



## Staffing – preschool procedure

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
<b>NQS: 4.1, 4.2</b>  <b>Regulations: 135, 136, 149, 151</b>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Working with Children Check policy</a></p> <p><a href="#">Code of Conduct</a></p> <p><a href="#">Teachers Handbook</a></p> <p><a href="#">Statement of duties – school learning support officer</a></p> <p><a href="#">Statement of duties – Aboriginal education officer</a></p>	<p><a href="#">Early Childhood Australia's Code of Ethics</a></p> <p><a href="#">ACECQA qualification checker</a></p> <p><a href="#">ACECQA information sheet – Belonging, Being and Becoming for Educators [PDF 1,509 KB]</a></p> <p>ACECQA's policy and procedures guidelines – <a href="#">Staffing</a></p>

### Responsibilities

<b>School principal</b>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>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> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<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 could include:</p>

	<ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>they are actively involved in the review of this procedure, as required, or at least annually</li> <li>details of this procedure's review are documented.</li> </ul>

### *Procedure*

<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 Preschool School Learning Support Officer (educators)</li> <li>All preschool teachers and educators (ongoing, temporary, casual and relieving) have: <ul style="list-style-type: none"> <li>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>accreditation with <i>NSW Education Standards Authority</i> (NESA – teachers only)</li> <li>suitably qualified teachers and educators replace staff <b>during</b> their breaks, release from face-to-face teaching, and absences.</li> </ul> </li> <li>The preschool receives a 0.2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. These tasks include but are not limited to: <ul style="list-style-type: none"> <li>Maintaining staff records and documentation</li> <li>Maintaining new and current children's enrolment records</li> <li>Managing children's health management plans</li> <li>Managing class lists, sign in sheets, immunisation records, preschool first aid stocktake, casual folder, preschool handbook, preschool website,</li> <li>Preschool newsletters, notes home, and communication with families.</li> </ul> </li> </ul>
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<b>Continuity</b>	<ul style="list-style-type: none"> <li>• The preschool staffing roster ensures a continuity of educators. The roster is developed at the principal's discretion ensuring children's wellbeing and development of secure relationships and attachments are valued. The roster is displayed in the preschool office, class programs and each day the teachers on duty are displayed on a poster near the sign in table to inform parents.</li> <li>• Where possible the appointed Preschool Teachers will relieve each other when absent however when this is not possible there is a pool of casual staff who are familiar with Lismore South Public School Ngulliboo Jarjums Preschool to provide casual and relief staffing support.</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. This record is kept on the kitchen bench. Educators are required to sign in and out on arrival and departure, noting times and date.</li> </ul>
<b>Induction</b>	<ul style="list-style-type: none"> <li>• All staff receive an induction before they commence work in the preschool.</li> <li>• Inductions are held at the beginning of the year for all school staff and throughout the year for any new staff.</li> <li>• The Preschool Teachers are responsible for holding inductions.</li> <li>• Inductions briefly inform staff of the following: <ul style="list-style-type: none"> <li>— familiarisation and access to key documents and websites <ul style="list-style-type: none"> <li>○ Early Years Learning Framework</li> <li>○ Guide to the NQF</li> <li>○ National Law and National Regulations</li> <li>○ Leading and Operating Department Preschool Guidelines</li> <li>○ DoE Early Learning webpage</li> <li>○ ACECQA website</li> </ul> </li> <li>• explanation and engagement with the preschool's <ul style="list-style-type: none"> <li>○ philosophy</li> <li>○ procedures</li> <li>○ quality improvement plan</li> </ul> </li> <li>• location of the arrivals and departure register and information related to group lists and attendance patterns</li> <li>• school expectations regarding documentation of the educational program and children's learning</li> <li>• school processes for communication with families</li> <li>• family orientation or information booklet</li> <li>• location and familiarisation with health and safety documentation and</li> </ul> </li> </ul>

