



## Preschool staffing procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1 4.2 7.1	Regulation <a href="#">135</a> Regulation <a href="#">136</a> Regulation <a href="#">149</a> Regulation <a href="#">151</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>  <a href="#">Working with Children Check Policy</a> <a href="#">Code of Conduct Policy</a> <a href="#">Management of Conduct and Performance Teacher's Handbook</a> <a href="#">Non-Teaching Staff in Schools handbook.</a> <a href="#">Statement of duties – school learning support officer</a> <a href="#">Statement of duties – Aboriginal education officer</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Early Childhood Australia's Code of Ethics</a> <a href="#">ACECQA qualification checker</a> <a href="#">ACECQA Information Sheet: Belonging, Being and Becoming for Educators</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	<p>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 includes:</p> <ul style="list-style-type: none"> <li>Analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> <li>Reflecting on how this procedure is informed by relevant recognised authorities.</li> <li>Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.</li> </ul>	

	<ul style="list-style-type: none"> <li>Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.</li> </ul>
<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being actively involved in the review of this procedure, as required, or at least annually</li> <li>ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Staffing allocation and qualifications</b>	<ul style="list-style-type: none"> <li>Each preschool class is staffed at all times by an Early Childhood Teacher and School Learning Support Officer for Preschool (SLSO).</li> <li>All preschool educators (ongoing, temporary, casual and relieving): <ul style="list-style-type: none"> <li>have a current, verified WWCC for paid work</li> <li>approval to work in a department school</li> <li>an ACECQA approved qualification (at least a Certificate 3 in the case of SLSOs and AEOs)</li> <li>teachers are also accredited with <i>NSW Education Standards Authority</i> (NESA).</li> </ul> </li> <li>The regular educators are replaced by equally qualified educators during their breaks, release from face to face teaching, and absences.</li> <li>The preschool receives a .2 (one day a week) staffing allocation as well as school SAO support to complete administrative tasks related to the preschool. Tasks are written in the diary by preschool staff and noted in Sentral by the executive staff. A monthly task calendar is kept for regular monthly tasks.</li> <li>Duties include drafting notes, assisting in arranging excursions, maintaining the enrolment waiting list, processing preschool enrolment applications and entering details into ERN, establishing and maintaining group lists, communicating with families regarding enrolment, attendance patterns and term dates, communicating information collected on enrolment to the preschool educators, for example, any non-authorisations, home languages and each child's authorised collectors, generating fee invoices and receiving fees, maintaining the preschool immunisation register and seeking updated immunisation records after a child has turned four, supporting the development of health care plans.</li> </ul>
<b>Continuity</b>	<ul style="list-style-type: none"> <li>The preschool staffing roster ensures a continuity of educators as all daily staff are of permanent appointment or on annual temporary contracts. Where possible, casual staff will be the same to ensure the children are familiar with them.</li> <li>To demonstrate educator to child ratios are being met, the preschool maintains a record of which educators have been working directly with the children and when. A sign in book is provided for all staff coming to the Preschool situated outside the Preschool staffroom.</li> </ul>

<b>Induction</b>	<ul style="list-style-type: none"> <li>● All staff receive an induction before they commence work in the preschool. This will be performed by the supervisor or teacher.</li> <li>● This induction includes a face to face induction as well as the provision of a Telarah Public School Preschool Induction Booklet. Staff are made familiar with where they can access the Preschool philosophy, Early Childcare Australia Code of Ethics, Preschool policies and procedures, WH&amp;S procedures, Alerts for children with allergies or medical conditions, class profile, Preschool program, RFF &amp; duty roster, daily routine.</li> <li>● All regular school staff attend an induction in Term 1 Week 6 staff meeting.</li> <li>● The signed checklists are kept in a Staff Induction folder kept under our sign in desk (example attached).</li> </ul>
<b>Educator performance and professional learning</b>	<ul style="list-style-type: none"> <li>● All educators are familiar with <u>Early Childhood Australia's Code of Ethics</u>. This is kept in the Preschool foyer, in the teacher's program, and also in the casual teacher folder and induction booklet.</li> <li>● All educators comply with the department's <u>Code of Conduct</u> and complete bi – annual training led by the principal at Staff Development Days.</li> <li>● Educator performance is managed by the school principal through the annual <i>Performance and Development Plan</i>.</li> <li>● Each educator's performance and development plan identifies professional learning goals and strategies to meet these. Goals may be devised independently or collaboratively, and are reviewed with the preschool supervisor. Staff are provided with professional learning opportunities to meet their goals. An implementation plan is developed with the preschool supervisor.</li> </ul>
<b>Visitors, Volunteers, External Providers and practicum students</b>	<ul style="list-style-type: none"> <li>● Visitors and Volunteers sign in electronically via DET visitor system in place. This records date, name, contact number, reason for visit and time in and out. This information can be attained at any time via the DET portal 'School Visitor Check-in'. Usually, volunteers are parents accompanying the preschool on excursions, in which case they are required to complete a Working with Children Check Declaration for Non-Child Related Contractors.</li> <li>● External Providers checks and inductions are completed by the Schools Business Manager. All records for providers servicing children on our site are kept electronically in Teams. Once clearance has been granted to provider the Business Manager notifies Preschool staff and schedules are kept on Sentral system. External Provider follows Visitor sign in procedures when attending our site.</li> <li>● Signed declarations, mandatory training certificates and identity checks are performed by either the preschool supervisor or the School Administration Officer.</li> <li>● Practicum students sign the preschool's sign in book along with whatever university requirements they may have and are to provide all the above documentation also.</li> </ul>

Record of procedure's review
<b>Date of review and who was involved</b>
23/06/2022 Aimee Vincent, Cath Banister, Jordan McPhail, Beth Cameron, Andrea Lundy, Natalie O'Donnell, Julie Greedy
<b>Key changes made and reason/s why</b>
More specific information in each area was added to all parts of the procedure in line with recommendations from the Early Learning Directorate.
<b>Record of communication of significant changes to relevant stakeholders</b>
A copy is displayed at the entrance of Preschool, on our school website and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.

Record of procedure's review
<b>Date of review and who was involved</b>
25/11/2022 Aimee Vincent, Cath Banister, Jordan McPhail, Beth Cameron, Andrea Lundy, Natalie O'Donnell, Julie Greedy, Bronwyn Price
<b>Key changes made and reason/s why</b>
More specific information in each area was added to all parts of the procedure in line with recommendations from the Early Learning Directorate. Sign in procedures for Visitors, Volunteers and External Providers updated to reflect implementation of DET Digital check in system.
<b>Record of communication of significant changes to relevant stakeholders</b>
A copy is displayed at the entrance of Preschool, on our school website and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.

*Copy and paste a new table to record each occasion the procedure is reviewed*