














# Preschool guide to NQF policy requirements






The table below cross-references Department of Education and Training's policies against the requirements for the Education and Care Services National Regulations, specifically regulation 168. Preschools must implement the following policies and procedures in accordance with the [Preschool specific policy](#)<sup>i</sup> and ensure they are available for staff and parents at all times (this can be electronically).






Regulation 168(2) requirements	Department of Education and Training policies, procedures and guidelines	Required action by preschools
(a) Health and safety, including matters relating to: i. nutrition, food and beverages, dietary requirements	<a href="#">School nutrition and healthy eating policy</a> <sup>ii</sup> 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 policy and procedures</a> <sup>i</sup>	 Where a child has an identified dietary requirement, the preschool health care plan template should be used to identify strategies for managing this.
ii. sun protection	<a href="#">Sun safety in schools policy</a> <sup>iii</sup> including: <ul style="list-style-type: none"> <li>School procedure checklist</li> <li>Parent consent template</li> </ul>	 Parent consent template to be completed.
iii. water safety, including safety during water based activities	<a href="#">Swimming and water safety programs and aquatic activities policy</a> <sup>iv</sup> 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 policy and procedures</a> <sup>i</sup> including: <ul style="list-style-type: none"> <li>Preschool risk assessment template</li> </ul>	 Use the Preschool risk assessment template to identify, assess and manage risks associated with water and water play in the preschool environment.
iv. administration of first aid	<a href="#">Safety management of first aid guidelines</a> <sup>v</sup>	
v. sleep and rest including the requirements set out in regulation 81	<a href="#">Safe sleep and rest requirements for children in preschool guidelines</a> <sup>i</sup> including: <ul style="list-style-type: none"> <li>Safe sleep and rest requirements procedures template</li> <li>Preschool risk assessment template</li> </ul>	 Use the Preschool risk assessment template to identify, assess and manage risks associated with sleep and rest in the preschool environment.


## Legend

 Use provided template to develop local preschool procedure	 Forms and templates to be completed	 Notification requirements apply in certain circumstances
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Regulation 168(2) requirements	Department of Education and Training policies, procedures and guidelines	Required action by preschools
(b) Incident, injury, trauma and illness procedures, compliant with regulation 85	<a href="#">Safety Management Policy</a> <sup>vi</sup> <a href="#">Recording and reporting student injuries – guidelines and procedures</a> <sup>vii</sup> including: <ul style="list-style-type: none"> <li>• <a href="#">ACECQA Injury, trauma and illness record</a><sup>viii</sup></li> </ul>	 For minor injuries, trauma and illness that can be treated without medical attention and there is no expectation of ongoing symptoms – complete the ACECQA Injury, trauma and illness record.  Notification requirements exist for serious incidents and serious student injuries.
(c) Dealing with infectious diseases, including procedures complying with regulation 88	<a href="#">Infectious diseases - exclusions from school policy</a> <sup>ix</sup>	
(d) Dealing with medical conditions in children, including matters in regulation 90	<a href="#">Managing health care needs in preschool guidelines</a> <sup>i</sup> 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</a> <sup>x</sup> <a href="#">Administration of medications to students with notified medical conditions policy</a> <sup>xi</sup> including: <ul style="list-style-type: none"> <li>• Administration of medications to students with notified medical conditions procedures</li> </ul>	 Use templates to develop health care plans and records for children with health care needs.  Use the ACECQA Medication Record template to record the administration of medications to preschool children Notification requirements exist for serious incidents and serious student injuries.
(e) Emergency and evacuation including matters set out in regulation 97	<a href="#">Emergency Management: School Preparedness Policy</a> <sup>xii</sup> 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>	 Preschools must have copy of whole of school emergency management plan on site.  Notification requirements exist for serious incidents.

