

# Orange Grove Public School Preschool

## Governance and Management Procedures

(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 <a href="#">177</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>
7.2	Regulation <a href="#">181</a>	<a href="#">Leading and Managing the School</a>
	Regulation <a href="#">183</a>	<a href="#">Information Security Policy</a>
		<a href="#">Code of Conduct Policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information Sheet: The role of the educational leader</a> <a href="#">ACECQA Information Sheet: Educational leadership and team building</a> <a href="#">National Quality Framework Information sheet: Nominated Supervisors</a> <a href="#">ACECQA - record keeping</a>		

Record of procedure's review
<b>Date of review and who was involved</b>
03/05/2023
<b>Key changes made and reason/s why</b>
- Change of preschool supervisor for 2023 to the principal is noted due to change in staffing
<b>Record of communication of significant changes to relevant stakeholders</b>
- Communicated to preschool staff and principal on 10/05/23

<b>Staff roles and responsibilities</b>	
<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>

Staff roles and responsibilities	
<b>Preschool supervisor</b>	<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"> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated.</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool educators including K-6 staff, relief staff and casual staff</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, at least annually, or as required</li> <li>• ensuring the details of this procedure's review are documented.</li> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul>

## Governance

The Approved Provider of all department preschools is the NSW Department of Education.

The school principal, Kasey Henness, has overriding responsibility for the supervision of the preschool and holds three roles in relation to it:

- Nominated Supervisor
- Educational Leader
- Responsible Person in charge

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 her, usually the Deputy Principal, Zaklina Jovevski, assumes the three roles mentioned above. Otherwise, a member of the senior executive team, such as an assistant principal assumes the role.

While the principal maintains responsibility for the preschool, some of the tasks of the educational leader may be delegated to the preschool supervisor including:

- Managing the preschool educators Performance Development Plans (PDP) and observing the preschool teacher's teaching practices.
- Guiding and overseeing the educational program
- Meeting with the preschool educators weekly to engage in reflection about practices, procedures, incidents, the philosophy, self-assessment and professional development.

The preschool supervisor has a working knowledge of the Early Years Learning Framework, the National Quality Standards and relevant legislation that applies to the preschool, for example, the Education and Care Services National Regulations.

In 2023, the principal is the preschool supervisor.

## 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 the preschool office, school office and on the school's password protected online cloud storage system.

The preschool educators and supervisor have 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 initially obtained from the 'Application to enrol in a NSW Government preschool' form, expression of interest form, family survey form, transition interview and orientation visit. Educators collect and update recorded information about children during throughout their year at preschool.

Records are stored securely and confidentially on the preschool or school site for three years after the child last attended preschool. These records are stored in archive boxes which are managed by the school office, or on the school's online cloud storage system which is password protected. 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.)

Completed Incident, injury, trauma and illness records are stored securely until the child is 25 years old.

The Department of Education requires education programs be retained by the school for seven years.

Record of previous procedure's review
Date of review and who was involved
30/03/2022
Key changes made and reason/s why
- No changes made
Record of communication of significant changes to relevant stakeholders
01/04/22- Kylie Pearse (educator), Scott McBain (Preschool supervisor)
29/04/22- Kasey Heness (Nominated Supervisor)
09/05/22- communicated to the school Parents and Citizens association