



## Staffing – preschool procedure

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><b>NQS: 4.1, 4.2</b></p> <p><b>Regulations: 135, 136, 149, 151</b></p>	<p><a href="#">Leading and operating department preschool guidelines</a></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

**School principal**

The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- 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
- all procedures are current and reviewed as part of a continuous cycle of self-assessment.

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.</li> <li>• All preschool teachers and educators (ongoing, temporary, casual and relieving):</li> </ul>
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	<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> <ul style="list-style-type: none"> <li>• The preschool receives a .2 (one day a week) staffing allocation to complete administrative tasks related to the preschool.</li> </ul> <p>Tasks performed in this time include but are not limited to:</p> <ul style="list-style-type: none"> <li>- Developing a teaching and learning program reflective of children’s interests and intentional teaching opportunities adhering to the Early Years Learning Framework and National Quality Standard.</li> <li>- Ensuring an effective service self-assessment and quality improvement process is in place.</li> <li>- Updating children’s health and enrolment records including developing communication plans and risk assessments for children with a medical condition.</li> <li>- Identifying potential hazards in the preschool and developing risk assessments.</li> <li>- Working towards Quality Improvement Goals</li> <li>- Annually updating the services localised procedures.</li> <li>- Ensuring the service is adhering to The Early Childhood National Law and Regulations at all times.</li> </ul>
<p><b>Continuity</b></p>	<ul style="list-style-type: none"> <li>• The preschool staffing roster ensures continuity of educators.</li> <li>• 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.</li> <li>• 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 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.</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.</li> <li>- 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.</li> <li>• A relied 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.</li> <li>• The content the induction cover includes: <ul style="list-style-type: none"> <li>- Preschool background – hours, no. children, staff etc</li> <li>- Show facilities and resources available for staff, introduction to staff</li> <li>- Location of first aid kits, emergency exits, discuss safety procedures and Policy folder location</li> <li>- Staff room, timesheets and sign in / out area, break times</li> <li>- National Quality Standards /Quality Improvement processes and Regulations</li> <li>- Preschool Quality Improvement Plan</li> <li>- Preschool Handbook</li> <li>- Emergency evacuation procedure and emergency contact details</li> <li>- First aid procedures</li> <li>- Accident and illness procedures for staff and children</li> <li>- Medication policy</li> <li>- Health and hygiene procedures – nappy change, toileting, hand washing, etc.</li> <li>- Food handling procedures</li> <li>- Sun safety and appropriate clothing</li> </ul> </li> </ul>
<p><b>Educator performance and professional learning</b></p>	<ul style="list-style-type: none"> <li>• All educators are familiar with <u>Early Childhood Australia’s Code of Ethics</u>.</li> <li>• The Code of Ethics is displayed prominently in the Preschool’s administration and community space. The code of ethics is used to guide appropriate Early Childhood Practice which is then reflected in the services philosophy.</li> </ul>

	<ul style="list-style-type: none"> <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>• Whole school and individual professional learning goals are developed and strategies to meet these are devised independently.</li> <li>• SLSO PDP goals are developed individually and strategies identified in collaboration with the schools Assistant Principal of Curriculum and Instruction (APCI).</li> <li>• 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.</li> <li>• Professional Learning targeted at individual goals is negotiated with the principal and consequent time off the floor is granted.</li> </ul>
<p><b>Volunteers and practicum students</b></p>	<ul style="list-style-type: none"> <li>• Volunteers sign the visitor’s book to record the date and hours they were in the preschool.</li> <li>• Volunteers at the preschool may assist with various activities, such as supporting educational programs, helping with events, or contributing to classroom activities. They work under the guidance of staff to enhance the learning environment and provide additional support where needed.</li> <li>• The signed declarations that volunteers have no offences that would bar them from working with children, as well as their 100-points of proof of identity, are collected and managed by the Preschool Administration Manager. This process ensures that all volunteers meet the required safety and identity verification standards before they begin their role at the preschool.</li> <li>• The preschool does host education students completing practicums. These students are typically involved in observing and assisting with classroom activities under the supervision of qualified staff. Details regarding the practicum, including the duration, specific tasks, and learning objectives, are coordinated with the educational institution and outlined in the practicum agreement.</li> <li>• The staff record includes the full name, address and date of birth of each</li> </ul>

	volunteer or student or who participates in the preschool.
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Record of procedure's review

<b>Date of review</b>	03/04/24
<b>Who was involved</b>	Preschool educators, Principal, Preschool Supervisor, and preschool families.
<b>Key changes made and reason why</b>	Moved to template provided in the update Department Guidelines

<p><b>Record of communication of significant changes to relevant stakeholders</b></p>	<p>Principal: Lesley Mills communicated at Staff meeting</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</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>
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Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.