

Preschool Policies

EDOC2016/30031

Early Childhood Education and Care has developed a [Preschool Specific Policy](#) package to assist Northern Territory Government preschools in complying with the [Education and Care Services National Regulations](#), specifically regulation 168.

The below table outlines the prescribed policies under the National Quality Framework and provides a list of all Department of Education policies that comply with the National Quality Framework.

National Quality Framework prescribed policies and procedures	Department of Education policies, procedures and guidelines	Required action by preschools
1. Health and safety, including matters relating to: Regulations 77, 78, 79, 80 and 81 refers		
a) Nutrition, food and beverages, dietary requirements	School Nutrition and Healthy Eating Policy Includes: <ul style="list-style-type: none"> • School nutrition and healthy eating guidelines • Creating a healthier menu • Healthy food based fundraising • Sporting events, fundraising ideas and non-food rewards • School camp ideas and barbecue catering • Tips for parents • Frequently asked questions 	Preschools are to comply with the department policy.
	Preschool Specific Policy – nutrition, food and beverage requirements in preschool guidelines and procedure template.	Preschools are to comply with the department policy and develop a procedure for nutrition, food and beverage requirements for preschool that is specific to their program, location, families and communities.
b) Sun protection	Sun Safety in Schools Policy Includes: <ul style="list-style-type: none"> • School procedure checklist • Parent consent template 	Preschools are to comply with the department policy.

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<p>c) Water safety, including safety during water based activities</p>	<p>School Swimming, Water Safety Programs and Aquatic Activities Policy</p> <p>Includes:</p> <ul style="list-style-type: none"> • School swimming, water programs and aquatic activities procedures • Frequently asked questions <p>Preschool Specific Policy – managing water hazards in preschool guidelines and procedure template</p>	<p>Preschools are to comply with the department policy.</p> <p>Preschools are to comply with the department policy and develop a procedure for managing water hazards in preschool that is specific to their program, location, families and communities.</p>
<p>d) Administration of first aid</p>	<p>First Aid Officers Policy</p>	<p>Preschools are to comply with the department policy.</p>
<p>e) Sleep and rest</p>	<p>Preschool Specific Policy – safe sleep and rest requirements for children in preschool guidelines and procedure template</p>	<p>Preschools are to comply with the department policy and develop a procedure for safe sleep and rest requirements for children in preschool that is specific to their program, location, families and communities.</p>
<p>2. Incident, injury, trauma and illness procedures, compliant with regulation 85</p> <p>Regulation 85, 86, 87, 89 refers</p>	<p>Safety Management Policy</p> <p>Recording and reporting student injuries – guidelines and procedures</p>	<p>Preschools are to comply with the department policy.</p>
<p>3. Dealing with infectious diseases, including procedures complying with regulation 88 and 173</p>	<p>Infectious Disease – Exclusions from School Policy</p>	<p>Preschools are to comply with the department policy and ensure a notice stating that there has been an occurrence of an infectious disease at the premises (as per regulation 173).</p>

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<p>4. Dealing with medical conditions in children, including matters in regulation 90</p> <p>Regulation 90, 91, 92, 93, 94, 95, 96 refers</p>	<p>Administration of Medications to Students with Notified Medical Conditions Policy</p> <p>Includes:</p> <ul style="list-style-type: none"> • Student’s health care plan • Students at risk of anaphylaxis guidelines • Student’s risk minimisation plan • Asthma Foundation student asthma record 	<p>Preschools are to comply with the department policy.</p>
<p>5. Emergency and evacuation including matters set out in regulation 97</p> <p>Regulation 97 and 98 refers</p>	<p>Emergency Management: School Preparedness Policy</p> <p>Includes:</p> <ul style="list-style-type: none"> • Plans for schools guidelines and template • public emergency shelter policy • Temporary school closures guidelines <p>Emergency management kit for schools guidelines</p>	<p>Preschools are to comply with the department policy.</p>
<p>6. Delivery of children to, and collection from, education and care service premises, including procedures complying with regulation 99</p>	<p>Preschool Specific Policy – delivery and collection of children from preschool procedure</p>	<p>Preschools are to comply with the department policy.</p>

