



2.13 Notification to the Regulatory Authority

Written By

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Introduction

Under the Education and Care Services National Law and Regulations, required notifications must be made to the regulatory authority within specified timeframes. Notifications can be made through the National Quality Agenda IT System (NQAITS) portal. The Nominated Supervisor or Responsible Person must make the notification in writing within 24 hours in the event of a serious incident, closure, relocation or complaint.

The following outlines procedures and information requirements for Bermagui Preschool in the event that a notification must be made to the regulatory authority.

Strategies

Serious incident

Bermagui Preschool must contact NQAITS as soon as possible after the incident has occurred. In the case of an incident that has occurred to a child, the Nominated supervisor/ Responsible Person will complete the relevant parts of the ACECQA Incident, injury, trauma and illness record. This will be supplementary to Bermagui Preschools Accident/ Injury Form.

Notifications must be made to the regulatory authority about:

- Any incident involving serious injury or trauma to a child which a reasonably person would consider required urgent medical attention for a registered medical practitioner or attended or ought reasonably to have attended a hospital
- An incident involving the serious illness for which the child attended hospital
- A circumstance where a child appears to be missing or cannot be accounted for
- A circumstance where a child appears to have been taken or removed from the service premises in a manner that contravenes the National Regulation
- A circumstance where a child is mistakenly locked in or locked out of the services premises or any part of the premises
- The death of a child
- An emergency for which emergency services attended
- An incident that requires the approved provider to close or reduce the number of children attending the service for a period
- A circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children has occurred or is occurring at the service
- The attendance at the service of any additional child or children being educated and cared for in an emergency in the circumstances set out in regulations 123(5)
- An incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring at the services
- Allegations that physical or sexual abuse of a child or children has occurred or is occurring at the service (other than an allegation raised as a formal complaint).

Preschool closure

Bermagui Preschool must contact NQAITS in the event that Preschool is closed for an irregular reason e.g. Flood, Storm Damage etc. The Nominated Supervisor/ Responsible Person will provide information about the situation including:

- Detailed description of the incident including nature, time, cause etc.
- Detailed description of impact on operation of the service including dates and times closed and reduced numbers of children attending the service
- Involvement of emergency services or other authorities (if relevant)
- Action taken by the preschool to manage the incident
- Any other relevant information

Complaints

Notifications must be made to the regulatory authority about:

- Any complaints alleging that a serious incident has occurred or is occurring while a child was or is being educated and cared for the approved educations and care service
- Any complaints alleging that the Law has been contravened.
- If a formal complaint has been made alleging that the Law has been contravened or that a serious incident has occurred or is occurring.
- When the complaint is notifiable, the Nominated Supervisor/ Responsible Person will be asked to provide documentation including; the complainant name and contact details, the name of the child/children, gender and date of birth to whom complaint relates, details including the date complaint was received, a copy of the written complaint (or summary) and any other relevant documentation including correspondence, photos, statements etc., steps taken by the preschool/school in response to the complaint.

Changes to physical environment

Notifications must be made to the regulatory authority about renovations or changes to the physical environment that could impact the health, safety or wellbeing of the children. Bermagui Preschool must make notification prior to the work commencing.

When a Bermagui Preschool is making changes, the following information is required

- a detailed description of the proposed changes
- a description of the impact the work or changes will have on the operation of the service (if any)
- a description of the proposed commencement and finishing dates
- a clear floor plan highlighting where the changes are taking place.
- risk assessments (if required)

Notification of change of information about an approved service

Notifications must be made to the regulatory authority about changes to the hours and days of operation of Bermagui Preschool.

Temporary relocation of preschool premises

Notifications must be made to the regulatory authority about any temporary relocation of the preschool e.g. operating from a school hall for a period of time due to renovations or weather damage to the preschool premises.

The Nominated Supervisor will provide information about the situation including:

- A detailed description of the issue/changes and the premises where the preschool will temporarily operate
- A description of proposed commencement and finishing dates
- A site map with the location of the temporary premises and toilet facilities
- Identified Risk Assessments

Regulatory Authority Contact for Bermagui Preschool

Early Childhood Education Directorate, NSW Department of Education

Address: Locked Bag 5107

PARRAMATTA NSW 2124

Website: education.nsw.gov.au

Email: ececd@det.nsw.edu.au

Phone: 1800 619 113 (toll free)

Fax: (02) 8633 1810

National Quality Agenda IT System Log In

<https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx>

Resources & References

<https://schoolsequella.det.nsw.edu.au/file/035d0b6c-fbfd-485a-b742-0ba516fcb675/1/preschool-notification-guidelines.pdf>

Relevant Documentation

Links to other policies

- Child Protection
- Complaints and Feedback
- Incident, Injury and Trauma
- Emergency Procedures (Evacuation and Lockdown)
- Death
- Excursions
- Record Keeping and Retention of Records

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