



## Prescribed Information to be Displayed

| Associated National Quality Standards  | Education and Care Services National Law or Regulation   | Associated department policy, procedure or guideline                  |
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| 1.1<br>1.2   | Regulation <a href="#">173</a><br>Regulation 168 (2)(h)  | <a href="#">Leading and operating department preschool guidelines</a> |
| <b>Pre-reading and reference documents</b>   |  |   |
| <a href="#">Early Years Learning Framework</a><br><a href="#">National Quality Standards</a> |  |   |
| <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> <li>All program documents and procedures are compliant with legislative standards.</li> </ul> |   |
| <b>Preschool Lead Teacher</b>  | <p>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.</p> <ul style="list-style-type: none"> <li>Ensure all regulatory documentation is updated, printed and displayed as required.</li> <li>Ensure all preschool staff are aware of any changes.</li> </ul>  |   |
| <b>Preschool educators</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</li> </ul>  |   |



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|  | <p>procedure</p> <ul style="list-style-type: none"> <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>details of this procedure are reviewed and documented.</li> </ul>  |  |
| <b>Procedure</b>                                     |   |  |
| <p><b>Prescribed Information to be displayed</b></p> | <p>The following outlines items to be displayed at the Lismore South Public School Ngulliboo Jarjums Preschool.</p> <p><b>Templates</b></p> <ul style="list-style-type: none"> <li>Approved Provider notice includes Principal's photo (the Department of Education template)</li> <li>Service Approval notice includes Preschool details (the Department of Education template)</li> <li>Service Approval (issued by the Early Childhood Education Directorate)</li> <li>Notice of final ratings (issued by the Early Childhood Education Directorate)</li> </ul> <p><b>Other items</b></p> <ul style="list-style-type: none"> <li>Emergency contact numbers (include 000, poisons information centre, local hospital, local police street address, telephone number of Preschool, nearest crossroad to preschool)</li> <li>Emergency and evacuation plan</li> <li>Notice informing the occurrence of an infectious disease</li> <li>Notice stating a child is enrolled who is at risk of anaphylaxis</li> <li>Staff roster</li> <li>Information about the Preschool program for families.</li> </ul> <p><b>Items to be available in the preschool educational program, policies and practice</b></p> <ul style="list-style-type: none"> <li>Policies and localised procedures as required under Regulation 168</li> <li>Preschool handbook</li> <li>Preschool philosophy</li> <li>Preschool program and planning documents</li> <li>Quality Improvement Plan (QIP)</li> <li>Records about each child's learning, development and participation in the program</li> <li>Enrolment records</li> </ul> |  |



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|                                       | <ul style="list-style-type: none"> <li>• Attendance records for each group</li> <li>• Enrolment forms including required immunisation records</li> <li>• Parent and emergency contact details.</li> </ul> <p><b>Children’s health and safety</b></p> <ul style="list-style-type: none"> <li>• Administration of medication records</li> <li>• Arrivals and departures register for delivery and collection of children</li> <li>• Emergency management plan</li> <li>• First aid procedures including first aid kit</li> <li>• Incident, injury, trauma and illness record</li> <li>• Risk minimisation and individual health care plans for children who are at risk of anaphylaxis, asthma, allergies and other serious medical conditions or who have specific dietary requirements</li> <li>• Record of risk assessments completed for any excursions and incursions</li> <li>• Record of evacuation and lock down rehearsals</li> <li>• Risk minimisation plans and hazard reports for identified safety risks</li> <li>• Safety checks for fire extinguishers (stored in the Lismore South Public School office), outdoor play area and furniture Service management, soft fall certificate.</li> <li>• Copy of the current National Regulations and amendments (updated October 2017), the National Law (updated October 2017) and the Guide to the National Quality Framework</li> <li>• Information about the Early Years Learning Framework and the Quality Improvement Plan for parents</li> <li>• Visitors book for signing in/out when visiting Preschool</li> <li>• Covid19 Additional Cleaner sign in form (ceases end of Term 2 2023).</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff sign in/out book when working directly with children</li> <li>• Annual child protection training records of staff</li> <li>• First aid, asthma management and anaphylaxis qualifications of staff</li> <li>• Staff qualifications including casuals and staff regularly covering breaks or release from face to face teaching time (RFF)</li> <li>• Working with Children Check records.</li> </ul> |  |



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| <b>Record of procedure's review</b>  |
| <b>Date of review and who was involved</b>                                     |
| 9 <sup>th</sup> February 2023 – Anna Clemesha, Maree Guy, Larissa Polak        |
| <b>Key changes made and reason/s why</b>                                       |
| Updating to new template   |
| <b>Record of communication of significant changes to relevant stakeholders</b> |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*