The table below cross-references Department of Education’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](https://education.nt.gov.au/policies/early-childhood-education-and-care/preschool-specific-policy)[[1]](#endnote-1) 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** |
| --- | --- | --- |
| 1. Health and safety, including matters relating to:
2. nutrition, food and beverages, dietary requirements
 | [School nutrition and healthy eating policy](https://education.nt.gov.au/policies/canteen-nutrition-and-healthy-eating)[[2]](#endnote-2) including* School nutrition and healthy eating guidelines
* Supporting documents

[Nutrition, food and beverages requirements in preschool policy](https://education.nt.gov.au/policies/preschool-specific-policy) and proceduresi  | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | Where a child has an identified dietary requirement, the preschool health care plan template should be used to identify strategies for managing this. |
| 1. sun protection
 | [Sun safety in schools policy](https://education.nt.gov.au/policies/sun-safety)[[3]](#endnote-3) including:* School procedure checklist
* Parent consent template
 | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | Parent consent template to be completed. |
| 1. water safety, including safety during water based activities
 | [Swimming and water safety programs and aquatic activities policy](https://education.nt.gov.au/policies/swimming-and-water-safety)[[4]](#endnote-4) including:* School swimming, water safety programs and aquatic activities procedure
* Supporting documents and templates

[Managing water hazards in preschool policy](https://education.nt.gov.au/policies/preschool-specific-policy) and proceduresi including:* Preschool risk assessment template
 | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | Use the Preschool risk assessment template to identify, assess and manage risks associated with water and water play in the preschool environment. |
| 1. administration of first aid
 | [Safety](https://elearn.ntschools.net/policies/4165) management of first aid guidelines[[5]](#endnote-5) |  |
| 1. sleep and rest

(additional prescribed matters include regulation 81) | [Safe sleep and rest requirements for children in preschool guidelines](https://education.nt.gov.au/policies/preschool-specific-policy)i including:* Safe sleep and rest requirements procedures template
* Preschool risk assessment template
 | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | Use the Preschool risk assessment template to identify, assess and manage risks associated with sleep and rest in the preschool environment.  |
| 1. Incident, injury, trauma and illness procedures, compliant with regulation 85
 | [Safety Management Policy](http://ed.ntschools.net/documentcentre/pfgdocs/16/Policy/Safety%20Management%20Policy.DOCX)[[6]](#endnote-6)[Recording and reporting student injuries – guidelines and procedures](https://education.nt.gov.au/education/policies/recording-and-reporting-student-injuries)[[7]](#endnote-7) including:* [ACECQA Injury, trauma and illness record](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates)[[8]](#endnote-8)
 | Circle Image - Job Alert Icon Png, Transparent Png , Transparent Png Image  - PNGitemForm Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | 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](http://ed.ntschools.net/documentcentre/Pages/home.aspx?category=Work%20Health%20Safety&subcategory=Safety%20management%20system).Notification requirements exist for serious incidents and serious student injuries. |
| 1. Dealing with infectious diseases, including procedures complying with regulation 88
 | [Infectious [diseases - exclusions from school policy](https://education.nt.gov.au/education/policies/health-of-students/infectious-diseases)](https://education.nt.gov.au/education/policies/health-of-students/infectious-diseases)[[9]](#endnote-9) |  |
| 1. Dealing with medical conditions in children, including matters in regulation 90
 | [Managing health care needs in preschool guidelines](https://education.nt.gov.au/policies/preschool-specific-policy)i including:* Preschool health care needs communication plan
* Preschool health care plan

