



Casino West Little Jarjums 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 135 Regulation 136 Regulation 149 Regulation 151	Leading and Operating Department Preschool Guidelines Working with Children Check Policy Code of Conduct Policy Management of Conduct and Performance Teacher's Handbook Non-Teaching Staff in Schools handbook. Statement of duties – school learning support officer Statement of duties – Aboriginal education officer
Pre-reading and reference documents		
Early Childhood Australia's Code of Ethics ACECQA qualification checker ACECQA Information Sheet: Belonging, Being and Becoming for Educators		
Staff roles and responsibilities		
School principal	<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 	

	<ul style="list-style-type: none"> all procedures are current and reviewed as part of a continuous cycle of self- assessment.
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. Including:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised 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 educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the 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. All preschool 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). The regular educators are replaced by equally qualified educators during their breaks, release from face-to-face teaching, and absences. The preschool receives a .2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. The Preschool Teacher prioritises tasks in relation to adhering to the Education and Care Services National Regulations and Laws. Tasks performed in this time include but are not limited to: <ul style="list-style-type: none"> Developing a teaching and learning program reflective of children’s interests and intentional teaching

	<p>opportunities adhering to the Early Years Learning Framework and National Quality Standard.</p> <ul style="list-style-type: none"> ○ Ensuring an effective service self-assessment and quality improvement process is in place. ○ Updating children’s health and enrolment records including developing communication plans and risk assessments for children with a medical condition. ○ Identifying potential hazards in the preschool and developing risk assessments. ○ Working towards Quality Improvement Goals ○ Annually updating the services localised procedures. ○ Ensuring the service is adhering to The Early Childhood National Law and Regulations at all times.
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<p>Continuity</p>	<ul style="list-style-type: none"> • The preschool staffing roster ensures a continuity of educators. • The staffing roster is developed in collaboration with school executive staff members to ensure the preschool teacher is replaced by the same staff members all year. • The preschool supervisor and infants teachers are delegated preschool duties to begin to build positive relationships with the children before they move into kindergarten the following year. • In the event of the preschool teacher is away school executive staff endeavour to employ consistent relief staff who are familiar to the children. • Preschool support staff utilise our extra staff member by rotating their breaks throughout the day to ensure supervision requirements are always adhered to. • Staff rosters are located in the relief teacher folder, community space and displayed for families in the preschool foyer. • 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 documented in a sign-in register that is signed by staff when moving in and out of working directly with the children. This record is kept in a prominent spot on the preschool kitchen bench.
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<p>Induction</p>	<ul style="list-style-type: none"> • All staff receive an induction before they commence work in the preschool. • Staff are inducted by the preschool teacher, if for any reason the preschool teacher cannot complete the induction, the task is then delegated to the preschool supervisor. • A relief teacher folder is located in the kitchen making relief staff aware of their responsibilities. An induction record is also located in the back of this folder, signed by all inducted staff members. • The content the induction cover includes: <ul style="list-style-type: none"> ○ Preschool background – hours, no. children, staff etc ○ Show facilities and resources available for staff, introduction to staff ○ Location of first aid kits, emergency exits, discuss safety
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	<ul style="list-style-type: none"> procedures and Policy folder location ○ Staff room, timesheets and sign in / out area, break times ○ National Quality Standards /Quality Improvement processes and Regulations ○ Preschool Quality Improvement Plan ○ Preschool Handbook ○ Emergency evacuation procedure and emergency contact details ○ First aid procedures ○ Accident and illness procedures for staff and children ○ Medication policy ○ Health and hygiene procedures – nappy change, toileting, hand washing, etc. ○ Food handling procedures ○ Sun safety and appropriate clothing
<p>Educator performance and professional learning</p>	<ul style="list-style-type: none"> ● All educators are familiar with Early Childhood Australia's Code of Ethics. The Code of Ethics is displayed prominently in the Preschool's administration and community spaces. The code of ethics is used to guide appropriate Early Childhood Practice which is then reflected in the services philosophy. ● All educators comply with the department's Code of Conduct and complete bi – annual training led by the principal. ● Educator performance is managed by the school principal through the annual <i>Performance and Development Plan</i>. ● Each educator's performance and development plan identifies professional learning goals and strategies to meet these. ● Whole school and individual professional learning goals are developed and strategies to meet these are devised independently. ● SLSO PDP goals are developed individually and strategies identified in collaboration with the schools Assistant Principal of Curriculum and Instruction (APCI). ● Staff are provided with professional learning opportunities to meet their goals. Professional development targeted at whole school PDP goals take place on termly staff development days and fortnightly whole staff meetings where all staff members attend. ● Professional Learning targeted at individual goals is negotiated with the principal and consequent time off the floor is granted.
<p>Volunteers and practicum students</p>	<ul style="list-style-type: none"> ● Family members are always welcome at the service and potential families wanting to visit a service when deciding on future care for their children. ● Students attend for their practicum periods, volunteers may choose to spend time in our preschool along with, educators and staff from other services, there is often the necessity for maintenance personnel and other persons to visit our centre. ● Casino West Little Jarjums Preschool encourages student and volunteer participation as we are committed to assisting students gain valuable experiences in early childhood settings, however, the presence of visitors at the service must be monitored and documented. For example; <ul style="list-style-type: none"> ○ Records relating to visitors and students to our service will be maintained. ○ Volunteers sign the visitor's book to record the date and hours

	<p>they were in the preschool.</p> <ul style="list-style-type: none"> ○ The administration Officer will collect volunteer and student Working with Children Checks (WWCC) and appropriate documentation before they commence work in the preschool.
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	<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.
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Record of procedure's review
Date of review and who was involved
04/04/2023 Preschool educators, Principal, Preschool Supervisor, and preschool families.
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
Uploaded onto school website and added to localised procedures folder in foyer.