Regulation 168(2) requirements	Department of Education and Training policies, procedures and guidelines	Required action by preschools
<p>(f) Delivery of children to, and collection from, education and care service premises, including procedures complying with regulation 99</p> <p>(ga) If the service transports children, other than as part of excursions, transportation procedures must be in place</p> <p>(gb) Procedures must be in place regarding the safe arrival of children who travel between an education and care service and any other education or early childhood service</p>	<p><a href="#">Delivery, collection and transportation in preschool procedure</a><sup>i</sup> including:</p> <ul style="list-style-type: none"> <li>• <a href="#">ACECQA Risk Assessment</a><sup>xiii</sup></li> <li>• Transport consent form</li> <li>• Preschool risk assessment template</li> </ul>	<p> Transport risk assessment and consent form to be completed if transportation is being provided.</p> <p> Use the Preschool risk assessment template to identify, assess and manage risks associated with the safe arrival of children of children (excluding transportation) who travel between an education and care service and any other education or early childhood service.</p> <p> Notification requirements for missing or unaccounted for children.</p>
<p>(g) Excursions, including procedures complying with regulations 100 to 102</p>	<p><a href="#">Excursions Policy</a><sup>xiv</sup> including:</p> <ul style="list-style-type: none"> <li>• Excursions guidelines</li> <li>• Excursions application form – Categories A and B</li> <li>• Excursions parent consent form</li> <li>• Excursions self-inspection checklist</li> </ul>	<p> Forms and templates to be completed. Excursions policy, guidelines and forms are now accessed through your eLearn log on.</p>
<p>(h) Providing a child safe environment including matters relating to:</p> <ol style="list-style-type: none"> <li>promoting a culture of child safety and wellbeing</li> <li>safe use of online environments</li> </ol>	<p><a href="#">Mandatory reporting of harm and exploitation of children guidelines</a><sup>xv</sup></p> <p><a href="#">Child safety policy</a><sup>xvi</sup></p> <p><a href="#">Safe use of online environments in preschool</a><sup>xvii</sup></p>	<p> Mandatory reporting requirements.</p>
<p>(i) Staffing, including:</p> <ol style="list-style-type: none"> <li>a code of conduct for staff members</li> </ol>	<p><a href="#">Office of the Commissioner for Public Employment Code of Conduct</a><sup>xviii</sup></p> <p><a href="#">Codes of conduct for education sites and workplace participants policy and procedures</a><sup>xix</sup></p> <p><a href="#">Teacher responsibilities guide</a><sup>xx</sup></p>	

Regulation 168(2) requirements	Department of Education and Training policies, procedures and guidelines	Required action by preschools
ii. determining the responsible person present at the service	<a href="#">Responsible person and delegations in preschool procedures</a> <sup>i</sup> including: <ul style="list-style-type: none"> <li>• Consent Form - Nominated supervisor</li> <li>• Consent Form – preschool delegations or responsible person and educational leader</li> </ul>	 Ensure consent forms are completed for nominated supervisor, responsible person and educational leader roles.
iii. the participation of volunteers and students on practicum placements	<a href="#">Participation of pre-service teachers, students and volunteers in preschool procedures</a> <sup>i</sup> including: <ul style="list-style-type: none"> <li>• Template – Preservice teacher/educator and volunteer record</li> </ul>	 Use the Template – Preservice teacher/educator and volunteer record to record prescribed information (Regulation 149).
(j) Interaction with children, including the matters set out in regulations 155 and 156	<a href="#">Curriculum, assessment, reporting and certification: early childhood to year 12 - policy</a> <sup>xxi</sup> including: <ul style="list-style-type: none"> <li>• <a href="#">Curriculum, assessment, reporting and certification placemat</a><sup>xxii</sup></li> <li>• <a href="#">Early Years Learning Framework - Being, Belonging and Becoming</a><sup>xxiii</sup></li> <li>• <a href="#">NT Early Years Curriculum Guide: Preschool</a><sup>xxiv</sup></li> </ul>	
(k) Enrolment and orientation	<a href="#">Enrolment Policy</a> <sup>xxv</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>i</sup> including: <ul style="list-style-type: none"> <li>• Enrolment and orientation of new children and their families in preschool – Procedures template <b>Error! Bookmark not defined.</b></li> </ul> <a href="#">Student enrolment form</a> <sup>xxvi</sup> including: <ul style="list-style-type: none"> <li>• Supplementary preschool enrolment form</li> </ul> <a href="#">Early childhood transitioning policy package</a> <sup>xxvii</sup>	 Use the Enrolment and orientation of new children and their families in preschool – Procedures template <b>Error! Bookmark not defined.</b> to develop procedures specific to their program, location, families and community.  Ensure the Supplementary Preschool enrolment form is completed for new preschool enrolments.
(l) Governance and management of the service, including confidentiality of records	<a href="#">Privacy statement policy</a> <sup>xxviii</sup> <a href="#">Data access policy</a> <sup>xxix</sup>	
(m) The acceptance and refusal of authorisations	<a href="#">Supplementary preschool enrolment form</a> <sup>xxx</sup> <a href="#">Delivery, collection and transportation in preschool procedures</a> <sup>i</sup>	 The Supplementary Preschool Enrolment Form includes all required authorisations.