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7. Excursions, including procedures complying with regulations 100 to 102	Excursions Policy Includes: <ul style="list-style-type: none"> • Excursions guidelines • Consent form • Risk management plan Supplementary Preschool Enrolment Form	Preschools are to comply with the department policy.
8. Providing a child safe environment	Mandatory Reporting of Harm and Exploitation of Children	Preschools are to comply with the department guidelines.
Staffing, including:		
(a) A code of conduct for staff members	Office of the Commissioner for Public Employment Code of Conduct Teacher responsibilities guide	Preschools are to comply with the Commissioner for Public Employment Code of Conduct and department guide.
(b) Determining the responsible person present at the service and Section 5 (1) of the National Law and Regulation 117A refers	Preschool Specific Policy – responsible person in preschool procedure and consent to be placed in day to day charge of preschool form	Preschools are to comply with the department policy and complete the consent to be placed in day to day charge of preschool form as required
(c) The participation of volunteers and students on practicum placements Section 170 of the National Law and Regulation 149 refers	Preschool Specific Policy – participation of pre-service teachers, students and volunteers in preschool guidelines and procedure template	Preschools are to comply with the department policy and develop a participation of pre-service teachers, students and volunteers in preschool procedure that is specific to their program, location, families and communities.

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9. Interaction with children, including the matters set out in regulations 155 and 156	Pre-Compulsory Years of Schooling: Early Years Learning Framework Policy	Preschools are to comply with the department policy.
10. Enrolment and orientation Regulation 158, 160, 161, 162 and 177(1) refers	Enrolment Policy Includes: <ul style="list-style-type: none"> • Enrolment eligibility guidelines • Enrolment procedures • Enrolment enforcement guidelines • Enrolment management and priority enrolment guidelines • Enrolment in special schools and special centres 	Preschools are to comply with the department policy.
	Student enrolment form and supplementary preschool enrolment form	Preschools are to comply with the department policy and ensure that the supplementary enrolment form is completed by new families and returned to the service.
	Early Childhood Transitioning Policy Package	Preschools are to comply with the department policy.
	Preschool Specific Policy - enrolment and orientation of new children and their families in preschool guidelines and procedure template	Preschools are to comply with the department policy and develop an enrolment and orientation of new children and their families in preschool procedure that is specific to their program, location, families and communities.

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<p>11. Governance and management of the service, including confidentiality of records</p> <p>Regulations 181, 183, 184 refers</p>	<p>Student records, access and maintenance policy</p>	<p>The policy relating to governance and management of records is still under consideration. While this policy is being reviewed and updated, all schools, including preschools, are required to retain all student records using the School Central platform.</p>
<p>12. The acceptance and refusal of authorisations</p>	<p>Embedded in individual department policies, such as:</p> <ul style="list-style-type: none"> • Enrolment Policy • Delivery and collection of children from preschool procedure 	<p>Preschools are to comply with the relevant department policy.</p>
<p>13. Payment of fees and provision of a statement of fees charged by the education and care service</p>	<p>Back to school payment scheme policy Back to school payment scheme guidelines Back to school payment scheme FAQs</p> <p>Enrolment Policy</p> <p>Northern Territory Education Act</p>	<p>Preschools are to comply with the department policy.</p>
<p>14. Dealing with complaints</p> <p>Section 174 (2) (b) of the National Law refers</p>	<p>Complaints Policy</p> <p>Includes:</p> <ul style="list-style-type: none"> • Complaints management for schools guidelines • Complaints form 	<p>Preschools are to comply with the department policy.</p>

A full list of policies is available at <https://education.nt.gov.au/policies>

For more information about preschool policies and procedures, contact Early Childhood Education and Care within the Department of Education on (08) 8999 5979.