



Dubbo West Public School Preschool

Procedure: Governance and Management

Education and Care Services National Law or Regulation: 177 181 183	Links to National Quality Standard: 7.1	Associated Department Policy, Procedure or Guidelines: <i>Leading and Managing the School</i> <i>Information Security Policy</i> <i>Code of Conduct Policy</i>	Date to be reviewed: June 2020
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Introduction:

At Dubbo West Public School Preschool has access to confidential information about the children and their families. We recognise it is important to ensure that this information is used in the way it was intended to respect the privacy of our families.

Aims:

- To ensure that certain information is accurate, confidential and used appropriately.
- Parents from culturally diverse backgrounds should be offered an interpreter to get the information we need.

Procedures:

Records of Children

- 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 and health care plans
 - the daily arrival and departure of children
 - excursion consents stating number of adults and number of children attending the excursion

Operational Records

The Program

- the philosophy, structure of the day and a weekly record
- Quality Improvement Plan

Visitor Attendance

- an up-to-date record of any visitors or volunteers to the preschool. The record must include name, signature and arrival and departure times

Staffing

- an up-to-date timetable which lets parents know of staff changes on any one day
- staff qualifications
- child protection training
- first aid training
- anaphylaxis training
- asthma training

Policies and Procedures

- policies will be developed to promote the health, safety and wellbeing of children
- policies must be kept at the preschool and be available either in paper or e-copy upon request
- see Appendix 1.4 for a list of policies/procedures that will be made available to parents on request
- policies and procedures will be kept on the yellow thumb drive in the office and any procedures that relate to children and families will also be kept in a folder which will be accessible to parents at all times

Retention of Records

- Records need to 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.
 - all other records are kept in line with departmental policy

Access to Records

- any record which contains personal information about a child is to be considered confidential and to be kept in a locked filing cabinet in the office
- parents may have access to their own child's records on request to the teacher

- Information kept in a record will not be 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
 - a parent of the child to whom the information relates, except in the case of information kept in a staff record
 - the Regulatory Authority or an authorised officer
 - as expressly authorised, permitted or required to be given by or under any Act or law
 - with the written consent of the person who provided the information
- Information such as the following 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.