

Mandatory preschool policies and procedures table

Mandatory procedure relating to the following matters, as required by regulation 168	Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
(a) (i) nutrition, food and beverages, dietary requirements	2.1	78 79	Nutrition in schools policy
(a) (ii) sun protection	2.2	114	Student health in NSW schools: A summary and consolidation of policy
(a) (iii) water safety, including safety during any water-based activities	2.2	101	Excursions policy
(a) (iv) the administration of first aid	2.1	89 94 136	Student health in NSW schools: A summary and consolidation of policy
(a) (v) sleep and rest for children	2.1	81	Preschool sleep and rest guidelines
(b) incident, injury, trauma and illness procedures	2.1	85 86 87	Student health in NSW schools: A summary and consolidation of policy
(c) dealing with infectious diseases, including immunisation	2.1	88	Student health in NSW schools: A summary and consolidation of policy
(d) dealing with medical conditions in children	2.1	90 91 92 93 94 95	Student health in NSW schools: A summary and consolidation of policy
(e) emergency and evacuation	2.2	97 98	Emergency Management Procedures
(f) delivery of children to, and collection of children from, education and care service premises	2.2	99	Preschool - Obtaining parent's authorisation and consent
(g) excursions	2.2	100 101 102	Excursions policy Preschool - Obtaining parent's authorisation and consent

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(h) providing a child safe environment, including: child protection supervision cleaning and maintenance	2.2	84	Child Protection Policy: Responding to and reporting students at risk of harm Working with Children Check policy Child Protection: Allegations against employees Work health and safety (WHS) policy Student safety tools and procedures
	3.1	103	
	3.2	105	
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		S.162A	
		S. 165	
(i) staffing, including: a code of conduct for staff members determining the responsible person present at the service the participation of volunteers and students on practicum placements	4.1	135	Working with Children Check policy Code of Conduct Policy Management of Conduct and Performance
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(j) interactions with children	5.1	155	Interactions with children- preschool Values in NSW public schools Student Welfare Policy Student Discipline in Government Schools Policy Bullying of Students - Prevention and Response Policy Anti-Racism Policy Aboriginal Education Policy
	5.2	156	
		S.166	
(k) enrolment and orientation	6.1	160	Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy Department preschool classes: Enrolment procedures
	7.1	161	
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		S. 175	
(l) governance and management of the service, including confidentiality of records	7.1	177	Leading and Managing the School Information Security Policy Code of Conduct Policy
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(m) the acceptance and refusal of authorisations	7.1	<u>92</u> <u>93</u> <u>99</u> <u>102</u> <u>161</u>	<u>Preschool - Obtaining parent's authorisation and consent</u> <u>Excursions policy</u>
(n) payment of fees and provision of a statement of fees	7.1		<u>Preschool Class Fees in Government Schools</u>
(o) dealing with complaints	7.1	<u>176</u>	<u>Complaints Handling Policy</u>