



Procedure related to the 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	92 93 99 102 161	Preschool- Obtaining parent's authorisation and consent Excursions policy

On the **Application to Enrol in a NSW Government Preschool Form** authorisations of consent are sought for:

- illness, accident and emergency treatment
- authorisations for collection from the preschool and for excursions
- permission to publish
- permission to use online services (the internet)
- 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
 - needs noted within the application from other prior to school services, organisations or NSW government departments.

Please see attached the relevant pages of the **Application to Enrol in a NSW Government Preschool Form** at the end of this procedure.

The **Punchbowl Public School Preschool Consent Form** we have attached to the preschool enrolment form. Authorisations of consent are sought for:

- Permission for staff to apply sunscreen
- Seesaw consent form

Please see attached consent form at the end of this procedure.

The **Application to Enrol in a NSW Government Preschool Form** are kept in the main school office in a locked cupboard and the **Punchbowl Public School preschool Consent Form** are stored in a locked filing cabinet in the preschool.

When the School Administration Officer-preschool (SAO-p) goes through each child's enrolment information non-authorisations are recorded and communicated to the preschool teacher. The preschool teacher will then inform other educators and school staff. Casual teachers can access this information in the casual folder

In the preschool each child's contact information and authorised collectors list is stored in a folder clearly labelled in the preschool office for relieving or casual staff to access. Information about the children's authorisation and consent is located in the casual folder.

Families are able to update this information at any time by informing preschool staff. Staff will then update records and inform the office staff so that online versions can be updated.

For authorisation to administer medication, if a child has a medical condition in which medication is stored on the premises permanently, parents will be required to complete a **Medication Record-long term**. In the instance of prescribed antibiotics given over a few days parents are required to fill out a **Medication Record**. These forms can be found in the preschool office in a folder labelled Medication Forms.

In the instance of an excursion consent is sought by permission note given to parents detailing the: destination, date, time leaving and returning, method of transport, reason for excursion, activities, staff members, number of parents and children attending and the ratio of children to adults. Parents are informed about the completion of a risk management plan and given the option to read this before signing the consent form if they wish. All consent forms and monies are received in the school office and communicated to preschool staff.

Note:

- Documentation relating to authorisations must contain the child's name, date and signature of the child's parent/guardian, or nominated contact person as noted on the enrolment form.
- The school principal can exercise the right of refusal if written or verbal authorisations do not comply.

Resources

Leading and Operating Department Preschool Guidelines (2019)
Application to Enrol in a NSW Government Preschool Form

Preschool – Obtaining parent’s authorisation and consent

Schools must obtain authorisation and consent from parents and authorised nominees in some circumstances. For example, administering medication to children, children leaving the premises in the care of someone other than their parent and children being taken on excursions. Parents may refuse to allow authorisation. All authorisations and refusals are to be kept in the child’s enrolment record.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children.
- Medical treatment by a doctor or hospital in the case of an accident or emergency, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool – when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreen/insect repellent

Information about consent or refusal of authorisations is held on the preschool enrolment form.

Department preschools are required to comply with the Education and Care Services National Regulations 2011. This document relates to regulations [92](#), [93](#), [102](#), [160](#), [161](#) and [168](#). These regulations align with the National Quality Standard Quality Area 2: Children’s health and safety and Quality Area 7: Governance and leadership.

Acceptance and refusal of authorisations is supported by the following department policies:

- [Application to enrol in a NSW Government Preschool](#) – Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
- [Administration of Medication: Legal Issues Bulletin 46, December 2012](#)
- [Excursion Policy and Implementation Procedures: PD/2004/0010/V07](#)
- [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](#)

Authorisations

Illness, accident and emergency treatment

I authorise and consent for the approved provider, nominated supervisor, or an educator to:

1. seek medical treatment for my child from a registered medical practitioner, or hospital treatment, or an ambulance service
2. arrange transportation, including by an ambulance service, for my child in the event that such action appears to be necessary.

Parent/Carer Signature

Date

 / /

day

month

year

Authorisations for collection from the preschool and excursions

Only parents/carers detailed in sections B, C and D on this form are authorised to collect my child from the preschool or consent to medical treatment, authorise administration of medication to my child or consent to excursions.

Otherwise, if parents/carers detailed in sections B, C and D of this form are unavailable I, authorise the following individual/s

Name

Telephone number

Is authorised to

(please check all that apply)

collect my child from the preschool

consent to medical treatment and authorise the administration of medication to my child

consent to my child being taken outside the preschool premises by staff

Address

Name

Telephone number

Is authorised to

(please check all that apply)

collect my child from the preschool

consent to medical treatment and authorise the administration of medication to my child

consent to my child being taken outside the preschool premises by staff

Address

Name

Telephone number

Is authorised to

(please check all that apply)

collect my child from the preschool

consent to medical treatment and authorise the administration of medication to my child

consent to my child being taken outside the preschool premises by staff

Address

Parent/Carer Signature

Date

 / /

day

month

year

Details of additional authorised persons may be provided to the preschool in writing

The preschool will seek a separate signed authorisation from a parent/carer or authorised person for excursions or outings

- once every twelve months for regular outings
- on each occasion for excursions that are not regular outings

Personal information, consent, and declaration of accuracy

The personal information collected on this application is for purposes directly related to your child's education including processing this application.

