

Orange Grove Public School Preschool

Acceptance and Refusal of Authorisations Procedures

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 92 Regulation 93 Regulation 99 Regulation 102 Regulation 161	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent
Pre-reading and reference documents		
Application to enrol in a NSW Government Preschool		
Record of procedure's review		
Date of review and who was involved		
14/6/23 by Lauren Tinslay		
Key changes made and reason/s why		
<ul style="list-style-type: none"> Clarification of the ways that additional authorisation forms are distributed, collected and stored. 		
Record of communication of significant changes to relevant stakeholders		
- Communicated to preschool staff and principal on 21/06/23		

Staff roles and responsibilities	
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> 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.
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.</p> <ul style="list-style-type: none"> 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 educators including K-6 staff, relief staff and casual staff	<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, at least annually, or as required • ensuring the details of this procedure's review are documented. • analysing complaints, incidents or issues and what the implications are for the updates to this procedure.
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Collecting authorisations

The Application to enrol in an NSW Government preschool (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances:

- illness, accident and emergency treatment
- transportation in a medical emergency
- permission to publish (information about the child)
- permission for the child 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 and children's needs noted within the application from other prior to school services, organisations or NSW Government departments.

Parents / carers are record in the preschool enrolment form nominees they authorise to:

- collect their child from preschool (authorised collectors) o consent to medical treatment and authorise the administration of medication for their child
- authorise the child being taken away from the preschool premises for an excursion.

The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable:

- publication of children's assessment, learning and developmental information as well as photos and videos on the Seesaw app (at the start of the school year)
- application by an adult of sunscreen or insect repellent to a child (at the start of the school year)
- administration of medication (when relevant)
- authorisation to leave the preschool premises for a regular outing (at the start of the school year) or an excursion (when relevant).

Additional authorisations forms are provided to families in hard copy and collected by educators. Educators keep a record of authorisations for all children on the Preschool OneNote file. The physical completed forms are stored in the preschool office until the end of the calendar year, where they are archived along with the other Preschool administrative paperwork and stored by the school office.

Communication and application of authorisations and refusals

Authorisation and authorised collector information is extracted from the enrolment forms and additional authorisation forms. This information is organised and/or collected into a folder for each preschool class by the preschool educators. Authorised collector information is stored in the emergency contacts folder for each class in the Preschool office cupboard. Authorisations including permission to publish,

sunscreen use and Seesaw publication are organised into a document and stored in the casual folder in the Preschool office cupboard and on the current Preschool One Note file as a soft copy.

Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors through the casual folder and emergency contact folders which are always accessible. The staff induction directs all staff where they can find these items and addresses any authorisation refusals that are applicable.

All staff refer to this information to ensure any authorisation refusals are complied with and that a child only leaves the preschool in the care of a parent or one of their authorised collectors.

Changes to authorisations

Where families advise that there have been changes to the authorisations regarding their child, educators supply the family with a new copy of the relevant form. The newer version of the authorisation is stored in the original folder and the casual folder record is updated to reflect the changes.

A parent or carer may choose to change their authorisations or their child's authorised collectors.

If changes are notified:

- they are recorded in the preschool enrolment form by the school office.
- preschool records are updated accordingly by the preschool teacher
- preschool staff are told of the change by the preschool teacher.

Record of previous procedure review
Date of review and who was involved
15/6/22 by Lauren Tinslay
Key changes made and reason/s why
<ul style="list-style-type: none">• Changes to the structure of the information to improve clarity.• Addition of Seesaw authorisation form to the list of forms not collected in the enrolment information to outline our specific procedures for this preschool.
Record of communication of significant changes to relevant stakeholders
<ul style="list-style-type: none">- 21/06/23- Communicated to Preschool team & Principal