

## 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
<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>
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	These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
<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 School Learning Support Officer and a Preschool (SLSO).</li> </ul>
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	<ul style="list-style-type: none"> <li>• All preschool teachers and 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 preschool receives a .2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. The preschool is allocated an administrative support person once a week. This staff member works in the school office and is responsible for helping with administrative duties for the preschool including preschool fees and enrolment packs.</li> </ul>
<b>Continuity</b>	<ul style="list-style-type: none"> <li>• The preschool staffing roster ensures a continuity of educators. This roster is developed by an assistant principal who distributes it via email to all preschool educators and executive staff. The roster is printed out by the preschool teacher and displayed in the preschool office. The preschool teacher types up a daily staffing sheet to display for families each day. The same staff members are always rostered on from the primary school to relieve for lunch and RFF breaks to ensure they are familiar with routines and children at the preschool. When a staff member is absent for the day, the same casual staff member or a familiar staff member from the primary school will be rostered on where possible.</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 is recorded on the “Record of staff working directly with the preschool children” sheet, where staff record the time they start working with children and the time they sign off, including signing in and out for lunch breaks.</li> </ul>

<b>Induction</b>	<ul style="list-style-type: none"> <li>All staff receive an induction before they commence work in the preschool. For newly appointed staff, the principal and executive staff will start the induction to the school. This will be followed by a handover from old staff/other educators at the preschool, explaining all relevant information for the preschool. This will be complemented by providing the school and preschool induction booklets to read through. This induction book includes a range of important information, including emergency protocols, location and contact people, and staff roles and responsibilities. A period of working alongside the old educator and other educators will be provided where possible to ensure the smooth running of the service.</li> <li>Casual staff will also receive time to read the casual folder and have time to refer to it throughout the day.</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>. All members of staff, including casuals, new members of staff, volunteers and students on practicum or work experience, are to be provided with a copy of the Preschool Philosophy and the Early Childcare Australia Code of Ethics. Preschool permanent staff dedicate time together to reflect on this document yearly.</li> <li>All educators comply with the department's <u>Code of Conduct</u> and complete bi – annual training.</li> <li>Teacher and educator performance is managed by the school principal through the annual <i>Performance and Development Plan</i>. This identifies professional learning goals and strategies to meet these.</li> <li>Each educator's performance and development plan identifies professional learning goals and strategies to meet these. The goals are devised with the support of an executive staff member. They then have regular meetings to discuss progress and review goals.</li> <li>Staff are provided with professional learning opportunities to meet their goals.</li> </ul>

	<ul style="list-style-type: none"> <li>Staff at any time can approach the principal to request approval to attend professional learning that interests them and aligns with their goals. The principal and executive staff will also offer suggestions for professional learning that staff may be interested in attending to further their understanding around their goals. Professional learning is also delivered to staff during staff development days and whole school staff meetings. Preschool staff further do their own professional learning through readings and discussions at reflection meetings. Preschool educators attend regular network meetings with local DOE preschools. The principal also attends principal network meetings with local DOE principals.</li> </ul>
<b>Volunteers and practicum students</b>	<ul style="list-style-type: none"> <li>All volunteers and practicum students need to provide to the school office 100 points of ID, WWCC, and complete the “Declaration for child related work” form – Appendix 11.</li> <li>Volunteers sign the visitor’s book to record the date and hours they were in the preschool.</li> <li>Volunteers are called upon for a range of things, including running incursions, preparing, assisting and/or running special activities at the preschool.</li> <li>Students from either local high schools or universities are also welcome to visit and engage in practicums at our centre. They will be required to provide a Working with Children Check, their full name, address and date of birth. They are also asked to write a blurb about themselves and how long they are visiting us to display in the family information area. They will sign in and out of the visitor book at each visit. They will be supervised at all times and will not be left alone with the children.</li> <li>Records includes the full name, address and date of birth of each volunteer or student or who participates in the preschool.</li> </ul>



	<ul style="list-style-type: none"> <li>Parent who volunteer in their child's class will need to provide to the school office 100 points of ID, WWCC, and complete the "Declaration for volunteers and non-child related contractors" form – Appendix 5.</li> </ul>
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## Record of procedure's review

<b>Date of review</b>	6/12/23
<b>Who was involved</b>	Preschool team
<b>Key changes made and reason why</b>	Transferred to new DOE format and outlined more clearly what documents volunteers need to provide
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>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.</p>
<b>Date of review</b>	9/12/22
<b>Who was involved</b>	preschool team, whole school staff team, children, and families
<b>Key changes made and reason why</b>	Added more information about parent volunteers

<b>Record of communication of significant changes to relevant stakeholders</b>	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
<b>Date of review</b>	9/12/21
<b>Who was involved</b>	preschool team, whole school staff team, children, and families
<b>Key changes made and reason why</b>	Transferred to new DOE format
<b>Record of communication of significant changes to relevant stakeholders</b>	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

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