

# Coota Gulla Preschool Procedures



## Governance and Management

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
<a href="#">7.1</a>	<a href="#">177</a> <a href="#">181</a> <a href="#">183</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">Leading and Managing the School</a></li> <li>▪ <a href="#">Information Security Policy</a></li> <li>▪ <a href="#">Code of Conduct Policy</a></li> </ul>
Next Review Date:		17/10/23

The principal is the nominated supervisor, educational leader and person in charge with the overriding responsibility for the supervision of the preschool.

In the principal's absence, one of the deputy principals will assume the above roles or, in their absence, one of the executives.

The principal has delegated the role of educational leader to one of the Assistant Principal Curriculum and Instruction.

Names and photos of the principal, deputy principal and regular preschool staff are displayed in the preschool and on the school website.

### **Records maintained in the preschool (locked in the office): -**

- completed preschool profile completed at initial interview
- Health Care Plans and Medication Forms
- Individual Risk Management Plans, where necessary
- ongoing record of learning as recorded in the Observation and Reflection sections of the program
- a list of all incidents including a completed *Incident, Injury, Illness and Trauma Record* for each incident
- excursion consent forms which include number of adults and children attending
- emergency contacts
- authorisation to collect children
- Attendance Record sheets filed in cabinet once day is complete.

### **Records maintained in the preschool (at the entrance): -**

- Attendance Record sheets (parent/carer sign in and out)
- staff sign in/out book
- visitors'/volunteers' sign in/out book
- QIP

- duty timetable
- schedule for the day
- staff qualifications
- record of emergency drills (evacuation/lockdown/lockout)
- regulatory documents.

***Records maintained elsewhere: -***

- Pupil Record Cards (PRCs) – main school office
- attendance recorded on Sentral
- for serious incidents, a copy of the *Incident, Injury, Illness and Trauma Record* is also kept in the Deputy Principal's office in the school's *Injuries* folder in a separate preschool section
- a copy of the Medication Forms and Health Care Plans is kept in Sickbay (Main Office), on the Teacher Shared Drive and in their PRC
- a record of Evacuation/Lockdown/Lockout Drills is kept on the *Record of Emergency Response Drills* sheet in the *Health and Safety Folder* in the Deputy Principal's office
- a record of Evacuation Drills is also entered on ICE
- Safety Data Sheets located where chemicals are stored.

All records are archived for the legally required amount of time.