

Preschool policy implementation tool

Self- assessment resource

PRESCHOOL POLICY AND ADVICE



Government
of South Australia
Department for Education

Overview

The Preschool policy implementation (PPI) tool supports preschool leaders and teams to evaluate their compliance with the policy requirements under the [Education and Care Services National Law \(South Australia\)](#) (National Law) and the [Education and Care Services National Regulations](#) (National Regulations).

[Regulation 168](#) of the National Regulations prescribes the required policies and procedures for all education and care services. The PPI tool outlines Department for Education (department) policy documents which directly support services to meet their legislative requirements under r168 as well as required site-specific policies and procedures.

The PPI tool does not include every departmental policy or procedural requirement that guides preschool operations. Leaders should consider other existing resources that support policy and legislative requirements including aspects of Work Health and Safety, People and Culture, and Audit and Risk. This tool can also be used to support regular [self-assessment against the National Quality Standard](#).

The PPI tool can be used by leaders to check policy compliance and implementation across all programs operated by a preschool, where the department is the approved provider, including occasional care and rural care services. Other services including long day care, which are provided on a department site but operated by another approved provider, are responsible for ensuring policies and procedures are in place to comply with the legislation.

Required preschool policies

Education and care service must have policies and procedures in relation to the following:

- (a) health and safety, including matters relating to—
 - (i) nutrition, food and beverages, dietary requirements; and
 - (ii) sun protection; and
 - (iii) water safety, including safety during any water-based activities; and
 - (iv) the administration of first aid; and
 - (v) sleep and rest for children, including the matters set out in regulation [84B](#);
- (b) incident, injury, trauma and illness procedures complying with regulation [85](#);
- (c) dealing with infectious diseases, including procedures complying with regulation [88](#);
- (d) dealing with medical conditions in children, including the matters set out in regulation [90](#);
- (e) emergency and evacuation, including the matters set out in regulation [97](#);
- (f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation [99](#);
- (g) excursions, including procedures complying with regulations [100 to 102](#);
 - (ga) if the service transports or arranges transportation of children other than as part of excursions, transportation including procedures complying with Division 7 of Part 4.2 of Chapter 4;
 - (gb) the safe arrival of children who travel between an education and care service and any other education or early childhood service within the meaning of regulation [102AA](#) including the matters set out in regulation [102AAB](#);
- (h) providing a child safe environment, including matters relating to—

- (i) the promotion of a culture of child safety and wellbeing within the service; and
- (ii) the safe use of online environments at the service;
- (i) staffing, including—
 - i) a code of conduct for staff members; and
 - (ii) determining the responsible person present at the service; and
 - (iii) the participation of volunteers and students on practicum placements;
- (j) interactions with children, including the matters set out in regulations [155](#) and [156](#);
- (k) enrolment and orientation;
- (l) governance and management of the service, including confidentiality of records;
- (m) the acceptance and refusal of authorisations;
- (n) payment of fees and provision of a statement of fees charged by the education and care service;
- (o) dealing with complaints, including matters relating to—
 - (i) the provision of a complaint handling system at the service that is child focused; and
 - (ii) the management of a complaint that alleges a child is exhibiting harmful sexual behaviours.

Developing local (site specific) operational policies and procedures

The PPI tool identifies policy matters for which preschools must develop a local policy or procedure, in addition to complying with any relevant corporate departmental policy, procedures, guidelines, standards and frameworks.

For school-based preschools, a school's policies and procedures may be inclusive of a preschool program (ie the preschool does not need separate documents), provided that the school's documents specifically address young children's safety, wellbeing and learning, and comply with the National Regulations.

Preschools should not develop a local policy when a corporate policy document sets out departmental requirements in relation to a specific policy area (for example, managing medical conditions or undertaking excursions). Preschool leaders are responsible for determining when local operational procedures, which take into account the site's specific context, are needed to ensure departmental policies and procedures are implemented. The range of local policies and procedures will vary across preschools, depending upon the programs offered and the service's circumstances and context.