Regulation 168(2) requirements	Department of Education and Training policies, procedures and guidelines	Required action by preschools
(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>xxxii</sup> <a href="#">Back to school payment scheme policy and guidelines</a> <sup>xxxii</sup>	
(o) Dealing with complaints including matters relating to: <ol style="list-style-type: none"> <li>i. The provision of a complaint handling system that is child focused; and</li> <li>ii. the management of a complaint that alleges a child is exhibiting harmful sexual behaviours</li> </ol>	<a href="#">Complaint resolution policy</a> <sup>xxxiii</sup> including: <ul style="list-style-type: none"> <li>• Complaint resolution for schools and corporate – guidelines and procedures</li> <li>• <a href="#">Sexual behaviour in children guidelines an supporting resources</a><sup>xxxiv</sup></li> </ul>	 Notification requirements exist for complaints about serious incidents or contravention of the National Law.

A full list of publicly available policies is available on the Department of Education and Training’s [Policy and advisory library](#).<sup>xxxv</sup>

For more information about preschool policies and procedures, contact Early Years and Primary within the Department of Education and Training by telephone on (08) 8999 3510.

<sup>i</sup> <https://education.nt.gov.au/policies/early-childhood-education-and-care/preschool-specific-policy>

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

<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://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>

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

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

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

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

<sup>xiii</sup> <https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>

<sup>xiv</sup> <https://elearn.ntschoools.net/user/login?destination=/>

- xxv <https://education.nt.gov.au/policies/mandatory-reporting-of-harm-and-exploitation-of-children>
- xxvi [https://education.nt.gov.au/policies/health-safety#child\\_safety\\_1119008](https://education.nt.gov.au/policies/health-safety#child_safety_1119008)
- xxvii [https://education.nt.gov.au/\\_\\_data/assets/pdf\\_file/0007/1280797/safe-use-of-online-environments-in-preschool.pdf](https://education.nt.gov.au/__data/assets/pdf_file/0007/1280797/safe-use-of-online-environments-in-preschool.pdf)
- xxviii <https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/code-of-conduct>
- xix [https://education.nt.gov.au/policies/conduct#codes\\_of\\_conduct\\_for\\_education\\_sites\\_and\\_workplace\\_participants](https://education.nt.gov.au/policies/conduct#codes_of_conduct_for_education_sites_and_workplace_participants)
- xx <https://education.nt.gov.au/careers-in-education/teacher-responsibilities-guide>
- xxi [https://education.nt.gov.au/\\_\\_data/assets/pdf\\_file/0011/1096274/curriculum-assessment-reporting-and-certification-policy-early-childhood-to-year-12.pdf](https://education.nt.gov.au/__data/assets/pdf_file/0011/1096274/curriculum-assessment-reporting-and-certification-policy-early-childhood-to-year-12.pdf)
- xxii [https://education.nt.gov.au/\\_\\_data/assets/pdf\\_file/0004/1096276/curriculum-assessment-reporting-and-certification-placemat.pdf](https://education.nt.gov.au/__data/assets/pdf_file/0004/1096276/curriculum-assessment-reporting-and-certification-placemat.pdf)
- xxiii <https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>
- xxiv [https://education.nt.gov.au/\\_\\_data/assets/pdf\\_file/0012/359778/nt-early-years-curriculum-guide-preschool.pdf](https://education.nt.gov.au/__data/assets/pdf_file/0012/359778/nt-early-years-curriculum-guide-preschool.pdf)
- xxv <https://education.nt.gov.au/policies/enrolment>
- xxvi <https://nt.gov.au/learning/primary-and-secondary-students/enrol-your-child-at-school>
- xxvii <https://education.nt.gov.au/support-for-teachers/transitioning-package>
- xxviii <https://education.nt.gov.au/policies/privacy>
- xxix [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)
- xxx <https://nt.gov.au/learning/primary-and-secondary-students/enrol-your-child-at-school>
- xxxi <https://legislation.nt.gov.au/en/Legislation/EDUCATION-ACT-2015>
- xxxii <https://education.nt.gov.au/policies/back-to-school-payments>
- xxxiii [Complaint resolution in schools and corporate | eLearn \(ntschoools.net\)](#)
- xxxiv [Student health, safety, wellbeing and behaviour | Department of Education and Training](#)
- xxxv <https://education.nt.gov.au/policies>