Staffing – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 4.1, 4.2 **Regulations: 135, 136, 149, 151**	Leading and operating department preschool guidelines Working with Children Check policy Code of Conduct Teachers Handbook Statement of duties – school learning support officer Statement of duties – Aboriginal education officer	Early Childhood Australia's Code of Ethics ACECQA qualification checker ACECQA information sheet – Belonging, Being and Becoming for Educators [PDF 1,509 KB] ACECQA's policy and procedures guidelines – Staffing

Responsibilities

School principal	The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. The principal is responsible for ensuring: • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment. These tasks may be delegated to other members of the preschool team, but the

	responsibility sits with the principal.
Preschool supervisor	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include: • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Staffing allocation and qualifications	• Each preschool class is staffed at all times by an early childhood teacher and School Learning Support Officer, Preschool (SLSO). • All preschool teachers and educators (ongoing, temporary, casual and relieving):

	— have a current, verified WWCC for paid work — approval to work in a department school — an ACECQA approved qualification (at least a Certificate 3 in the case of SLSOs and AEOs) — teachers are also accredited with *NSW Education Standards Authority* (NESA). • The preschool receives a .2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. • Specific tasks requiring completion are listed under 'Administration' on whiteboard by Preschool staff and noted on School Bytes by preschool supervisor. • Specific tasks include – completing notes/info graphics, assisting in excursion management, providing & maintaining daily attendance register and staff sign on forms, maintaining EOI's following DoE guidelines, processing enrolments, establishing & maintaining group lists, communication with families around preschool events, maintaining immunisation register & following up with families, communication of enrolments to Preschool staff, maintaining staff qualifications paperwork, updating processes & procedures and risk management plans, ensuring school website is accurate with preschool information, supporting development of student IHCP, managing WHS & maintenance issues requiring FMWeb notification, uploading of information to School Bytes profile & filing.
Continuity	• The preschool staffing roster ensures continuity of educators. • Daily staff are permanent appointments or on annual temporary contracts. Where possible, casual staff are kept the same to ensure the children are familiar with these educators. Casual teaching staff are contacted by designated assistant principal/preschool supervisor & casual SLSO's are contacted by School Business Manager. Regular educators are replaced by equally qualified educators during their breaks, release from face-to-face teaching and absences. This roster is created by designated assistant principal/preschool supervisor and displayed above teacher desks in Murrin and Becan rooms.

	• To demonstrate educator to child ratios are being met, the preschool maintains a daily record of which educators have been working directly with the children and when. • A sign in book is provided for all staff coming into the Preschool to complete, situated outside Preschool staffroom.
Induction	• Most of Telarah Public School staff attend a preschool induction in term 1 each year. This ensures that there is a mutual understanding of the preschool's operation. The 'Staff Induction Checklist' is completed and signed and kept in the staff induction folder. • Newly appointed staff receive a comprehensive induction before they commence work in the preschool. This will include several face-to-face meetings with the preschool supervisor and preschool staff orientating the staff member to all Law and Regulation, Department, Early Learning, ACEQCA, preschool and school information. This orientation will be ongoing. • Casual staff receive a face-to-face induction with a regular staff member prior to 9am. Staff are made familiar with where they can access the Preschool Philosophy, Early Childcare Australia Code of Ethics, Preschool Policies & Procedures, WHS procedures, alerts or medical risk minimisation plans for children with intolerances or medical conditions, class profile, Preschool program, RFF & duty roster, supervision plans and casual staff folders (see staff induction checklist). Staff responsibilities are accessed in the casual folders for each class. Casual staff are to sign off after the induction is completed and these are stored within the induction folder.
Educator performance and professional learning	• All educators are familiar with <u>Early Childhood Australia's Code of Ethics</u>. • The Early Childhood Australia's Code of Ethics is kept in the Preschool foyer, in the teacher's program and also in the casual teacher folder and induction booklet. The Code of Ethics is embedded in the preschools practices and programming and is modelled by staff at all times. During the annual review of the preschools philosophy the Code of Ethics is used as a resource and incorporated into the philosophy. • All educators comply with the department's <u>Code of Conduct</u> and complete bi – annual training. • Teacher and educator performance is managed by the school principal through the annual *Performance and Development Plan.* This identifies professional

learning goals and strategies to meet these.

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- Goals maybe devised independently or collaboratively and are reviewed with the preschool supervisor.

- Staff are provided with professional learning opportunities to meet their goals.

- Each educators plan identifies professional learning opportunities to meet their goals. Staff speak with the preschool supervisor and a request is put through School Bytes for approval of professional learning by the Principal. Once approved the staff member is registered for the PL.

- Preschool educators attend Hunter Preschool Professional Network meetings twice a term.

Volunteers and practicum students	• Volunteers sign the visitor's book to record the date and hours they were in the preschool. • Volunteers sign in electronically via DoE check-in system in place. This records name, date, contact number, reason for visit and time – in & out. This information can be attained at any time via the DoE portal 'Check-in Logbook'. • Volunteers are usually parents accompanying the preschool on an excursion, in which case they are required to complete a WWCC Declaration for Child Related Contractors as a parent or close relative of a student. • External Provider checks and indications are completed by the School Business Manager. All records for providers and therapists servicing children on the preschool site are kept electronically in Teams. Once clearance has been granted to provider, the BM notifies preschool staff and schedules are kept on a central system. External Providers follow visitor sign in procedures when attending site. • Signed declarations, mandatory training certificates and identity checks are performed by either the preschool supervisor or the School Business Manager. • Practicum students/trainees sign the Preschool's sign in book along with

	whatever University/training organization/school requirements they may have and are to provide all documentation. • The staff record includes the full name, address and date of birth of each volunteer or student or who participates in the preschool.

Record of procedure's review

Date of review	21/06/2024
Who was involved	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Julie Greedy, Hannah Gibson, Bronwyn Price, Cathy Banister and Aimee Vincent
Key changes made and reason why	Addition of Staff Induction Procedure to the Staffing Procedure. Changes made to comply with new format and information of procedures in Leading and Operating Department Preschool Guidelines 2023.
Record of communication of significant changes to relevant stakeholders	**Principal**: Preschool – Microsoft Teams

Staff: Preschool – Microsoft Teams and Policy/Procedure Folder

Parents: Telarah Public School website (Preschool), Policy and Procedure Folder for families (front foyer), copies are available for families on request.

Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service. |

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.