Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Governance and management – preschool procedure table

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 Information Security policy	ACECQA information sheets: • The role of the educational leader [PDF 2.2 MB] • Educational leadership and team building [PDF 1,240 KB] • Nominated supervisors [PDF 127 KB] • Retention requirements for record keeping [PDF 391 KB] ACECQA's policy and procedures guidelines – Governance and management [PDF 269 KB]

© NSW Department of Education, Sep-23

Responsibilities

School 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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	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 which includes: • 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 teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

© NSW Department of Education, Sep-23

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 3 roles in relation to it:
	  ○ Nominated supervisor
	  ○ Educational leader
	  ○ Responsible person
	• This information is clearly displayed in the preschool entrance with the principal's name and photo.
	• If the principal is not on the school site, the staff member who is relieving for them assumes the 3 roles mentioned above. This person is known as the whole school Site Manager in the absence of the principal.
	• While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be performed by a preschool supervisor.

Confidentiality and retention of records	• Detailed and current records are maintained for each child. Much of this information is obtained from the *Application to enrol in a NSW Government preschool*.
	• Any record which containing personal information about a child is considered confidential and kept secure.
	• These records are secured in the locked filing cabinet in the principal's office while we are in our temporary site. Children's records are stored under each child's surname.
	• Parents are given access to records related to their child on request.
	• Records are stored securely and confidentially on the school site, managed by the school SAM.
	• All records created relating to children are kept for 3 years from when they were made, for example:
	  ○ assessments of learning
	  ○ enrolment and attendance information
	  ○ daily arrival and departure register
	  ○ information about any cultural or religious practices that need to be observed
	  ○ medication records
	  ○ health care plans
	  ○ parent authorisations for excursions, incursions or transportation
	  ○ individual learning plans.
	• exceptions to the 3-year storage requirement are:
	  ○ completed incident, illness, injury or trauma records, which are kept until the child is aged 25 years of age
	  ○ records related to individual staff members, which are kept for 3 years from when the person last worked in the preschool
	  ○ any record relating to the death of a child while at preschool, or as a result of an incident while at preschool, is kept until 7 years after the child's death
	  ○ records relating to child sexual abuse that has, or is alleged to have, occurred in the preschool are kept for at least 45 years from the date the record was created.

© NSW Department of Education, Sep-23

Implementing the child safe standards	• Management processes and systems that support the implementation of the child safe standards include: • The preschool makes a public commitment to child safety, for example, in the philosophy, family information booklet or regular communication platforms. • The preschool culture is one of child safety, with children's health, safety and wellbeing prioritised. • Self-assessment and quality improvement processes examine and evaluate the implementation of the child safe standards. • Risk assessment plans are conducted and implemented to prevent and respond to possible risks to child safety. • Locally developed procedures describe processes that maintain child safety. The review of these procedures considers them from a child safety perspective. • Opportunities are provided for parents to share their feedback and have input into preschool decisions, particularly the review of local procedures and the philosophy. • Parents are informed of the actions the preschools takes to ensure child safety. • Parents are provided with information about child safety, including how they can report a child protection concern. • All staff are responsive to children, listening to what they say, believing them and acting on any concerns they have. • Staff provide opportunities for children to share their opinions and contribute to decisions that affect them, enabling them to then be able to confidently 'speak up' to raise a concern, if needed. • All staff are supported to fulfil their legal obligation as a mandatory reporter through annual training and opportunities to discuss concerns at team meetings. • Complaints are handled in a child-focussed manner and as outlined in the department's Complaint Handling policy. • The preschool's supervision plan describes how higher risk times of the day and activities are more closely supervised.

© NSW Department of Education, Sep-23

Record of procedure's review

Date of review	10/09/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Updated template available from Early Learning ○ records relating to child sexual abuse that has, or is alleged to have, occurred in the preschool are kept for at least 45 years from the date the record was created.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. 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.

Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons 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.

© NSW Department of Education, Sep-23