

# Lismore South Public School Preschool - Ngulliboo Jarjums

## Governance and Management of the Service Including Confidentiality of Records Procedure

Reviewed: 3<sup>rd</sup> November 2021 Next review: November 2022



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">Preschool DoE Guidelines</a>	School policy or procedure, where applicable
<p><b><u>Regulation 168(2)(l)</u></b></p> <p><b><u>Regulation 177</u></b></p> <p><b><u>Regulation 181</u></b></p> <p><b><u>Regulation 183</u></b></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• Leading and Managing the School Policy PD/2004/0024/V01</li> <li>• Information Security Policy PD/2015/0465/V01</li> <li>• Information Security Policy Guidelines</li> <li>• Privacy code of practice</li> <li>• Advice 16 – Applying Appropriate Security to Records: What should and should not be regarded as “confidential” records?</li> <li>• Records management for schools</li> <li>• Code of conduct Policy PD/2004/0020/V06</li> </ul>	<p>Access, records management, pages 19, 110</p> <p>Staffing, pages 70-77</p>	

This procedure relates to **management of the service** and **confidentiality of records** at Lismore South Public School Preschool – Ngulliboo Jarjums.

### The Principal

- 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.
- The Principal has overriding responsibility for the supervision of the Lismore South Public School Preschool – Ngulliboo Jarjums and is the Nominated Supervisor/Responsible Person/Educational Leader.

## **Nominated Supervisor**

The National Law requires all children's services to have a Nominated Supervisor.

- Under the Education and Care Services National Regulations the supervisor of preschools are known as Nominated Supervisors. Each departmental preschool has one Nominated Supervisor which is the principal of the school.
- When the Principal is absent, the nominated executive member will relieve in the role of Nominated Supervisor. With a longer term of absence of the Principal, the executive staff member replacing the principal will take on the role.
- The Nominated Supervisor requires knowledge of the Education and Care Services National Regulations and is responsible for the overall supervision of the Preschool, the program of activities, and any other specific matters relating to the Preschool.
- To support and advise the preschool educators the Nominated Supervisor of the preschool understands how young children learn through play and the difference between preschool and school programs.
- The Nominated Supervisor has a working knowledge of the *Early Years Learning Framework* which is the curriculum framework for all children's services across Australia, including departmental preschools.
- The Nominated Supervisor is aware of the *National Quality Standards* and relevant legislation that applies to the Preschool, for example, the *Education and Care Services National Regulations*.
- The Nominated Supervisor is not required to be in attendance at the Preschool at all times.
- Information on the Nominated Supervisor is displayed in a prominent position in the Preschool. (Regulation 173)

## **Educational Leader**

- 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 of Lismore South Public School is the Educational Leader of Lismore South Public School Preschool – Ngulliboo Jarjums. When the Principal is absent, the nominated Assistant Principal will relieve in the role. With a longer term of absence of the Principal, the executive staff member replacing the principal will take on the role.

- Details of the Educational Leader is 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 Assistant Principal will relieve in the role of Responsible Person in Charge. With a longer term of absence of the Principal, the executive staff member replacing the principal will take on the role.
- The preschool staff will be notified of any staff changes, including the name of the person replacing the Principal.

### **Personal Information**

In order to deliver quality programs to all children enrolled at Lismore South Public School Preschool – Ngulliboo Jarjums, it is necessary to obtain a range of personal information.

It is the responsibility of the Principal and Preschool educators 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**

Lismore South Public School Preschool - Ngulliboo Jarjums will keep detailed and current records for each individual child attending. Records which contain personal information about a child are to be considered confidential.

Much of this information is obtained from the Application to Enrol in a NSW Government Preschool and from additional information recorded at the Meet and Greet session, prior to the child starting in the Preschool.

*The Preschool will keep records of:*

- Each child's individual program including assessments
- Child attendance and enrolment
- Information about any cultural or religious practices that need to be observed

- Illnesses, accidents or incidents and any action taken
- Medication forms and health care plans.
- Daily arrival and departure of children (see sample arrival and departure register in the Wellbeing section of the Handbook)
- Information such as the names and addresses of people authorised to collect children
- Excursion consent that states the number of adults and number of children attending the excursion
- Court orders and parental agreements
- Information and program notes from external agencies working with select families.

As per regulation 183, records will be kept for 3 years. Any record relating to health, incident, accident illness or trauma will be kept until the child reaches age 25.

### **Operational records**

Operational records to be kept at Lismore South Public School Preschool – Ngulliboo Jarjums, include programs for children, visitor attendance and Preschool localised procedures.

### ***The Program***

- Records to be kept about the program include the philosophy, structure of the day and a weekly record of learning
- Quality Improvement Plan

### ***Visitor attendance***

- An up-to-date record of any visitors or volunteers to the Preschool. The record must include name, signature, as well as arrival and departure times
- In the event of Covid –19 or similar circumstances detailed records including name, reason for visiting and contact numbers are recorded and kept for the purpose of contact tracing.

### ***Staff timetable***

- An up-to-date timetable which informs parents/carers of staff changes on any one day.

### ***Records in relation to Preschool staff***

The following will be kept on the premises:

- staff qualifications
- child protection training
- first aid training
- Anaphylaxis training
- Asthma training

### **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.

### **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 educators and Principal will have access to each child's individual record.

At Lismore South Public School Preschool – Ngulliboo Jarjums information kept in a record under regulations is not divulged or communicated, directly or indirectly, to another person other than:

- to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or
- a parent of the child to whom the information relates, except in the case of information kept in a staff record; or
- the Regulatory Authority or an authorised officer; or
- as authorised, permitted or required to be given by or under any Act or law; or
- with the written consent of the person who provided the information.

At Lismore South Public School Preschool – Ngulliboo Jarjums, certain information will 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.