Local policies and procedures principles

The following principles must inform the development and implementation of local policies and procedures:

- Local policies and procedures must be consistent with relevant department policies.
- Policies and procedures should be informed by the service's philosophy statement, current research and recommended evidence-based practices. Where relevant, documents are to refer to advice from recognised state or national authorities. For example, Red Nose is considered the recognised national authority on safe sleeping practices for infants and children. Service practices cannot deviate from (and services must not endorse practices that are in conflict with) current recommended evidence-based guidance.
- Local policies and procedures must be reviewed and updated at least every 3 years. However, reviews should be held at any time in response to changes, including the following:

- legislative changes
- a serious incident,
- changes in the services context/circumstances
- changes to department policy documents and best practice principles.
- A review schedule should be developed. In accordance with [regulation 172](#) of the National Regulations. Parents must be notified at least 14 days before making changes to a policy or procedure that may have a significant impact on service provision or the family's ability to utilise the service.
- All staff and volunteers at the service must be made aware of relevant policies and procedures and receive information and training to undertake their roles and responsibilities.
- Services must consult with the governing council and where possible families when developing and reviewing policies and procedures to ensure local policies and practices are sensitive to and reflective of their community context.
- All local policies and procedures must consider individual children's health, safety and wellbeing and ensure adequate supervision of all children at all times.

Self-assessment process

Complete each section of the self-assessment resource by checking one or both of the boxes:

Yes: Confirming that the policy or procedure has been implemented

AR: Further Actions Required (AR) to ensure policy compliance and implementation

Actions may be recorded in the summary table at the end of the document. It is the responsibility of the site leader to address as a priority any identified areas of non-compliance.

Further information

Preschool leaders can discuss departmental policy requirements and operational issues with their early childhood leaders.

For further information about policy requirements contact:

Regulation and Compliance - Phone: 8226 1646

Email: education.ngfenquiries@sa.gov.au or Preschool Policy and Advice - Phone: 8226 0812

Email: Education.PreschoolPolicyAndAdvice@sa.gov.au

Supporting information

[Guide to the National Quality Framework \(Last updated February 2024\) - ACECQA](#)

[ACECQA Self-assessment Tool](#)

[ESB self-assessment tool](#)

[The Educational Leader Resource – ACECQA](#)

[ACECQA Information sheets](#)

Education and Care Services National Regulations r 168: Education and care services must have policies and procedures in relation to the following matters

Item 1	r 168(2)(a)(i) Nutrition, food and beverages and dietary requirements	Yes	AR
1.1	Does the preschool understand the requirements of department's nutrition and dietary requirements in preschool ?	☒	☐
1.2	<u>Local policy required:</u> Parndana Preschool Nutrition Policy	☒	☐ Approved:  Review date: T3 2025
Refer to: • Nutrition and dietary requirements in preschool • Australian Dietary Guidelines • Food safety • Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services (Section 3.3 Food Safety) • Oral eating and drinking procedure • Anaphylaxis and allergies procedure (edi.sa.edu.au)			
Actions required:			

Item 2	r 168(2)(a)(ii) Sun Protection	Yes	AR
2.1	Does the preschool implement the department's Inclement weather and Sun exposure guidance?	☒	☐
2.2	<u>Local policy required:</u> Parndana Preschool Sunsafte Policy	☒	☐ Approved:  Review date: T4 2025
Refer to: • Resources and advice provided in the Inclement weather and Sun exposure webpages • ACECQA Sun protection policy and procedure guidelines			

Actions required:

Item 3	r 168(2)(a)(iii) Water safety, and safety during any water-based activities	Yes	AR
3.1	Does the preschool implement the department's Preschool water safety procedure ?	☒	☐
3.2	Does the preschool implement the Risk management policy and risk management procedure for assessing program risks and health and safety risk management for assessing safety risks?	☒	☐
3.3	<u>Local procedure required:</u> Parndana Preschool Water Safety Policy	☒	☐ Approved:  Review date:

