### 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 |
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| 7.1 | [Regulation 92](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.92)  [Regulation 93](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.93)  Regulation [99](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg99)  Regulation [102](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg102)  Regulation [161](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg161) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools)  [Preschool- Obtaining parent’s authorisation and consent](https://schoolsequella.det.nsw.edu.au/file/e2661b06-8d94-45f5-bf91-749e6e5a71c4/1/preschool-obtaining-parent%27s-authorisation-and-consent.pdf) |
| **Pre-reading and reference documents** | | |
| [Application to enrol in a NSW Government Preschool](https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/enrolment-application-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:   * 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** | The preschool supervisor 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 includes:   * analysing complaints, incidents or issues and what the implications are for the updates to this procedure * 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** | The preschool educators are responsible for working with leadership to ensure:   * 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** | * The *Application to enrol in an NSW Government preschool* (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances:   + 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 (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. * Parents / carers are record in the preschool enrolment form nominees they authorise to:   + 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:   + application by an adult of sunscreen to a child – completed at enrolment interview or in the first weeks of attendance at the centre.   + administration of medication – for regular medication linked to known health conditions this is completed at the pre-commencement interviews. For short term or newly diagnosed conditions, these authorisations are completed when the preschool is notified of the need to administer medication.   + authorisation to leave the preschool premises for a regular outing or an excursion – completed at enrolment interview or in the first weeks of attendance at the centre.   + authorisation to transport children (other than on an excursion) – as needed. | |
| Communication and application of authorisations and refusals | * Authorisation and authorised collector information is extracted from the enrolment forms and a copy is stored in both the collection folder in the cupboard under the staff sign in table in the preschool office. All preschool staff are made aware of changes. * Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child’s authorised collectors. They are advised to refer to the labelled Authorised Pickup folder stored in the cupboard under the staff sign in books. * 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 | * A parent or carer may choose to change their authorisations or their child’s authorised collectors. This must be done in writing. * If changes are notified: * they are recorded in the preschool enrolment form, updated by the main school office. The preschool educator may provide copies to parents to complete, which are then provided to the office to update on the online system. * office staff provided an updated copy of the enrolment form to the preschool educator, or preschool provide copies to the office. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 4.6.2021. Rebecca Donaldson, Sally Egan, Jessica Le, Neil Bourke. |
| **Key changes made and reason/s why** |
| Adopted new DoE template and added contextual details. |
| **Record of communication of significant changes to relevant stakeholders** |
| Updated copy in local procedures folder.  Summary of information included in casual folder. |

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

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 2.8.2021. Rebecca Donaldson, Sally Egan, Jessica Le, Neil Bourke. |
| **Key changes made and reason/s why** |
| Revised procedures regarding changes to authorisations using additional form, with copies to be provided to the main office for inclusion in the enrolment form. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 10.8.2022. Sally Egan, Rebecca Donaldson. |
| **Key changes made and reason/s why** |
| Removed referenced to additional authorisations form. This form is no longer in use and all authorisations or refusals are recorded directly onto the enrolment form. |
| **Record of communication of significant changes to relevant stakeholders** |
| Ensure front office staff are still providing photocopies of the enrolment form to the preschool, so there are records of authorisations and refusals in both places. |

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

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 2.6.2023. Sally Egan. |
| **Key changes made and reason/s why** |
| Nil changes – annual review. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*