Any information provided to the NSW Department of Education (the Department) will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by the Department of Education to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth – State funding agreements which may involve evaluation and assessment of student outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting your child's preschool. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the preschool.

If you choose not to provide some requested information it may have a detrimental impact on your child's enrolment, resourcing of the preschool or meeting your child's educational needs.

Further information about the collection of information while your child is enrolled at a NSW Government preschool, and how we protect your privacy, is available on the Department's website or from your preschool.

Publishing child information

The preschool/Department may publish information about your child for the purposes of sharing his/her experiences with other children, informing the preschool and broader community about preschool activities and recording child participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at preschool such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published include but are not limited to:

- Public websites of the Department including the preschool website, the Department's intranet (staff only), blogs and wikis
- Departmental publications including the preschool newsletter, annual preschool magazine and preschool report, promotional material published in print and electronically including on the Department websites
- Official departmental and preschool social media accounts on networks such as the preschool's YouTube, Facebook and Twitter pages.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

Permission to publish

I have read the information about publishing child information (above) and

I give permission I do not give permission

for the preschool/Department to publish information about my child in publicly accessible communications. This permission remains effective until I advise otherwise.

Online services

The Department provides children with filtered access to the Internet. Children also have access to a secure learning portal. After logging into their portal, children have access to a personalised email account and online applications. These resources enable children to collaborate with peers, publish online, and securely store their data for access within, or outside of, school.

When accessing some online services, data, including your child's name and files they have saved, are stored with the online application service provider in a location outside of the Department's network. The Department has worked closely with online application providers to assess privacy impacts and data security controls. Information about privacy for parents is available from <http://www.schools.nsw.edu.au/learning/learning-tools/index.php> or from your school.

I give permission I do not give permission

for my child to have access to online services provided by the Department. This permission remains effective until I advise the school otherwise.

Consent

I have provided information about the learning and support needs, including health condition(s) and/or special need(s) and/or history relevant to a risk assessment, related to the child named in Section A of this application form.

I consent to the preschool/Department of Education seeking information from previous early childhood education care services, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the child named on page 1.

I consent to the health professional(s) treating any medical or health condition identified in this application, to provide the preschool/Department with information about any condition that has been identified in this application. This may include any other aspects of the child's health that may impact on the condition or on the health and safety of this child or other children at preschool or on staff at the preschool.

Declaration of accuracy and signature

I declare that the information provided in this application is, to the best of my knowledge and belief, accurate and complete.

I have read and understand the information in this application including about the collection of personal information, publishing child information, online services and consent.

Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this application may be changed.

Signature of parent/carer

(at least one of the child's parents/carers must sign the application to enrol)

Print name

Date (dd/mm/yyyy)

Signature of second parent/carer

Print name

Date (dd/mm/yyyy)



Punchbowl Public School preschool

Consent Form

Preschool Sunscreen Permission:

I authorise Punchbowl Public School Preschool staff to apply sunscreen on all unprotected areas of skin on my child for outdoor play.

Child's Name: _____

Parent Name: _____

Signature: _____

Date: _____

Seesaw App Use

Dear Parents

Our preschool is excited to be using the Seesaw App as a communication tool enabling parents to share their child's learning. Our main purpose in using Seesaw is to support and enhance communication and involvement for parents regarding student learning at preschool.

Seesaw is a student-driven digital portfolio that allows children to document what they are learning. At our preschool this process is facilitated by our educators. Seesaw is a highly regarded educational tool used extensively in Australian schools. Educators will be using a school iPad to document learning when using the app.

Who can access your child's portfolio?

Your child's portfolio is stored on their individual digital portfolio that can only be accessed at the preschool level by the preschool educators. When children's learning is documented; only parents/carers of the child can view this work. Photos posted of groups of students can be viewed by individuals with access to those students' profiles. *Note: No other parent or student can view another child's folder. All information remains private and is not published for public viewing.*

Information about data storage and privacy

Through the use of the Seesaw app, data is stored by Seesaw for use and access. This Data includes the student's names, class, work samples and/or photos of children engaging in learning. Seesaw has a comprehensive security and privacy system, settings and policy. Their mission is to "provide a service that keeps students safe, and puts teachers and parents in control of how student information is shared." Information on Seesaw's privacy policy, storage of information and how Seesaw keeps information safe can be found on the Seesaw website.

<https://web.seesaw.me/privacy>

For your child to benefit from this wonderful educational opportunity please complete the form attached and return to your child's educators. Information regarding how parents can access student portfolios will be sent home following the return of the consent form below. All forms need to be returned to the preschool. All forms need to be returned to the preschool whether or not students have permission.

Please contact the school if you have any questions.

Yours sincerely

Dace Elletson
Principal

Tatiana Burmuzovski & Despina Georgiou
Preschool Educators

Seesaw App Use

I have read the permission to publish note above. I understand that the signed note remains effective until I advise the school otherwise.

Please tick

Yes, I give permission for my child's information (name and class) to be forwarded to Seesaw to allow their digital portfolio (folder) to be set up, and for my child's educators to use Seesaw app at Punchbowl Public School Preschool. I also consent for my child's work or photograph to be published in their digital portfolio on the Seesaw app. I understand that my child's folder can only be viewed by my child's educators, my child and myself, being the parent/carer of my child.

No, I do not give permission for my child to use the Seesaw app at Punchbowl Public School Preschool.

First Name

Family Name

of Class

Signed:

Date:

To be reviewed Sept 2021