	<p>procedures</p> <ul style="list-style-type: none"> <li>○ risk assessment plans</li> <li>○ procedures for emergencies and evacuation</li> <li>○ first aid equipment and emergency medication</li> <li>○ emergency contacts list</li> <li>○ the medication record</li> <li>○ the incident, injury, trauma and illness record</li> </ul> <ul style="list-style-type: none"> <li>• discussion of individual child needs <ul style="list-style-type: none"> <li>○ information related to any child with an additional need</li> <li>○ health care plans</li> <li>○ individual education plans, where appropriate</li> </ul> </li> <li>• discussion of staff roles, responsibilities and duty roster</li> <li>• information related to required notifications to Early Learning</li> <li>• review of obligations as a mandatory reporter.</li> <li>• Staff attending inductions sign an induction checklist and induction register to say they have attended and understand their responsibilities when working in the preschool. Staff are encouraged to ask questions and inductees regularly check for understanding throughout the induction to ensure all staff are aware of their responsibilities.</li> </ul>
<b>Educator performance and professional learning</b>	<ul style="list-style-type: none"> <li>• All Preschool staff are familiar with <u>Early Childhood Australia's Code of Ethics</u>. The code of ethics is displayed in the preschool office and referred to in preschool inductions. The code of ethics is engrained in our preschool culture and philosophy. Our relationships with families and communities guide our preschool decisions as we aspire to build a preschool that is welcoming and inclusive of all.</li> <li>• All staff comply with the department's <u>Code of Conduct</u> and complete bi – annual training led by the principal.</li> <li>• Educator performance is managed by the school Principal through the annual <i>Performance and Development Plan</i>.</li> <li>• Each staff members performance and development plan identify professional learning goals and strategies to meet these. There is a three-tiered approach to developing goals. There is a whole school goal, a stage goal and a personal goal. The principal conducts reviews of plans three times throughout the year.</li> <li>• Staff are provided with professional learning opportunities to meet their goals. Staff discuss Professional Learning opportunities with the principal during initial goal setting review meetings or throughout the year as opportunities arise.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preschool teachers attend weekly staff meetings and fortnightly stage meetings.</li> <li>• All preschool staff attend weekly communication meetings.</li> <li>• Preschool staff attend termly collegial meetings with local network preschools to collaborate, develop skills and improve practice.</li> <li>• Staff Development Days are a combination of whole school and preschool specific professional learning opportunities.</li> </ul>
<b>Volunteers and practicum students</b>	<ul style="list-style-type: none"> <li>• Volunteers sign the digital check in which records the date and hours they were in the preschool.</li> <li>• Volunteers are welcomed and encouraged into the preschool and typically come in the form of a parent or known relative to a member of our preschool community and have been known to read to the children, build gardens, cover books, cook with the children etc.</li> <li>• All volunteers do not require a WWCC but must provide photo identification (100 points of proof of identity) and complete the <a href="#">WWCC Declaration for volunteers and non-child related contractors</a>. The exception to this is if they are providing personal care to a child or are part of a formal mentoring program, in which case they must provide, and have verified, a Working with Children Check.</li> <li>• Principals must use information provided by a volunteer to confirm that the person is not on the Department's Not to Be Employed (NTBE) database via EcPC.</li> <li>• A copy of the completed declaration is kept in the preschool staff folder to meet the requirement of collecting any volunteer's full name, date of birth and address.</li> <li>• Education students are welcomed in the preschool community when completing practical training or undertaking an internship within a preschool setting. Students must have a WWCC clearance and provide 100 points of proof of identity.</li> <li>• The staff record includes the full name, address and date of birth of each volunteer or student or who participates in the preschool.</li> </ul>

#### *Record of procedure's review*

<b>Date of review</b>	<b>7/8/24</b>
<b>Who was</b>	Maree Guy, Sonya Murphy, Anna Clemesha, Larissa Polak, Beck Armstrong, Bec

<b>involved</b>	Bryant
<b>Key changes made and reason why</b>	Updated template from Leading and Operating Department Preschool Guidelines
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal:  Staff:  Parents:  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.

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
28/05/2023 Anna Clemesha, Maree Guy, Larissa Polak
<b>Key changes made and reason/s why</b>
Working within our new space led us to more efficient locations for storing records.
<b>Record of communication of significant changes to relevant stakeholders</b>
Posted on class dojo and displayed in classroom

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
18/10/2022 Anna Clemesha, Maree Guy, Larissa Polak
<b>Key changes made and reason/s why</b>
Moving to new Preschool site location due to flooding rebuild
<b>Record of communication of significant changes to relevant stakeholders</b>

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