, developmental records and daily routine are to be kept for 3 years after the record is made.

### Access to records

Any record which contains personal information about a child is considered confidential and kept in a locked filing cabinet. Preschool teachers have access to each child's individual record.

Parents have access to their own child's records on request to the teacher.

The approved provider of an education and care service ensures that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than:

- a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or
- b) a parent of the child to whom the information relates, except in the case of information kept in a staff record; or
- c) the Regulatory Authority or an authorised officer; or
- d) as expressly authorised, permitted or required to be given by or under any Act or law (e.g. Chapter 16A); or
- e) with the written consent of the person who provided the information.