[Health of Students Policy](https://education.nt.gov.au/education/policies/health-of-students)[[10]](#endnote-10) [Administration of medications to students with notified medical conditions policy](https://education.nt.gov.au/policies/health-of-students/medications)[[11]](#endnote-11) including:* Administration of medications to students with notified medical conditions procedures
 | Circle Image - Job Alert Icon Png, Transparent Png , Transparent Png Image  - PNGitemForm Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | 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 childrenNotification requirements exist for serious incidents and serious student injuries. |
| 1. Emergency and evacuation including matters set out in regulation 97
 | [Emergency Management: School Preparedness Policy](https://education.nt.gov.au/policies/emergency-management)[[12]](#endnote-12) including:* Emergency management: plans for schools guidelines
* Emergency management plan template
* Temporary school closures guidelines
 | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNGCircle Image - Job Alert Icon Png, Transparent Png , Transparent Png Image  - PNGitem | Preschools must have copy of whole of school emergency management plan on site.Notification requirements exist for serious incidents. |
| 1. 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 procedures must be in place(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 | [Delivery, collection and transportation in preschool procedure](https://education.nt.gov.au/policies/preschool-specific-policy)i including:* [ACECQA Risk Assessment](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates)[[13]](#endnote-13)
* Transport consent form
* Preschool risk assessment template
 | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNGForm Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNGCircle Image - Job Alert Icon Png, Transparent Png , Transparent Png Image  - PNGitem | Transport risk assessment and consent form to be completed if transportation is being provided.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.Notification requirements for missing or unaccounted for children. |
| 1. Excursions, including procedures complying with regulations 100 to 102
 | [Excursions Policy](https://elearn.ntschools.net/user/login?destination=/)[[14]](#endnote-14) including:* Excursions guidelines
* Excursions application form – Categories A and B
* Excursions parent consent form
* Excursions self-inspection checklist
 | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | Forms and templates to be completed.Excursions policy, guidelines and forms are now accessed through your eLearn log on. |
| 1. Providing a child safe environment
 | [Mandatory reporting of harm and exploitation of children guidelines](https://education.nt.gov.au/policies/mandatory-reporting-of-harm-and-exploitation-of-children)[[15]](#endnote-15)[Child safety policy[[16]](#endnote-16)](https://education.nt.gov.au/policies/health-safety#child_safety_1119008) [Safe use of online environments in preschool](https://education.nt.gov.au/__data/assets/pdf_file/0007/1280797/safe-use-of-online-environments-in-preschool.pdf)[[17]](#endnote-17) | Circle Image - Job Alert Icon Png, Transparent Png , Transparent Png Image  - PNGitem | Mandatory reporting requirements. |
| 1. Staffing, including:
2. a code of conduct for staff members
 | [Office of the Commissioner for Public Employment Code of Conduct](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/code-of-conduct)[[18]](#endnote-18)[Codes of conduct for education sites and workplace participants policy and procedures](https://education.nt.gov.au/policies/conduct#codes_of_conduct_for_education_sites_and_workplace_participants)[[19]](#endnote-19)[Teacher responsibilities guide](https://education.nt.gov.au/education/careers-in-education/teacher-responsibilities-guide)[[20]](#endnote-20) |  |
| 1. determining the responsible person present at the service
 | [Responsible person and delegations in preschool procedure](https://education.nt.gov.au/policies/preschool-specific-policy)si including:* Consent Form - Nominated supervisor
* Consent Form – preschool delegations or responsible person and educational leader
 | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | Ensure consent forms are completed for nominated supervisor, responsible person and educational leader roles. |
| 1. the participation of volunteers and students on practicum placements
 | [Participation of pre-service teachers, students and volunteers in preschool procedures](https://education.nt.gov.au/policies/preschool-specific-policy)i including:* [Template – Preservice teacher/educator and volunteer record](https://education.nt.gov.au/policies/preschool-specific-policy)
 | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | Use the [Template – Preservice teacher/educator and volunteer record](https://education.nt.gov.au/policies/preschool-specific-policy) to record prescribed information (Regulation 149). |
| 1. Interaction with children, including the matters set out in regulations 155 and 156
 | [Curriculum, assessment, reporting and certification: early childhood to year 12 - policy](https://education.nt.gov.au/__data/assets/pdf_file/0011/1096274/curriculum-assessment-reporting-and-certification-policy-early-childhood-to-year-12.pdf)[[21]](#endnote-21): including:* [Curriculum, assessment, reporting and certification placemat](https://education.nt.gov.au/__data/assets/pdf_file/0004/1096276/curriculum-assessment-reporting-and-certification-placemat.pdf)[[22]](#endnote-22)
* [Early Years Learning Framework - Being, Belonging and Becoming](https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf)[[23]](#endnote-23)
* [NT Early Years Curriculum Guide: Preschool](https://education.nt.gov.au/__data/assets/pdf_file/0012/359778/nt-early-years-curriculum-guide-preschool.pdf)[[24]](#endnote-24)
 |  |
| 1. Enrolment and orientation
 | [Enrolment Policy](https://education.nt.gov.au/policies/enrolment)[[25]](#endnote-25) including:* Enrolment eligibility guidelines
* Enrolment procedures
* Enrolment management and priority enrolment guidelines

