



St. Thomas School & Pre-School

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Prescribed Information Procedure

Procedure Statement:

Preschools will ensure they display required prescribed information in a prominent position at the entrance to the service

Purpose

The purpose of this procedure is to provide details of the prescribed information to be displayed

Scope:

This procedure is applicable to all DECD preschools.

In particular this procedure is in relation to the requirements as outlined in the:

- Education and Care Services National law Act 2010, Section 172, and
- Education and Care Services National Regulations, Regulation 173

Objective:

To ensure DECD preschools comply with the law and regulation relating to the display of the required information.

Procedure details:

Each preschool service must meet the requirements of the prescribed information to be displayed.

1. Prescribed information Part A

The Nominated Supervisor of the service is to ensure that the following prescribed information under ECS national Regulation 173 is displayed at the entrance to the service in a prominent position:

- 1.1. The name of the Approved Provider and the name of the education and care service (site name as listed on <http://www.sa.gov.au/schools/azlist> ((173 (1) (a))
- 1.2. The name of the Nominated Supervisor or, if the Nominated Supervisor is a member of a prescribed class, the class of persons to which the nominated supervisor belongs (173 (1)(c))
- 1.3. The hours and days of operation of the service (173 (2)(a))
- 1.4. The name and telephone number of a person at the service to whom complaints may be addressed (site leader)(173 (2) (b))
- 1.5. The name of the responsible person in charge at any given time (173(2)(c))
- 1.6. The name of the educational leader at the service (173 (2) (d))
- 1.7. The contact details of the Regulatory Authority (173 (2) (e))

- 1.8. Until the service rating is received from the Education and Early Childhood Services Registration and Standards Board of South Australia, a statement in respect to Accreditation and Rating e.g. An assessment is yet to be undertaken
- 1.9. When applicable, a notice stating that a child who has been diagnosed as 'at risk of anaphylaxis' is enrolled (173 (2) (f))
- 1.10. When applicable, a notice of an occurrence of an infectious disease at the service (173 (2) (g))

2. Prescribed Information Part B

In addition to the requirements of 6.1 (Part A), each preschool service must also display the following Prescribed Information at the entrance to their service, when forwarded to them by the Education and Early Childhood Services Registration and Standards Boards of South Australia (EECSB):

- 2.1. The provider approval number and service approval number (as advised by the EECSB) (173 (1)(a))
- 2.2. Any conditions on the provider approval and service approval (as advised by the EECSB) (173(1))
- 2.3. The service's current rating level for each Quality Area and the overall rating (as advised by the EECSB) (173 (2) (d)). Note: when a rating assessment is complete then the information in 1.8 is to be removed.
- 2.4. Details of any waivers held by the service, including elements or regulations waived, duration of the waiver and whether the waiver is a service or temporary waiver (173 (2) e).

Definitions and Abbreviations

Term	Meaning
Responsible Person	<p>Is the educator who is present at the service, at any given time, who has assumed the day to day charge of the service.</p> <p>The responsible person can be either:</p> <ul style="list-style-type: none"> • The nominated Supervisor of the service, or • A Certified Supervisor who has been placed in day to day charge of the service and accepts the delegation in writing, when the Nominated Supervisor is absent from the service
Nominated Supervisor	<p>The person appointed who holds a supervisor certificate and has consented in writing to being charge of day-to-day management of the Approved Service.</p>
Certified Supervisor	<p>An educator who holds a certified supervisor certificate and is eligible to be placed in the role of a Responsible Person.</p>
Prescribed Information	<p>Information prescribed in s162 of the Education and Early Childhood Services (Registration and Standards) Act 2011 and s173 of the Education and Care Services National Regulations</p>