Refer to:

- [Drowning-Online-0619.pdf \(kidsafesa.com.au\)](#)
- [Safety Management](#)
- [Outdoor Learning Environments Standard](#)
- [Camps and excursions](#)
- [Water safety for preschools](#)
- ACECQA [Water safety policy and procedure guidelines](#)

Actions required:

Item 4	r 168 (2)(a)(iv) Administration of first aid	Yes	AR
4.1	Does the preschool implement the First aid and infection control standard ?	☒	☐
4.2	Does the preschool implement the Reporting critical incidents and injuries procedure? This includes: • using the Incident, injury, trauma and illness record to notify parents of the incident	☒	☐

4.3	Does the preschool implement the department's first aid requirements for specific medical conditions? This includes: • Anaphylaxis and severe allergy requirements • Asthma requirements	☒	☐
<u>Refer to:</u> • Health support planning • Health supporting planning for children and students in education and care settings • First aid in schools and preschools • Incidents, illness and complaints in early childhood services • Critical incidents, injury and hazard management • Incident and Response Management System (IRMS)			
<u>Actions required:</u>			

Item 5	r 168(2)(a)(v) Sleep and rest for children	Yes	AR
5.1	Does the preschool implement the department's Safe sleeping and resting for infants and young children policy and Safe sleeping for infants and young children procedure , which includes requirements for sleep and rest risk assessments?	☒	☐
5.2	<u>Local procedure required</u> Parndana Preschool Sleep and Rest Policy	☒	☐
		Approved:  Review date: T4 2025	
<u>Refer to:</u> • Safe sleeping for infants and young children EDi page, which includes a template for sleep and rest local procedures and a template for sleep and rest risk assessments. • Red Nose and SIDS and Kids SA • Kidsafe SA • ACECQA safe sleep and rest practices • SA Health Safe Infant Sleeping Standards			
<u>Actions required:</u>			

Item 6	r 168(2)(b) Incident, injury, trauma & illness procedures complying with r85	Yes	AR
6.1	Does the preschool implement the Emergency management framework ? (Refer to item 9 for information related to emergency management)	☒	☐
6.2	Does the preschool implement the Reporting critical incidents and injuries procedure ? This includes: - reporting serious and critical incidents on the Information and Response Management System (IRMS) within 12 hours - using the Incident, injury, trauma and illness record to notify parents of the incident	☒	☐
Refer to: Incident coordination managing incidents of extreme severity flowchart Critical incidents, injury and hazard reporting Safety inspections Incidents, illness and complaints in early childhood services requiring notification National Decision Tree ACECQA Safety, Task Action Reporting (STAR)			
<u>Actions required:</u>			

Item 7	R168 (2)(c) Infectious diseases, including procedures complying with r88	Yes	AR
7.1	Does the preschool implement the First aid and infection control standard ?	☒	☐
7.2	Does the preschool implement the Protecting children against vaccine preventable diseases procedure immunisation status of children as specified? This includes: - ensuring children are not able to enrol in or attend an early childhood service unless all immunisation requirements are met - recording and managing the current immunisation status of children attending an early childhood service - managing immunisation records on site - preventing the spread of an infectious disease by following exclusion requirements are implemented according to the SA Health exclusion guidelines - confirmed cases of infectious diseases are reported on IRMS	☒	☐
7.3	Does the preschool implement the Prescribed information to be displayed procedure ? This includes:	☒	☐

	prescribed information is displayed in the event of an occurrence of an infectious disease. Refer to the Prescribed information template		
<u>Refer to:</u> Infection control and employee immunisation programs Incidents, illness and complaints in early childhood services SA Health exclusion from childcare, preschool, school and work Staying Healthy: Preventing infectious diseases in early childhood education and care services SA Health You've Got What Immunisation requirements flow chart Immunisation requirements and early childhood services How to enter and maintain immunisation records in EYS for preschool and occasional care			
<u>Actions required:</u>			

