



MILES FRANKLIN PRIMARY SCHOOL

Achieving Educational Excellence in a Caring Environment

Alderman St Evatt, ACT 2617 – Ph: (02) 6142 2770



Education and Training

Preschool Governance and Management

Reviewed by: Monique Darragh

Review date: 30.11.23

Next review: 30.11.24

Context of Miles Franklin Preschool

Miles Franklin Preschool 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 Miles Franklin School executive team.

Policy Statement

Miles Franklin Preschool will operate in accordance with all legal and regulatory requirements and provide quality early childhood education. The educators make every effort to reflect the nature of the community and encourage family input into the operation of the preschool. The Executive team will take into account the needs of the families, children and educators when making decisions impacting the operation of the preschool, ensuring all decisions are made in a legitimate way and in the best interests of the children.

As an approved service provider, Miles Franklin Preschool will ensure,

- 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
- all staff members are aware of their obligations under the relevant legislation and the implications of being a Nominated Supervisor, Responsible person in day to day charge and Educational Leader
- actively encourage participation of families in the management of the Preschool through,
 - ☐ participation in the Preschool P&C Subcommittee, Whole School P&C and School Board
 - ☐ providing feedback to Preschool staff and the Executive team through surveys and other communication strategies
 - ☐ involvement in social and community events
- operation of the Preschool is consistent with the Preschool philosophy
- the philosophy reflects the vision and mission of Miles Franklin Primary School needs and values of the educators, children, parents/carers and the broader community, by reviewing and updating the philosophy regularly
- policies and procedures are updated regularly to ensure they meet current needs. Staff members implement all policies and procedure



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Confidentiality

- personal information and records held by the Preschool are 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 and records should be securely stored when not in use. All student files will be secured to maintain confidentiality. School psychologist files which contain sensitive 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, 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.

Corresponding Regulations: 181,168,150.

NQS Reference: 7.1