



Preschool governance and management procedure

(including confidentiality of records)

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

Pre-reading and reference documents

[ACECOA Information Sheet: The role of the educational leader](#)

[ACECOA Information Sheet: Educational leadership and team building](#)

[National Quality Framework Information sheet: Nominated Supervisors](#)

[ACECOA - record keeping](#)

Staff roles and 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

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	<p>this procedure</p> <ul style="list-style-type: none"> • all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>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. This includes but is not limited to:</p> <ul style="list-style-type: none"> • 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.) 	
<p>Preschool educators</p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • 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. 	
Procedure		
Governance	<ul style="list-style-type: none"> • The <i>Approved Provider</i> of all department preschools is the <i>NSW Department of Education</i>. • The school principal has overriding responsibility for the supervision of the preschool and holds three roles in relation to it: <ul style="list-style-type: none"> ○ Nominated Supervisor ○ Educational Leader ○ Responsible Person • This information is noted on the <i>Approved Provider</i> 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. 	

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		<ul style="list-style-type: none"> • While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be performed by a preschool supervisor.
<p>Confidentiality and retention of records</p>		<ul style="list-style-type: none"> • Any record which contains personal information about a child is considered confidential and kept secure. Records are stored in the front locked storeroom. • 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 <i>Application to enrol in a NSW Government preschool</i>. • Records are stored securely and confidentially on the preschool or school site for three years after the child last attended preschool. These records include: <ul style="list-style-type: none"> ○ 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.) • Completed <i>Incident, injury, trauma and illness records</i> are stored securely until the child is 25 years old. • The department requires education programs be retained by the school for seven years. <p>Documents are managed and maintained by the Preschool Administration Manager and stored in the locked front storeroom of the preschool in filing cabinet labelled by year.</p>

Record of procedure's review
Date of review and who was involved
31/08/23 Preschool team, preschool families. Shared with families for feedback.
Key changes made and reason/s why
Procedure changed to NSW DOE template. Additional information added for more thorough understanding of procedural action.
Record of communication of significant changes to relevant stakeholders
Uploaded to Casino West Public School webpage and placed in Localised Procedures folder in preschool foyer

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