Item 8	r 168(2)(d) Medical conditions in children, including matters set out in r90	Yes	AR
8.1	Does the preschool implement the department's requirements for managing medical conditions? This includes: Asthma Diabetes Anaphylaxis and allergies Seizures and epilepsy - Instructions relating to Health support planning for children and students in education and care settings for children with known medical conditions - prescribed information is displayed regarding a child at risk of anaphylaxis - ensuring all staff are aware of children with known medical conditions and required responses	☒	☐
8.2	Does the preschool implement a health support agreement - HSP120 and a Safety and risk management plan - HSP121 to document specific risk minimisation strategies, individualised management, and a communication plan for children with known medical conditions?	☒	☐
8.3	Does the preschool implement the Medication management procedure?	X	

<i>Refer to:</i> • Health Support • Health Support planning for children and students in education and care settings • Health care plans • Managing student's medical conditions • Complex needs safety checklist • Oral eating and drinking including oral eating and drinking in education and care procedure • Anaphylaxis and severe allergies in education and care procedure
<i>Actions required:</i>

Item 9	r 168(2)(e) Emergency and evacuation, including matters set out in r 97	Yes	AR
9.1	Does the preschool implement the Emergency management policy and procedure ?	☒	☐
9.2	For sites located in bushfire prone zones, does the preschool have a current bush fire response plan (mandatory for all R1 and R2 risk rated sites)? Refer to the Site bushfire preparation procedure and bushfire response procedure)	☒	☐
9.3	<u>Local process required:</u> Has the preschool developed and implemented a site emergency management plan? This includes: • emergency and evacuation diagrams are displayed • Services undertake an evacuation and a lockdown or shelter in place rehearsal every three months and the rehearsals are documented	☒	☐

<i>Refer to:</i> • Emergency management for schools and preschools • Bushfire management • Emergency management and bushfire procedures for schools and preschools • Displaying required information to meet NQF requirements
<i>Actions required:</i>

Item 10	r 168(2)(f) Delivery of children to, and collection of children from, education and care premises, including procedures complying with r 99	Yes	AR
10.1	Does the preschool implement the Acceptance and refusal of authorisations policy	☒	☐

10.2	Does the preschool implement the Attendance recording procedure for preschools? This includes: maintaining a daily attendance record (signed at time of delivery and collection of children, and records are signed to verify their accuracy)	☒	☐
<u>Refer to:</u> Attendance, delivery and collection of preschool children, including the EYS Guide to record attendances Camps and excursions			
<u>Actions required:</u>			

Item 11	r 168(2)(g) Excursions, including procedures complying with r 100-102	Yes	AR
11.1	Does the preschool implement the Camps and excursions policy and Camps and excursions procedure? This includes: - completing a risk management for all excursions (noting that for regular outings, a new risk assessment must be completed when there is any change in circumstance) - ensuring written authorisation is obtained for each excursion/regular outing	☒	☐
<u>Refer to:</u> Camps and excursions (refer to the Sports, adventure, camps and excursions risk management plan) School transport policy			
<u>Actions required:</u>			

Item 12	r 168(2)(ga) Transportation of children	Yes	AR
12.1	Does the preschool implement the Safe transportation of children policy and Safe transportation of children procedure? This includes: - completing a risk assessment for transportation of children (Risk assessments for regular transportation are reviewed and renewed every 12 months. Noting that a new risk assessment must be completed when there is any change in circumstance) - ensuring written authorisation is obtained prior to transportation	☒	☐

12.2	<u>Local procedure required:</u> Parndana Preschool Safe Bus Transport Policy	☒	☐
		Approved: 	
		Review date: T4 2025	
Refer to: • Transportation requirements in education and care services EDi page • Authorisation form for transportation in early childhood services • Risk assessment template – transporting children • School transport policy			
Actions required:			

