Preschool governance and management procedure 

(including confidentiality of records)

**Next Update: July 2025**

| **National Quality Standard Education and Care Services National Law and National Regulations** |  **Associated department policy, procedure or guideline** |  **Reference document(s) and/or advice from a recognised authority** |
| --- | --- | --- |
|  **NQS: 7.1, 7.2** **Regulations: 177, 181, 183** |  Leading and operating department preschool guidelines [School Leadership policy](https://education.nsw.gov.au/policy-library/policies/pd-2004-0024) [Information Security policy](https://education.nsw.gov.au/policy-library/policies/pd-2015-0465) |  ACECQA information sheets: * [The role of the educational](https://www.acecqa.gov.au/sites/default/files/2019-05/QA7_TheRoleOfTheEducationalLeader.pdf) [leader [PDF 2.2 MB]](https://www.acecqa.gov.au/sites/default/files/2019-05/QA7_TheRoleOfTheEducationalLeader.pdf)

 * [Educational leadership and](https://www.acecqa.gov.au/media/22981) [team building [PDF 1,240](https://www.acecqa.gov.au/media/22981) [KB]](https://www.acecqa.gov.au/media/22981)

 * [Nominated supervisors](https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf) [[PDF 127 KB]](https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf)

 * [Retention requirements for](https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/Record_keeping_A4.pdf) [record keeping [PDF 391](https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/Record_keeping_A4.pdf) [KB]](https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/Record_keeping_A4.pdf)

 ACECQA’s policy and procedures guidelines – [Governance and management](https://www.acecqa.gov.au/sites/default/files/2021-08/GovernanceAndManagementGuidelines.pdf) [[PDF 269 KB]](https://www.acecqa.gov.au/sites/default/files/2021-08/GovernanceAndManagementGuidelines.pdf) |
| **Pre-reading and reference documents** |
| [ACECQA Information Sheet: The role of the educational leader](https://www.acecqa.gov.au/sites/default/files/2019-05/QA7_TheRoleOfTheEducationalLeader.pdf)[ACECQA Information Sheet: Educational leadership and team building](https://www.acecqa.gov.au/resources/supporting-materials/infosheet)[National Quality Framework Information sheet: Nominated Supervisors](https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf)[ACECQA - record keeping](https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/Record_keeping_A4.pdf)  |
| **Staff roles and responsibilities** |
| **School principal**(These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.) | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* 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.
* 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
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| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* all staff in the preschool and daily practices comply with this procedure
* storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers
* being actively involved in the review of this procedure, as required, or at least annually
* ensuring the details of this procedure’s review are documented.
* 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.
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| **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.
* While the principal maintains responsibility for the preschool, tasks of the educational leader may be delegated to a member of the executive team performing the role of preschool supervisor.
* Preschool team meetings are scheduled to be held weekly. Meeting agenda items are posted on Sentral prior to the meeting. Meeting minutes are taken during the meeting and recorded on Sentral.
* The preschool team collaborate during these meetings to critically reflect on the Quality Improvement Plan and local procedures. These reflections occur on alternating fortnights, for example every even week of the school term the preschool team reflects on the Quality Improvement Plan and every odd week of term the team reflects on a local procedure. These critical reflections provide an opportunity for discussion around changes to regulations, updates to the NSW DoE Leading and Operating a Public Preschool Guidelines, what is working well and any challenges that are arising as well as changes that need to be made for the benefit of our children.
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| **Confidentiality and retention of records** | * Any record which contains personal information about a child is considered confidential and kept secure. Children’s records are stored in a locked filing cabinet in the preschool office.
* 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*.
* 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
	+ records of the administration of first aid or medication
	+ health care plans
	+ acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, consent to attend an excursion, etc.)

All records are stored in archive boxes at the school’s office in storage container. All boxes are marked with the year.* Completed *Incident, injury, trauma and illness records* are stored securely until the child is 25 years old.
* The department requires education programs be retained by the school for seven years.
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#### Record of procedure’s review

|  |  |
| --- | --- |
| Date of review | 26/06/2024 |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team. The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why | * Inclusion of weekly preschool team meeting
* Inclusion of weekly team critical reflection at team meetings of QIP components and a local procedure.
* Inclusion of schedule for critical reflections, for example every even week of the school term the preschool team reflects critically on the Quality Improvement Plan and every odd week of term the team reflects critically on a local procedure
 |
| Record of communication of significant changes to relevant stakeholders | Principal: Team Meeting Wednesday 3rd July, 2024Staff: Team Meeting Wednesday 3rd July, 2024Parents: KinderloopPlease note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service. |

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 03/03/2023 Cara Becroft |
| **Key changes made and reason/s why** |
|  |
| **Record of communication of significant changes to relevant stakeholders** |
|  |

*Copy and paste a new table to record each occasion the procedure is reviewed.*

#### Record of procedure’s review (master – copy before use)

|  |  |
| --- | --- |
| Date of review |  |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team. The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why |   |
| Record of communication of significant changes to relevant stakeholders | Principal:Staff:Parents:Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service. |