



## Procedure related to governance and management of the service, including confidentiality of records

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
7.1	177 181 183	Leading and Managing the School Information Security Policy Code of Conduct Policy

### Information to include in this procedure and questions to address:

Lee Sibir, the School Principal, holds the three preschool roles of

- nominated supervisor
- educational leader
- responsible person in charge

The above information is displayed in the preschool entrance, along with the principal's name and photo.

Lee Sibir has overriding responsibility for the supervision of the preschool, however if she is off the school site, the preschool executive member, Lyndon McMasters who is relieving for her assumes the three roles mentioned above.

**What records are collected at the time of enrolment?**

**How are these records stored securely and confidentially?**

**Who has access to these records?**

Records collected at time of enrolment as listed on the Application to enrol in a NSW Government preschool, is stored in the front school office in a cupboard. It may be accessed by administration staff, principal, supervisor and educators.

## What other records does the preschool maintain? How and where are they stored?

Healthcare information such as action plans and medication records, are kept in the preschool staff office on the coloured medication wall (blue for Adventurers and red for Explorers). Arrival and departure records are kept in the sign in folder and placed in a labelled envelope which is stored in the filing cabinet in the staff office for the year. At the end of the year, it is stored in the archive room. At the end of the year, all student assessments, including midyear checklist and transition to school statements, are on a labelled USB stored in the archive room. These can also be found on the staff server.

Incident, injury, illness or trauma records are stored till the child reaches 25 years of age while all other records are stored for three years (the exception being in the case of the death of a child).

## Who has access to them (e.g. health care information, arrival and departure records, medication records, assessment information etc.)?

All staff who work directly with the children have access to important information relating to health, authorisation and assessment information.

Reviewed September 2022