





# Preschool guide to NQF policy requirements

The table below cross-references department's policies against the requirements for the Education and Care Services National Regulations, specifically regulation 168. Preschools must follow the policy, guidelines and procedures and outlined in the table, and ensure they are available for staff and parents at all times (this can be electronically).

Regulation 168(2) requirements	Department of Education policies, procedures and guidelines	Required action by preschools
(a) Health and safety, including matters relating to: <ul style="list-style-type: none"> <li>i. Nutrition, food and beverages, dietary requirements (Additional prescribed matters include regulations 77, 78, 79, 80)</li> </ul>	<a href="#">School nutrition and healthy eating policy<sup>i</sup></a> including <ul style="list-style-type: none"> <li>• School nutrition and healthy eating guidelines</li> <li>• Supporting documents</li> </ul> <a href="#">Nutrition, food and beverages requirements in preschool guidelines<sup>ii</sup></a> including: <ul style="list-style-type: none"> <li>• Nutrition, food and beverage requirements in preschool - Procedures template<sup>ii</sup></li> </ul>	 Use the Nutrition, food and beverage requirements in preschool - Procedures template <sup>ii</sup> to develop procedures specific to their program, location, families and community.
<ul style="list-style-type: none"> <li>ii. Sun protection</li> </ul>	<a href="#">Sun safety in schools policy<sup>iii</sup></a> including: <ul style="list-style-type: none"> <li>• School procedure checklist</li> <li>• Parent consent template</li> </ul>	
<ul style="list-style-type: none"> <li>iii. Water safety, including safety during water based activities</li> </ul>	<a href="#">Swimming and water safety programs and aquatic activities policy<sup>iv</sup></a> including: <ul style="list-style-type: none"> <li>• School swimming, water safety programs and aquatic activities procedure</li> <li>• Supporting documents and templates</li> </ul> <a href="#">Managing water hazards in preschool guidelines<sup>ii</sup></a> including <ul style="list-style-type: none"> <li>• Managing water hazards in preschool - Procedures template<sup>ii</sup></li> </ul>	 Use the Managing water hazards in preschool - Procedures template <sup>ii</sup> to develop procedures specific to their program, location, families and community.
<ul style="list-style-type: none"> <li>iv. Administration of first aid (Additional prescribed matters include regulations 95 and 96)</li> </ul>	<a href="#">First Aid Officers Policy<sup>v</sup></a>	

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v. Sleep and rest (Additional prescribed matters include regulations 81)	<a href="#">Safe sleep and rest requirements for children in preschool guidelines<sup>ii</sup></a> including: <ul style="list-style-type: none"> <li>• Safe sleep and rest requirements for children in preschool - Procedures template<sup>ii</sup></li> </ul>	 Use the Safe sleep and rest requirements for children in preschool - Procedures template <sup>ii</sup> to develop procedures specific to their program, location, families and community.
(b) Incident, injury, trauma and illness procedures, compliant with regulation 85 (Additional prescribed matters include regulations 85, 86, 87, 89)	<a href="#">Safety Management Policy<sup>vi</sup></a> <a href="#">Recording and reporting student injuries – guidelines and procedures<sup>vii</sup></a>	
(c) Dealing with infectious diseases, including procedures complying with regulation 88 (Additional prescribed matters include regulations 88 and 173)	<a href="#">Infectious diseases - exclusions from school policy<sup>viii</sup></a>	
(d) Dealing with medical conditions in children, including matters in regulation 90 (Additional prescribed matters include regulations 90, 91, 92, 93, 94, 95, 96)	<a href="#">Managing health care needs in preschool guidelines<sup>ii</sup></a> including: <ul style="list-style-type: none"> <li>• Preschool health care needs communication plan</li> <li>• Preschool health care plan</li> </ul> <a href="#">Health of Students Policy<sup>ix</sup></a> <a href="#">Administration of medications to students with notified medical conditions policy<sup>x</sup></a> including: <ul style="list-style-type: none"> <li>• Administration of medications to students with notified medical conditions procedures</li> <li>• Supporting documents and templates</li> </ul> <a href="#">Recording and reporting student injuries – guidelines and procedures<sup>vii</sup></a>	