Item 13	r 168(2)(gb) Safe arrival of children	Yes	AR
13.1	Does the preschool implement the Safe arrival of children policy? • Services must develop their own local (site -specific) procedures during transitions or travel between services, including school transitions and transitions between early childhood services including OSHC. Services can use the local procedure template for the safe arrival of children and document the communication approach between services to address children’s safety. • Services must complete a risk assessment for the safe arrival of children at least every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children. • considering matters set out in regulation 102AAC(4) (ie by using the risk assessment template for the safe arrival of children) • making any necessary updates to local safe arrival procedures as soon as practicable after the risk assessment is completed. • keeping a copy of each risk assessment	☒	☐
13.2	<u>Local procedure required:</u>	☒	☐

	Based on the risk assessment, has the preschool developed a local safe arrival procedure?	Approved:  Review date:
<i>Refer to:</i> • Risk assessment template for the safe arrival of children • Local procedure template for the safe arrival of children • ACECQA safe arrival policy and procedure guidelines • InfoSheet SafeArrivalOfChildren.pdf (acecqa.gov.au)		
<i>Actions required:</i>		

Item 14	r 168(2)(h)(i)(ii) Providing a child safe environment	Yes	AR
14.1	Does the preschool implement the Screening and suitability – child safety policy and the Screening and suitability – child safety procedure ?	☒	☐
14.2	Does the preschool implement the Child protection policies and guidelines	☒	☐
14.3	Does the preschool implement the Keeping Safe: Child Protection Curriculum ?	☒	☐
14.4	Does the preschool comply with the ICT cyber security standard and the Responding to online safety incidents in South Australian schools guidelines?	☒	☐
<i>Refer to:</i> • Child safe environments compliance (education.sa.gov.au) • Employee and volunteer working with children check - information for leaders and managers • Reporting child abuse or neglect • Information sharing guidelines (ISG) in education • Child protection policies and guidelines			
<i>Actions required:</i>			

Item 15	r 168(2)(i) Staffing including: (2)(i)(i) A code of conduct for staff members	Yes	AR
15.1	Does the preschool comply with the Code of ethics for the SA public sector ?	☒	☐

15.2	Does the preschool implement the Duty of care policy ?	☒	☐
<i>Refer to:</i> • Your responsibilities as a public sector employee (including Teacher Registration Board code of ethics, Early Childhood Australia code of ethics, and Australian Professional Standards for Teachers.) • Accessing the HR Management Information system (HRS) • ICT Security Standard			
<i>Actions required:</i>			

Item 16	r 168(2)(i)(ii) Determining the responsible person present at the service	Yes	AR
16.1	Does the preschool comply with the EC Reform fact sheet 8 – nominated supervisor ? This includes: • a responsible person is present at all times (a nominated supervisor or a person placed in day-to-day charge who has consented in writing)	☒	☐
16.2	Has the preschool implemented the Prescribed information to be displayed procedure ? This includes: • information on the nominated supervisor and responsible person is displayed. Refer to Prescribed information to be displayed template	☒	☐
<i>Refer to:</i> • ACECQA Responsible person requirements for approved providers fact sheet • Displaying prescribed information to meet NQS requirements			
<i>Actions required:</i>			

Item 17	r 168(2)(i)(iii) The participation of volunteers and students on practicum placements	Yes	AR
17.1	Does the preschool implement the Volunteer policy and Volunteer procedure for schools, preschools and care settings	☒	☐

Refer to:

- [Managing volunteers](#) (includes links to volunteer requirements, screening and suitability, RAN-EC volunteer training and volunteer forms)
- [Professional experience placements in SA government schools, preschools and centres](#)
- [Completing practicum claims in the HR Management Information System](#)
- [Screening and suitability – child safety policy](#)
- [Screening and suitability – child safety procedure](#)

Actions required:

