

Rydalmere Public School Preschool Procedure

Governance and management of the service



Reviewed: 3 - 4- 19

<u>Education and care services regulation/s</u>	NSW Department of Education policy, procedure or guidelines	Relevant National Quality Standard/s	School policy or procedure, where applicable
<p><u>Regulation 168(2)(l)</u></p> <p><u>Regulation 181</u></p> <p><u>Regulation 183</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Leading and Managing the School Policy PD/2004/0024/V01 • Information Security Policy PD/2015/0465/V01 • Information Security Policy Guidelines • Privacy code of practice • Advice 16 – Applying Appropriate Security to Records: What should and should not be regarded as “confidential” records? • Records management for schools • Code of conduct Policy PD/2004/0020/V06 	<p>7.1: Governance supports the operation of a quality service.</p> <p>7.2: Effective leadership builds and promotes a positive organisational culture and professional learning community.</p>	

This procedure relates to **management of the service** and **confidentiality of records** and the points below have been taken directly from the DoE Preschool Handbook (January, 2016).

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."
- 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.
- The principal as leader of the school will be the Educational Leader.
- The principal may choose another member of staff, for example the supervisor of the preschool, to support this role.
- Details of the Educational Leader also need to be displayed in a prominent position in 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 should be notified of the name of the person replacing the principal.
- Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school. However, under the Education and Care Services National Regulations the supervisors of the preschool are known as nominated supervisors. Each departmental preschool has one nominated supervisor which is the principal of the school. If the principal is absent the executive replacing the principal becomes the nominated supervisor.
- 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.

Records about children

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.

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 illness or accident 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.

Regulation 183 of the Education and Care Services National Regulation (2011) outlines further information about the storage of records. All other records are kept in line with departmental policy.

Access to records

Any record which contains personal information about a child will be considered confidential and kept in a locked filing cabinet. The preschool teacher will have access to each child's individual record.

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

The approved provider of an education and care service must ensure 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; or
- e) with the written consent of the person who provided the information.

Certain information be kept in a place that is easily accessed by all preschool staff, for example:

- consent for the child to be collected by someone other than the parent
- individual health care plans for children who require support at school with medication or health care procedures.