**Granville Public School Preschool**

**Procedure for Governance and Management of the Service**

In order to deliver quality programs to all children enrolled in departmental preschools, it is necessary to obtain a range of personal information.

It is the responsibility of the principal and preschool teacher to ensure that this information is accurate, confidential and used appropriately. Parents from culturally and linguistically diverse backgrounds should be offered interpreter assistance in obtaining this information if required.

The preschool must keep detailed and current records for each individual child attending the preschool. Much of this information is obtained from the Application to enrol in a NSW Government preschool and from additional information forms used by preschools.

Records which contain personal information about a child are to be considered confidential. In addition, information such as the names and addresses of people authorised to collect children, needs to be kept in the preschool.

The preschool must keep records of: 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 forms and health care plans, the daily arrival and departure of children, excursion consents that state the number of adults and number of children attending the excursion.

*At Granville Public School Preschool we:*

* keep operational records including programs for children, visitor attendance and preschool policies.
* keep records about the program include the philosophy, structure of the day and a weekly record as well as Quality Improvement Plan.
* have an up-to-date record of any visitors or volunteers to the preschool. The record must include name, signature and arrival and departure times.
* have an up-to-date timetable which lets parents know of staff changes on any one day
* keep records in relation to preschool staff on the premises for example; staff qualifications, child protection training, first aid training, Anaphylaxis training and Asthma training.
* keep the Preschool Handbook, policies and procedures at the preschool available in paper form.
* store records 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.
* store records about programs for children, daily attendance, developmental records and daily routine keeping them for 3 years after the record is made.