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(e) Emergency and evacuation including matters set out in regulation 97 (Additional prescribed matters include regulations 97 and 98)	<a href="#">Emergency Management: School Preparedness Policy<sup>xi</sup></a> including: <ul style="list-style-type: none"> <li>• Emergency management: plans for schools guidelines</li> <li>• Emergency management plan template</li> <li>• Temporary school closures guidelines</li> </ul>	
(f) Delivery of children to, and collection from, education and care service premises, including procedures complying with regulation 99 (ga) If the service transports children other than as part of excursions, transportation including procedures complying with Division 7 of Part 2 of Chapter 4	<a href="#">Delivery, collection and transportation in preschool procedure<sup>ii</sup></a>	
(g) Excursions, including procedures complying with regulations 100 to 102	<a href="#">Excursions Policy<sup>xii</sup></a> including: <ul style="list-style-type: none"> <li>• Excursions guidelines</li> <li>• Excursions application form – Category A &amp; B</li> <li>• Excursions parent consent form</li> <li>• Excursions self inspection checklist</li> </ul>	
(h) Providing a child safe environment	<a href="#">Mandatory reporting of harm and exploitation of children guidelines<sup>xiii</sup></a> including: <ul style="list-style-type: none"> <li>• Supporting documents and resources</li> </ul>	
(i) Staffing, including: <ul style="list-style-type: none"> <li>i. A code of conduct for staff members</li> </ul>	<a href="#">Office of the Commissioner for Public Employment Code of Conduct<sup>xiv</sup></a> <a href="#">Teacher responsibilities guide<sup>xv</sup></a>	
<ul style="list-style-type: none"> <li>ii. Determining the responsible person present at the service</li> </ul>	<a href="#">Responsible person in preschool procedure<sup>ii</sup></a> including:	

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(Additional prescribed matters include Section 5(1) of the National Law and regulation 117A)	<ul style="list-style-type: none"> <li>Consent to be placed in day-to-day charge of preschool - template<sup>ii</sup></li> </ul>	
iii. The participation of volunteers and students on practicum placements  (Additional prescribed matters include Section 170 of the National Law and regulation 149)	<a href="#">Participation of pre-service teachers, students and volunteers in preschool procedures</a> <sup>ii</sup>	
(j) Interaction with children, including the matters set out in regulations 155 and 156	<a href="#">Pre-compulsory years of schooling: early years learning framework policy</a> <sup>xvi</sup>	
(k) Enrolment and orientation (Additional prescribed matters include regulations 158, 160, 161, 162 and 177(1))	<a href="#">Enrolment Policy</a> <sup>xvii</sup> including: <ul style="list-style-type: none"> <li>Enrolment eligibility guidelines</li> <li>Enrolment procedures</li> <li>Enrolment management and priority enrolment guidelines</li> </ul> <a href="#">Enrolment and orientation of new children guidelines</a> <sup>ii</sup> including: <ul style="list-style-type: none"> <li>Enrolment and orientation of new children and their families in preschool – Procedures template<sup>ii</sup></li> </ul> <a href="#">Student enrolment form</a> <sup>xviii</sup> including: <ul style="list-style-type: none"> <li>Supplementary preschool enrolment form</li> </ul> <a href="#">Early Childhood Transitioning Policy Package</a> <sup>xix</sup>	 <p>Use the Enrolment and orientation of new children and their families in preschool – Procedures template<sup>ii</sup> to develop procedures specific to their program, location, families and community.</p> <p>Ensure the Supplementary Preschool enrolment form is completed for new preschool enrolments.</p>
(l) Governance and management of the service, including confidentiality of records  (Additional prescribed matters include regulations 181, 183, 184)	<a href="#">Privacy policy</a> <sup>xx</sup> <a href="#">Data access policy</a> <sup>xxi</sup>	