Item 18	r 168(2)(j) Interactions with children, including the matters set out in r 155-156	Yes	AR
18.1	Does the preschool implement the Behaviour support policy ?	☒	☐
18.2	Does the preschool implement the Early Years Learning Framework ?	☒	☐
18.3	Does the preschool implement the mandated Keeping Safe: Child Protection Curriculum each year?	☒	☐
18.4	Does the preschool implement the Curriculum, pedagogy, assessment and reporting: early childhood services to year 12 ? This includes: • developing individual learning plans for all children and One plan for priority children	☒	☐
18.5	<u>Local document required:</u> Parndana Preschool Behaviour, Interactions and Guidance Policy	☒	☐ Approved:  Review date: T2 2025

Refer to:

- [Preschool support programs for children with disabilities or additional needs](#) including Preschool Speech and Language programs (SLP's) and the [inclusive preschool programs placement procedure](#).
- [Inclusive Education Support program \(IESP\)](#)
- [Specialised education options for children and students with disability placement procedure](#)
- [Curriculum and teaching](#)
- [Strategies for managing abuse related trauma \(SMART\) training](#)
- [Perspectives on pedagogy and the Early Years Learning Framework](#)
- [Early Years curriculum framework and educators guide](#)
- [Above and Beyond Quality: Demonstrating 3 Exceeding themes for exceeding quality standard](#)

Actions required:

Item 19	r 168(2)(k) Enrolment and orientation	Yes	AR
19.1	Does the preschool implement the School and preschool enrolment policy and related procedures: Registration of interest , Placement , Admission , and Transfer ? This includes ensuring: • enrolment information is easily accessible by families • service specific orientation information is available to families	☒	☐

Refer to:

[Preschool enrolment](#)

[Preschool orientation](#)

[Planning transition from preschool to school](#)

Actions required:

Item 20	r 168(2)(l) Governance and management of the services, including confidentiality of records	Yes	AR
20.1	Does the preschool implement the Governance Framework ?	☒	☐
20.2	Does the preschool implement the Information and records management policy ?	☒	☐

20.3	Does the preschool implement the Information sharing guidelines for promoting safety and wellbeing procedure	☒	☐
20.4	<u>Local document required:</u> Does the preschool have a current statement of philosophy? Parndana Preschool 2025 Philosophy Statement	☒	☐ Approved:  Review date: T3 2025
20.5	<u>Local document required:</u> Does the preschool have a Preschool Quality Improvement Plan (PQIP) in place? 2025 PQIP	☒	☐ Approved:  Review date: T3 2025
<i>Refer to:</i> • Information privacy • Information privacy and confidentiality standard • Records management and Storing and destroying records • Induction for new and returning employees • Consent to use media and creative works procedure • ICT security standard • Governance and Leadership - ACECQA			
<i>Actions required:</i>			

Item 21	r 168(2)(m) The acceptance and refusal of authorisations	Yes	AR
21.1	Does the preschool implement the Acceptance and refusal of authorisations policy?	☒	☐
<i>Refer to:</i> • Parent or guardian authorisations in education and care settings			
<i>Actions required:</i>			

Item 22	r 168(2)(n) Payment of fees and provision of a statement of fees charged by the education and care service	Yes	AR
22.1	Does the preschool implement the Preschool contribution instruction ? This includes: information about the preschool contribution is published and accessible to families	☒	☐
Refer to: Preschool contribution Receipting in schools and preschools Money and bank account management Financial management checklist Principals/Preschool directors			
Actions required:			

Item 23	r 168(2)(o) Dealing with complaints	Yes	AR
23.1	Does the preschool implement the Complaints management policy and Complaint management procedure ? This includes: - ensuring information about the complaints management system is accessible by families and available on the services website. - maintaining a Site complaint record and a Complaints register	☒	☐
23.2	Does the preschool implement the Reporting critical incidents and injuries procedure ? This includes: reporting complaints concerning a serious incident and/or circumstances where the National law and/or National Regulations have been contravened to the Incident Management directorate and education director - reporting complaints requiring notification on IRMS within 12 hours. - notifying parents using the Incident, injury, trauma and illness record where relevant.	☒	☐
23.3	Does the preschool implement the Prescribed information to be displayed procedure ? This includes: - the name and telephone number at the service to whom complaints may be addressed. - ensuring contact details of the Education Standards Board are accessible to families.	☒	☐

