

Stockton Public School 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 92 Regulation 93 Regulation 99 Regulation 102 Regulation 161	Leading and operating department preschool guidelines pg. 54 Preschool- Obtaining parent's authorisation and consent
Pre-reading and reference documents		
Application to enroll in an NSW Government Preschool		
Staff roles and responsibilities		
School Principal	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"> • the preschool is compliant with legislative standards related to this procedure at all times. • all staff involved in the preschool are familiar with and implement this procedure. • all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor/ Preschool Educators	The preschool supervisor supports the Principal in their role and is responsible for supporting the educators in reviewing this procedure through a process of self-assessment and critical reflection. <ul style="list-style-type: none"> • analysing complaints, incidents, or issues and what the implications are for the updates to this procedure. 	

	<ul style="list-style-type: none"> • reflecting on how this procedure is informed by relevant recognised authorities. • planning and discussing ways to engage with families and communities, including how changes are communicated. • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors, and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
Collecting authorisations	<ul style="list-style-type: none"> • 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"> ○ illness, accident, and emergency treatment ○ transportation in a medical emergency ○ permission to publish (information about the child) ○ permission for the child to use online services/ Seesaw (the internet) • 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 from other prior to school services, organisations, or NSW Government departments. • All documentation relating to authorisations must contain the child's name, date, and signature of the parent/ guardian, or nominated contact person as noted on the enrolment form. • The Principal can exercise the right of refusal if written or verbal authorisations do not comply.

	<ul style="list-style-type: none">• Parents / carers are recorded in the preschool enrolment form nominees they authorise to:<ul style="list-style-type: none">○ collect their child from preschool (authorised collectors)○ consent to medical treatment and authorise the administration of medication for their child○ authorise the child being taken away from the preschool premises for an excursion.• The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable:<ul style="list-style-type: none">○ application by an adult of sunscreen or insect repellent to a child○ administration of medication○ authorisation to leave the preschool premises for a regular outing or an excursion; a child will not be allowed to attend an excursion without parental consent.○ authorisation to transport children (other than on an excursion). Parents would sign a permission note with detailed transport information if they were to use transport to go anywhere.
Communication and application of authorizations and refusals	<ul style="list-style-type: none">• Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class. The office administration photocopies the page from the enrolment form stating the authorised collector's information and the preschool staff then create a table for each group with this information. This is then kept in a folder for each group for easy access at collection time.• This summary clearly indicates any authorisation refusals, and who each child's authorised collectors are.• The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool near the staff sign on table in a book box.• Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors through the casual folder.• 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.

Changes to authorisations	<ul style="list-style-type: none"> • A parent or carer may choose to change their authorisations or their child's authorised collectors by going to the school office. • If changes are notified: <ul style="list-style-type: none"> ○ they are recorded in the preschool enrolment form by the school office administrators. ○ preschool records are updated accordingly by the preschool teachers. ○ preschool staff are told of the change in staff meetings.
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Record of procedure's review
Date of review and who was involved
16/8/21- Kristyn Drewe, 30/8/21-Christine Hayes, 01/09/2021-Zoe Lantry, Alexis Scott, and Jodie Holt
Key changes made and reason/s why
Procedure updated and in the new format in line with the Leading and Operating Department Preschool guidelines.
Record of communication of significant changes to relevant stakeholders