



TELARAH PUBLIC SCHOOL PRESCHOOL

Principal: Aimee Vincent
 P: 02 4932 8477
 E: telarah-p.school@det.nsw.edu.au

George Street
 TELARAH NSW 2320



Staff Induction Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1.2	Regulation 137	Leading and operating department preschool guidelines
Pre-reading and reference documents		
Staff roles and responsibilities		
School Principal	<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"> the preschool is compliant with legislative standards related to this procedure 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. 	
Preschool Supervisor	<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.</p> <ul style="list-style-type: none"> analysing complaints, incidents, or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised authorities changes are communicated with families and communities via our Preschool Facebook page and displayed on notice board at the preschool entrance. all staff are informed when procedures are updated to ensure practice is embedded. 	
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors, and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented. 	
Procedure		
General	<ul style="list-style-type: none"> This procedure aims to ensure that all staff working directly with children attending Telarah Public School Preschool, have a deep understanding of all aspects of the Preschools operation. They are provided with a comprehensive induction and have quick access to documents relating 	



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to the care of children, including the preschool procedures and philosophy.

- All Telarah Public School staff are to be involved in a Preschool induction to ensure that there is a mutual understanding of the Preschool's operation. This induction will take place in term 1, week 6 at the beginning of each year within the Preschool as a staff meeting. A 'Staff Induction Checklist' (see below) will be completed and signed by all staff members.
- All staff members, including casuals, new members of staff and SLSO's need to have completed mandatory training in Code of Conduct, Child Protection and Anaphylaxis training as required by the DoE.
- All staff members need to understand DoE and Telarah Public School Preschool policies and procedures and know where to locate these within the Preschool.
- All relevant documents are stored on Microsoft Teams and within a folder under the sign-on book to ensure access to all Telarah Public School Preschool members of staff.
- All Preschool staff need to know where to locate class roles, student medical information, court orders, programs, children's records, 'accident, incident, illness and trauma' report folders, collection information and first aid equipment, medication, and action plans. These should be shown to staff before the commencement of a preschool day.
- All new members of the Preschool staff are to be given time to read the Casual Teacher's folder at the beginning of the day. These folders are in each classroom. These folders should include:
 - WH&S procedures
 - Alerts for children with allergies or medical conditions
 - Class profile
 - Preschool program
 - RFF & Duty Roster
 - Instructions for the day

Record of procedure's review

Date of review and who was involved

5/9/22: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.

Key changes made and reason/s why

Updated all information to reflect current practices.

Record of communication of significant changes to relevant stakeholders

A copy is displayed at the entrance of Preschool, on our school website, on our Facebook page, and copies are available for preschool families to take home if requested. All relevant educators to review at regular staff meeting.



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Preschool 'Staff Induction' Checklist

I have been shown where the following documentation is stored onsite (please tick to acknowledge):

- The Leading and Operating Department Preschool Guidelines
- The Early Childhood Code of Ethics Poster
- Guide to the National Quality Framework
- DEC Policies and Procedures – found on Staff Portal for all DET employees
- Preschool Procedures and Risk management plans
- Education and Care Services national law
- Education and Care Services national regulation
- 'What are you looking for?' Poster
- First Aid Kits
- Medications
- Early Years Learning Framework

I have been provided with the 'Casual Teacher Folder' and had time to read over the contents including (please tick to acknowledge):

- Emergency Procedures
- Alerts/ health care plans for children with allergies or medical conditions
- Class profile
- Preschool program
- RFF & Duty Roster
- Instructions for the day
- Telarah Preschool's Philosophy
- Telarah Preschool Induction Booklet

Staff/Casual Staff Name: _____ Signature: _____

TPS Staff Witness: _____ Date: _____