Refer to:

- [Complaint management in schools and preschools](#)
- [Feedback and complaints about schools and preschools](#)
- [Feedback and complaints about a school or preschool](#) (department website)
- [National Decision Tree | ACECQA](#)
- [Incidents, illness and complaints in early childhood services](#)

Actions required:

Summary of priority actions required to ensure compliance with the National Law and National Regulations

Identified areas of non-compliance	Priority action(s) required to address non-compliance

Preschool:

Site leader name:

Site leader signature:

Date:

Summary of preschool policy requirements under the National Regulations (r168)

Item no.	R168	Policy area	Department policies must be implemented	NQS Quality Area(s)	Local policy/procedure document required
1.	(2)(a)(i)	Health and safety - including Nutrition, food and beverages, dietary requirements	✓	QA 2	Local healthy food supply and nutrition policy
2.	(2)(a)(ii)	Sun protection	✓	QA 2	Local sun protection policy
3.	(2)(a)(iii)	Water safety, including safety during any water-based activities	✓	QA 2	Local water safety procedure
4.	(2)(a)(iv)	Administration of first-aid	✓	QA 2	
5.	(2)(a)(v)	Sleep and rest for children	✓	QA 2	Local sleep and rest procedure
6.	(2)(b)	Incident, injury, trauma and illness procedures complying with r85	✓	QA 2	
7.	(2)(c)	Dealing with infectious diseases, including procedures complying with r88	✓	QA 2	
8.	(2)(d)	Dealing with medical conditions in children, including matters set out in r90	✓	QA 2	
9.	(2)(e)	Emergency and evacuation, including matters set out in r97	✓	QA 2	Site emergency management plan
10.	(2)(f)	Delivery of children to, and collection for children from, education and care premises, including procedures complying with r99	✓	QA 2	
11.	(2)(g)	Excursions, including procedures complying with r100 , r101 , r102	✓	QA 2	
12.	(2)(ga)	Safe transportation of children	✓	QA 2	Local safe transportation procedure
13.	(2)(gb)	Safe arrival of children	✓	QA 2	Local safe arrival procedure
14.	(2)(h)	Providing a child safe environment	✓	QA 2	
15.	(2)(i)(i)	Staffing including – a code of conduct for staff members	✓	QA 4	
16.	(2)(i)(ii)	Determining the responsible person present at the service	✓	QA 4	

Summary of preschool policy requirements under the National Regulations (r168)

Item no.	R168	Policy area	Department policies must be implemented	NQS Quality Area(s)	Local policy/procedure document required
17.	(2)(i)(iii)	The participation of volunteers and students on practicum placements	✓	QA 4 & 7	
18.	(2)(j)	Interactions with children, including matters set out in r155 and r 156	✓	QA 1 & 5	Service behaviour code
19.	(2)(k)	Enrolment and orientation	✓	QA 2 & 6	
20.	(2)(l)	Governance and management of the service, including confidentiality of records	✓	QA 7	Statement of philosophy Quality Improvement Plan
21.	(2)(m)	The acceptance and refusal of authorisations	✓	QA 2	
22.	(2)(n)	Payment of fees and provision of a statement of fees charged by the education and care service	✓	QA 7 QA 6	
23.	(2)(o)	Dealing with complaints	✓	QA 7	

Notes:

*Local policy/procedure required – identifies policy matters for which a preschool must develop a local policy/procedure document for. Site leaders are responsible for determining when additional local operational procedures, which take into account their specific context, are needed to ensure departmental policies and procedures are implemented.

**National Quality Standard – Quality Areas:

- QA1 Educational program and practice
- QA2 Children’s health and safety
- QA3 Physical environment
- QA4 Staffing arrangements
- QA5 Relationships with children
- QA6 Collaborative partnerships with families and communities
- QA7 Governance and leadership