

# Soldiers' Settlement Public School Preschool Procedure

## Staffing



**Reviewed:** Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Soldiers' Settlement Public School Preschool's Procedures must be reviewed and updated every 12 months. Due for Review in **February 2022**.

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1	Regulation <a href="#">135</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>
4.2	Regulation <a href="#">136</a>	
7.1	Regulation <a href="#">149</a>	<a href="#">Working with Children Check Policy</a>
	Regulation <a href="#">151</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>

Pre-reading and reference documents
<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>

Soldiers' Settlement Public School Preschool's overall supervision plan considers the specific supervision and care arrangements required for our Preschool.

During the hours of operation of the Preschool, a minimum ratio of one staff member to 10 children is to be maintained at all times.

The preschool will be staffed with one educator and one SLSO. All staff permanently working in the preschool have a valid working with children check.

All staff in our school have mandatory child protection training and code of conduct training and these records are kept in the school. A copy of the preschool educators' qualifications and the SLSO's qualifications will be kept in the parent information area.

For excursions that leave the school premises, a risk management plan will be developed to determine the appropriate ratio of staff to children needed for each particular case.

The educator will be released for two hours per week for release from face to face (RFF) teaching by a teacher from the school who will take full responsibility for the children.

Preschool teacher's lunch/recess breaks will be covered by a teacher from the school. The SLSO lunch break will also be covered by a SLSO from the school. Information on how is on duty at different times is displayed for families each day next to the sign-on sheet.

All staff must sign in and out of the staff sign in book.

The preschool teacher and SLSO will work together at the end of each day to reflect on the day, document observations and write up the planned experiences for the next day. The preschool teacher will also be responsible for writing the daily journal and uploading it for families to the Enews app. Staff on duties will talk to the teacher/SLSO they are replacing to find out what to do and then report after about what has happened. Any documentation they have recorded they will then pass back to the permanent staff member.

Both the educator and SLSO have Performance Development Plans. The educator will be involved in all whole school professional learning.

Our centre values the involvement of the parents and community in the centre.

We encourage families to join us in many of our activities at preschool. Families are also welcome to stay as long as they wish or visit at anytime throughout the day. Families are further encouraged to share their personal interest and knowledge with the children. During these visits families must sign in and out of the visitors book.

Family members who volunteer to help in the centre on a regular basis must sign in and out of the visitor book at each visit. They are also required to supply the preschool with a working with children check and 100 points of proof of identity. They will be supervised at all times and will not be left alone with the children.

All outside volunteers working in the preschool will be required to have a valid working with children check.

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.

### **Staff induction process**

1. 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.
2. All staff members need to have an understanding of DoE and MSSPS preschool policies and procedures and know where to locate these, as well as having an understanding of the Code of Conduct and participated in mandatory DoE training in Child Protection.
3. All staff members need to have an understanding of their obligation to undertake online anaphylaxis training as required by the DoE.
4. All new members of staff are to be given time to read through the relevant staff folder. This folder includes WH&S procedures, alerts for children with allergies or medical conditions, class profile and instructions for the day

5. All 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.
6. All Soldiers' Settlement Public School staff are to be involved in a preschool induction to ensure that there is a common understanding of the preschool's operation.
7. All relevant documents are to be stored on the school common drive to ensure access to all Soldiers' Settlement Public School members of staff. Personal information about children is not to be stored on the drive, but is to remain stored in the preschool/school office.
8. All Soldiers' Settlement Public School staff must complete a preschool induction visit.

Teacher's responsibilities see website <https://education.nsw.gov.au/about-us/jobs-and-opportunities/school-careers/teachers/professional-responsibilities-for-teachers#Professional0>

### **School Learning Support Officer (Preschool)**

A School Learning Support Officer (Preschool) is responsible to the principal or the supervisor for:

- Providing assistance with the daily preschool program, classroom activities and the care and management of children enrolled in the service (children) and functions under the immediate supervision and direction of a teacher

The school must not require a School Learning Support Officer (Preschool) to accept responsibility for class management or the teaching of children.

In supporting the preschool teacher a School Learning Support Officer (Preschool) is required to carry out the following range of duties:-

- Setting up the classroom and playground before and after each session;
- Regular cleaning and minor maintenance of preschool toys, furniture and equipment;
- Preparation of morning and afternoon tea and associated activities.

### **Teacher and Child Support**

- Assisting in the implementation of learning programs
- Interacting with children
- Assisting children with toileting and dressing
- Supporting teacher in children learning
- Assisting the teacher in guiding children's behaviour
- Caring for sick children and where in receipt of the first aid allowance, administering minor first aid
- Administering prescribed medication when in receipt of the allowance, and maintaining the medication register

#### **1. Administration**

- Operating audio-visual aids and other teaching equipment
- Photocopying materials
- Assembling and distributing learning materials and resources
- Stocktaking of furniture, equipment and learning resources
- Managing lost property
- Performing minor clerical duties such as those associated with documentation

## **2. Other duties**

Undertaking other related duties as determined by the principal or the supervisor.

### **Preschool administrative support**

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.

### **Staff Absences**

When the principal is off site or absent, one of the assistant principals will be nominated to relieve as the principal for the day. This will be communicated to staff via the email each day sent to all staff that alerts them who is on site and absent for the day, and who is replacing those staff.

In the event of illness or absence of preschool staff, every effort will be made to replace them with a staff member who is already familiar to the preschool children. This staff member will have the appropriate qualifications of the position they are relieving.