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(m) The acceptance and refusal of authorisations	Embedded in individual department policies, such as: <ul style="list-style-type: none"> <li>• Enrolment Policy<sup>xxii</sup></li> <li>• Delivery and collection and transportation in preschool procedure<sup>ii</sup></li> </ul>	
(n) Payment of fees and provision of a statement of fees charged by the education and care service	<a href="#">Northern Territory Education Act 2015</a> <sup>xxiii</sup> <a href="#">Back to school payments policy</a> <sup>xxiv</sup> including: <ul style="list-style-type: none"> <li>• Back to school payment scheme guidelines</li> </ul>	
(o) Dealing with complaints (Additional prescribed matters include section 174(2)(b) of the National Law)	<a href="#">Complaints management in schools policy</a> <sup>xxv</sup> including: <ul style="list-style-type: none"> <li>• School complaints guidelines</li> </ul>	

A full list of publicly available policies is available on the Department of Education's [School policies page](#)<sup>xxvi</sup>. Some policy supporting forms and templates are only available on the [Education Intranet Document Centre](#)<sup>xxvii</sup>

For more information about preschool policies and procedures, contact Early Childhood Education and Care within the Department of Education by phone on (08) 8999 3542.

<sup>i</sup> <https://education.nt.gov.au/policies/health-of-students/school-nutrition-and-healthy-eating>

<sup>ii</sup> <https://education.nt.gov.au/policies/preschool-specific-policy>

<sup>iii</sup> <https://education.nt.gov.au/policies/sun-safety>

<sup>iv</sup> <https://education.nt.gov.au/policies/swimming-and-water-safety>

<sup>v</sup> <http://ed.ntschoools.net/documentcentre/pfgdocs/3/Allowances/FirstAidAllowancePolicy.pdf>

<sup>vi</sup> [http://ed.ntschoools.net/documentcentre/pfgdocs/16/Policy/Safety Management Policy.DOCX](http://ed.ntschoools.net/documentcentre/pfgdocs/16/Policy/Safety%20Management%20Policy.DOCX)

<sup>vii</sup> <https://education.nt.gov.au/policies/recording-and-reporting-student-injuries>

<sup>viii</sup> <https://education.nt.gov.au/education/policies/health-of-students/infectious-diseases>

<sup>ix</sup> <https://education.nt.gov.au/policies/health-of-students>

<sup>x</sup> <https://education.nt.gov.au/policies/health-of-students/medications>

<sup>xi</sup> <https://education.nt.gov.au/policies/emergency-management>

<sup>xii</sup> <https://education.nt.gov.au/policies/excursions>

<sup>xiii</sup> <https://education.nt.gov.au/policies/mandatory-reporting-of-harm-and-exploitation-of-children>

<sup>xiv</sup> <https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/code-of-conduct>

<sup>xv</sup> <https://education.nt.gov.au/careers-in-education/teacher-responsibilities-guide>

- <sup>xvi</sup> <https://education.nt.gov.au/policies/pre-compulsory-years-of-schooling-early-years-learning-framework>
- <sup>xvii</sup> <https://education.nt.gov.au/policies/enrolment>
- <sup>xviii</sup> <https://nt.gov.au/learning/primary-and-secondary-students/enrol-your-child-at-school>
- <sup>xix</sup> <https://education.nt.gov.au/support-for-teachers/transitioning-package>
- <sup>xx</sup> <https://education.nt.gov.au/policies/privacy>
- <sup>xxi</sup> [https://education.nt.gov.au/\\_\\_data/assets/pdf\\_file/0005/257882/Data\\_Access\\_Policy.pdf](https://education.nt.gov.au/__data/assets/pdf_file/0005/257882/Data_Access_Policy.pdf)
- <sup>xxii</sup> <https://education.nt.gov.au/policies/enrolment>
- <sup>xxiii</sup> <https://legislation.nt.gov.au/en/Legislation/EDUCATION-ACT-2015>
- <sup>xxiv</sup> <https://education.nt.gov.au/policies/back-to-school-payments>
- <sup>xxv</sup> <https://education.nt.gov.au/policies/complaints>
- <sup>xxvi</sup> <https://education.nt.gov.au/policies>
- <sup>xxvii</sup> <http://ed.ntschoools.net/documentcentre/Pages/home.aspx>