[Enrolment and orientation of new children guidelines](https://education.nt.gov.au/policies/preschool-specific-policy)i including:* Enrolment and orientation of new children and their families in preschool – Procedures templateii

[Student enrolment form](https://nt.gov.au/learning/primary-and-secondary-students/enrol-your-child-at-school)[[26]](#endnote-26) including:* Supplementary preschool enrolment form

[Early childhood transitioning policy package](https://education.nt.gov.au/education/support-for-teachers/transitioning-package)[[27]](#endnote-27) | Image of paper and pen indicating that a local procedure must be developed.Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | Use the Enrolment and orientation of new children and their families in preschool – Procedures templateii to develop procedures specific to their program, location, families and community.Ensure the Supplementary Preschool enrolment for is completed for new preschool enrolments. |
| 1. Governance and management of the service, including confidentiality of records
 | [Privacy statement policy](https://education.nt.gov.au/policies/privacy)[[28]](#endnote-28)[Data access policy](https://education.nt.gov.au/__data/assets/pdf_file/0005/257882/Data_Access_Policy.pdf)[[29]](#endnote-29) |  |
| 1. The acceptance and refusal of authorisations
 | [Supplementary preschool enrolment form](https://nt.gov.au/learning/primary-and-secondary-students/enrol-your-child-at-school)[[30]](#endnote-30)[Delivery, collection and transportation in preschool procedure](https://education.nt.gov.au/policies/preschool-specific-policy)si | Form Or Multiple Forms Import - Form Icon Circle Transparent PNG - 601x601  - Free Download on NicePNG | The Supplementary Preschool Enrolment Form includes all required authorisations. |
| 1. Payment of fees and provision of a statement of fees charged by the education and care service
 | [Northern Territory Education Act 2015](https://legislation.nt.gov.au/en/Legislation/EDUCATION-ACT-2015)[[31]](#endnote-31)[Back to school payment scheme policy](https://education.nt.gov.au/policies/back-to-school-payments) and guidelines[[32]](#endnote-32)  |  |
| 1. Dealing with complaints
 | [Complaints management in schools policy](https://education.nt.gov.au/policies/complaints)[[33]](#endnote-33) including:* School complaints guidelines
 | Circle Image - Job Alert Icon Png, Transparent Png , Transparent Png Image  - PNGitem | 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’s [School policies page](https://education.nt.gov.au/policies).[[34]](#endnote-34) Some policy supporting forms and templates are only available on the [Education Intranet Document Centre](http://ed.ntschools.net/documentcentre/Pages/home.aspx).[[35]](#endnote-35)

