



ACT
Government
Education

Charnwood-Dunlop School
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Policy: **Preschool Governance and Management**

Review Date: **2022**

Context of the Charnwood-Dunlop Preschool

Charnwood-Dunlop School has been granted a service approval to operate an on-site preschool. The governance and management of the preschool unit is undertaken centrally by the Charnwood-Dunlop School Leadership Team.

Policy statement

Charnwood-Dunlop Preschool will provide quality early childhood education, operating in accordance with all legal and regulatory requirements. The educators make every effort to reflect the special nature of their community and encourage family input into the running of the preschool. The Charnwood-Dunlop Leadership Team will take into account the needs of the families, children and educators in making decisions impacting the operation of the preschool, ensuring all decisions are made in a legitimate way and in the best interests of the specific preschool, the preschool team, and Charnwood-Dunlop School.

As an approved service provider, Charnwood-Dunlop School will:

- ensure that the preschool operates in accordance with relevant legislation and is responsible to the regulatory authority for ensuring the preschool operates in accordance with the conditions of approval
- ensure all staff members are aware of their obligations under the relevant legislation and the implication of being a Nominated Supervisor, Certified Supervisor and Educational Leader
- actively encourage participation of families in the management of the preschool through:
 - participation in the P&C and School Board (when available)
 - providing feedback to preschool staff and the Charnwood-Dunlop Leadership Team through surveys and other communication strategies
 - involvement in social and community events
- ensure the philosophy reflects the needs and values of the educators, children and the broader community, by reviewing and updating the philosophy at least annually. The Charnwood-Dunlop Leadership Team will also ensure the operation of the preschool is consistent with the philosophy and ensure policies and procedures are updated regularly to make certain that they meet current needs, and that all policies and procedures are implemented by all staff members.

Confidentiality

Personal information held by the preschool schools is handled with care and kept securely. Sensitive and/or personal information requires additional caution to be exercised in the way it is treated. It is important that staff recognise the need for sound judgment in making decisions about whether information should be passed on to other officers or released as part of their official duties.

Sensitive personal information should be securely stored when not in use. All student files will be secured to maintain confidentiality. School psychologist files which contain sensitive medical information are stored securely by the School Psychologist in a separate secure area.

Where an educator is in any doubt about whether a document or its contents should be disclosed to another person or member of the public, the information should remain confidential until the educator has discussed the matter with an executive staff member.

For more information, please contact the Education and Training Directorate Privacy Officer.