



## Preschool acceptance and refusal of authorisations procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation <a href="#">92</a> Regulation <a href="#">93</a> Regulation <a href="#">99</a> Regulation <a href="#">102</a> Regulation <a href="#">161</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Preschool- Obtaining parent's authorisation and consent</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Application to enrol in a NSW Government Preschool</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring: <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>	
<b>Preschool Lead Teacher</b>	The preschool lead teacher 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 could include: <ul style="list-style-type: none"> <li>• Ensuring all authorisation records are collated at the beginning of the year and before any new enrolments begin.</li> <li>• Ensuring authorisations are filed, uploaded to TEAMS, updated and communicated with preschool staff as required.</li> </ul>	



<p><b>Preschool educators</b></p>	<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>• this procedure is stored in the preschool, and made accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure are reviewed and documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Collecting authorisations</b></p>	<ul style="list-style-type: none"> <li>• The <i>Application to enrol in an NSW Government preschool</i> (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances:             <ul style="list-style-type: none"> <li>○ illness, accident and emergency treatment</li> <li>○ transportation in a medical emergency</li> <li>○ permission to publish (information about the child)</li> <li>○ permission for the child to use online services (the internet)</li> <li>○ 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, and from other prior to school services, organisations or NSW Government departments.</li> </ul> </li> <li>• Parents / carers record in the preschool enrolment form nominees they authorise to:             <ul style="list-style-type: none"> <li>○ collect their child from preschool (authorised collectors)</li> <li>○ consent to medical treatment and authorise the administration of medication for their child</li> <li>○ authorise the child being taken away from the preschool premises for an excursion.</li> </ul> </li> <li>• The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable:             <ul style="list-style-type: none"> <li>• application by an adult of sunscreen or insect repellent to a child</li> <li>• administration of medication</li> <li>• third party permission and authorisation to utilise and store individual learning stories on StoryPark and communicate on Class Dojo.</li> <li>• authorisation to leave the preschool premises for a regular outing or an excursion.</li> </ul> </li> <li>• Authorisation such as applying sunscreen, insect repellent, and permission to walk around school site regularly are obtained</li> </ul>



	<p>during meet and greet interviews prior to starting preschool and are current for the duration of the year unless otherwise stated by a parent in writing. This information is recorded on the general permission form.</p> <ul style="list-style-type: none"> <li>• Collection authorisations are collected at meet and greet interviews and recorded on the Collection of children form. This information is discussed in depth with families to ensure all authorisations are clearly communicated with all staff.</li> <li>• Parents of separated families are both encouraged to attend meet and greet interviews to ensure both parties agree on authorisations.</li> </ul>
<p>Communication and application of authorisations and refusals</p>	<ul style="list-style-type: none"> <li>• Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class. Preschool lead teachers are responsible for summarizing the information and ensuring that records are accurate and up to date. Information is collated on class lists, displayed on posters and posted on Sentral where necessary to ensure privacy and security measures are known to all staff who may work in the preschool. (e.g. children who may not partake in published photos etc.). Authorizations are displayed where necessary and all staff are informed of any authorization refusals.</li> <li>• This summary clearly indicates any authorisation refusals, and who each child's authorised collectors are.</li> <li>• The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool. All authorization records are kept in children's personal files stored in a locked filing cabinet and locked in the preschool office. Copies of all signed and completed documentation is uploaded to TEAMS.</li> <li>• Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors. Relieving educators are informed of this prior to employment during the preschool induction sessions and reminded throughout the year as required.</li> <li>• 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.</li> </ul>
<p>Changes to authorisations</p>	<ul style="list-style-type: none"> <li>• A parent or carer may choose to change their authorisations or their child's authorised collectors. Parents must contact the preschool staff either by phone or in person to inform the staff of their change in authorised collectors. Authorised collectors are added to the collection authorization sheets and nominated persons are required to bring photo ID in order to collect the child.</li> <li>• If changes are notified:</li> </ul>



	<ul style="list-style-type: none"> <li>○ they are recorded in the preschool enrolment form by the staff member who spoke to the parent/carer. The same staff member ensures that all staff members working on that day are away of the changes. Preschool Lead teachers ensure that any other additional records are update and whole preschool team is aware of changes.</li> <li>○ preschool records are updated accordingly by either lead teachers or preschool administrative support staff.</li> <li>○ preschool staff are told of the change in weekly staff communication meetings.</li> </ul>
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Record of procedure's review
<b>Date of review and who was involved</b>
18/06/23 Anna Clemesha, Maree Guy, Larissa Polak
<b>Key changes made and reason/s why</b>
Updated to reflect change in meet and greet practices and new procedures to move documentation online.
<b>Record of communication of significant changes to relevant stakeholders</b>
Posted on Class dojo and displayed in classroom.



Record of procedure's review
<b>Date of review and who was involved</b>
14/10/22 Anna Clemesha, Maree Guy, Larissa Polak
<b>Key changes made and reason/s why</b>
Moving to new Preschool site location due to flooding rebuild
<b>Record of communication of significant changes to relevant stakeholders</b>

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