



Staffing

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

Responsibilities

<p>School principal</p>	<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"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure
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	<ul style="list-style-type: none"> all procedures are current and reviewed as part of a continuous cycle of self- assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually details of this procedure's review are documented.

Procedure

Staffing allocation and qualifications	<ul style="list-style-type: none"> Each preschool class is staffed at all times by an early childhood teacher and School Learning Support Officer (SLSO) All preschool teachers and educators (ongoing, temporary, casual and relieving): <ul style="list-style-type: none"> — have a current, verified WWCC for paid work — approval to work in a department school — an ACECQA approved qualification (at least a Certificate 3 in the case of SLSOs and AEOs) — teachers are also accredited with <i>NSW Education Standards Authority</i> (NESA).
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	<ul style="list-style-type: none"> The preschool receives a one day a week staffing allocation to complete administrative tasks related to the preschool. These are performed by a dedicated SAO in the school office. In consultation with the principal and preschool supervisor, the SAO co-ordinates enrolment, collection of any payment such as for incursions and completes administrative duties such as photocopying etc. The principal supervises the job allocation and priority of work for this staff member.
Continuity	<ul style="list-style-type: none"> The preschool staffing roster ensures 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 writes 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, a regular and familiar casual teacher will be rostered on. To demonstrate educator to child ratios are being met, the preschool maintains a daily record of which educators have been work 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.
Induction	<ul style="list-style-type: none"> All staff receive an induction before they commence work in the preschool. For newly appointed staff, the preschool supervisor will provide 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 folder to read through. This induction folder 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.
Educator performance	<ul style="list-style-type: none"> All educators are familiar with <u>Early Childhood Australia’s Code of Ethics</u>,

<p>and professional learning</p>	<ul style="list-style-type: none"> • The Code of Ethics is on display at preschool and also included in the induction folder along with the preschool philosophy. • All educators comply with the department's <u>Code of Conduct</u> and complete bi – annual training. • 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. • 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. • Staff are provided with professional learning opportunities to meet their goals. • 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 further their own professional learning through readings and discussions at reflection meetings. • Preschool educators attend regular network meetings with local DOE preschools.
<p>Volunteers and practicum students</p>	<ul style="list-style-type: none"> • 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. • Volunteers sign the visitor's book to record the date and hours they were in the preschool. • 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. • 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

	<p>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 always supervised and will not be left alone with the children.</p> <ul style="list-style-type: none"> • The staff record includes the full name, address and date of birth of each volunteer or student or who participates in the preschool. • 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.
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Record of procedure’s review

Date of review	17/11/23
Who was involved	Preschool Staff, families, children
Key changes made and reason why	Changed to new DoE template
Record of communication of significant changes to relevant stakeholders	<p>Principal: Helen Te Rata</p> <p>Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with.</p> <p>Emailed to P&C representatives.</p> <p>Parents: notified via Seesaw. 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>