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

1. https://education.nt.gov.au/policies/early-childhood-education-and-care/preschool-specific-policy [↑](#endnote-ref-1)
2. https://education.nt.gov.au/policies/health-of-students/school-nutrition-and-healthy-eating [↑](#endnote-ref-2)
3. https://education.nt.gov.au/policies/sun-safety [↑](#endnote-ref-3)
4. https://education.nt.gov.au/policies/swimming-and-water-safety [↑](#endnote-ref-4)
5. http://ed.ntschools.net/documentcentre/pfgdocs/3/Allowances/FirstAidAllowancePolicy.pdf [↑](#endnote-ref-5)
6. http://ed.ntschools.net/documentcentre/pfgdocs/16/Policy/Safety Management Policy.DOCX [↑](#endnote-ref-6)
7. https://education.nt.gov.au/policies/recording-and-reporting-student-injuries [↑](#endnote-ref-7)
8. https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates [↑](#endnote-ref-8)
9. https://education.nt.gov.au/education/policies/health-of-students/infectious-diseases [↑](#endnote-ref-9)
10. https://education.nt.gov.au/policies/health-of-students [↑](#endnote-ref-10)
11. https://education.nt.gov.au/policies/health-of-students/medications [↑](#endnote-ref-11)
12. https://education.nt.gov.au/policies/emergency-management [↑](#endnote-ref-12)
13. https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates [↑](#endnote-ref-13)
14. https://elearn.ntschools.net/user/login?destination=/ [↑](#endnote-ref-14)
15. https://education.nt.gov.au/policies/mandatory-reporting-of-harm-and-exploitation-of-children [↑](#endnote-ref-15)
16. https://education.nt.gov.au/policies/health-safety#child\_safety\_1119008 [↑](#endnote-ref-16)
17. https://education.nt.gov.au/\_\_data/assets/pdf\_file/0007/1280797/safe-use-of-online-environments-in-preschool.pdf [↑](#endnote-ref-17)
18. https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/code-of-conduct [↑](#endnote-ref-18)
19. https://education.nt.gov.au/policies/conduct#codes\_of\_conduct\_for\_education\_sites\_and\_workplace\_participants [↑](#endnote-ref-19)
20. https://education.nt.gov.au/careers-in-education/teacher-responsibilities-guide [↑](#endnote-ref-20)
21. https://education.nt.gov.au/\_\_data/assets/pdf\_file/0011/1096274/curriculum-assessment-reporting-and-certification-policy-early-childhood-to-year-12.pdf [↑](#endnote-ref-21)
22. https://education.nt.gov.au/\_\_data/assets/pdf\_file/0004/1096276/curriculum-assessment-reporting-and-certification-placemat.pdf [↑](#endnote-ref-22)
23. https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf [↑](#endnote-ref-23)
24. https://education.nt.gov.au/\_\_data/assets/pdf\_file/0012/359778/nt-early-years-curriculum-guide-preschool.pdf [↑](#endnote-ref-24)
25. https://education.nt.gov.au/policies/enrolment [↑](#endnote-ref-25)
26. https://nt.gov.au/learning/primary-and-secondary-students/enrol-your-child-at-school [↑](#endnote-ref-26)
27. https://education.nt.gov.au/support-for-teachers/transitioning-package [↑](#endnote-ref-27)
28. https://education.nt.gov.au/policies/privacy [↑](#endnote-ref-28)
29. https://education.nt.gov.au/\_\_data/assets/pdf\_file/0005/257882/Data\_Access\_Policy.pdf [↑](#endnote-ref-29)
30. https://nt.gov.au/learning/primary-and-secondary-students/enrol-your-child-at-school [↑](#endnote-ref-30)
31. https://legislation.nt.gov.au/en/Legislation/EDUCATION-ACT-2015 [↑](#endnote-ref-31)
32. https://education.nt.gov.au/policies/back-to-school-payments [↑](#endnote-ref-32)
33. https://education.nt.gov.au/policies/complaints [↑](#endnote-ref-33)
34. https://education.nt.gov.au/policies [↑](#endnote-ref-34)
35. http://ed.ntschools.net/documentcentre/Pages/home.aspx [↑](#endnote-ref-35)