

# 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</a> <a href="#">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.</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>	
<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</p>	

	<p>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>• 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 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 Preschool Learning Support Officer (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 (NESA)</i>.</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 0.2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. This staff member is responsible for data entry of preschool enrolments and invoices of preschool fees. The principal supervises the job allocation and priority of work for this staff member.</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</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <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 lunch breaks.</li> </ul>
<p><b>Induction</b></p>	<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> </ul>
<p><b>Educator performance and professional learning</b></p>	<ul style="list-style-type: none"> <li>• All educators are familiar with <a href="#">Early Childhood Australia’s Code of Ethics</a>. 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.</li> <li>• All educators comply with the department’s <a href="#">Code of Conduct</a> 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 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. 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</li> </ul>

	<p>further do their own professional learning through readings and discussions at reflection meetings. Preschool educators attend regular network meetings with local DOE preschools.</p>
<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, assisting with excursions, 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 join us in 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>• 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>

<b>Record of procedure’s review</b>
<b>Date of review and who was involved</b>
9/12/21 preschool team, whole school staff team, children, and families
<b>Key changes made and reason/s why</b>
Transferred to new DOE format
<b>Record of communication of significant changes to relevant stakeholders</b>