### Logo Description automatically generatedElermore Vale Public School

### Preschool staffing procedure

| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 4.1  4.2  7.1 | Regulation [135](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div5/reg135)  Regulation [136](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div6/reg136)  Regulation [149](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div9/reg149)  Regulation [151](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div9/reg151) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Working with Children Check Policy](https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy)  [Code of Conduct Policy](https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy)  [Management of Conduct and Performance](https://education.nsw.gov.au/policy-library/policies/management-of-conduct-and-performance)  [Teacher’s Handbook](https://education.nsw.gov.au/about-us/careers-at-education/roles-and-locations/roles-at-education/teaching/teachers-handbook)  [Non-Teaching Staff in Schools handbook](http://psa.asn.au/wp-content/uploads/2015/09/Handbook-for-non-teaching-staff-in-schools-January-2009.pdf).  [Statement of duties – school learning support officer](https://education.nsw.gov.au/industrial-relations/sass-pay-equity-case-2019/SASS-statements-of-duties/statement-of-duties-school-learning-support-officer)  [Statement of duties – Aboriginal education officer](https://education.nsw.gov.au/industrial-relations/sass-pay-equity-case-2019/SASS-statements-of-duties/statement-of-duties-aboriginal-education-officer) |
| **Pre-reading and reference documents** | | |
| [Early Childhood Australia’s Code of Ethics](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/)  [ACECQA qualification checker](https://www.acecqa.gov.au/qualifications/check)  [ACECQA Information Sheet: Belonging, Being and Becoming for Educators](https://www.acecqa.gov.au/sites/default/files/2018-04/QA4_BelongingAndBecomingForEducators.pdf) | | |
| **Staff roles and 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. | |
| **Preschool supervisor** | 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 includes:   * 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** | The preschool educators are responsible for working with leadership to ensure:   * 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** | * Each preschool class is staffed at all times by an early childhood teacher and School Learning Support Officer (SLSO). * All preschool educators (ongoing, temporary, casual and relieving):   + 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 *NSW Education Standards Authority* (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. These tasks are completed by the school office staff. The preschool supervisor determines and prioritises tasks. Tasks include enrolments, checking first aid equipment and updating children’s records. The preschool supervisor completes all other administrative tasks. | |
| **Continuity** | * The preschool staffing roster ensures a continuity of educators. The roster is developed by the principal and it is displayed on the whiteboard in the kitchen. Strategies are in place to ensure continuity by having a pool of casual staff and consistent relieving staff. * 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 on the staff sign in and out register. Relieving staff record when they are on duty on the same register. | |
| **Induction** | * All staff receive an induction before they commence work in the preschool. The preschool supervisor provides the induction for newly appointed staff and casual staff. At the beginning of the year all school staff are inducted in a whole school staff meeting by the preschool supervisor and preschool teacher. The induction covers important information in regard to laws and regulations for early learning as well as showing the location of important areas of the preschool. All inductions are signed off by the principal and are filed in the preschool filing cabinet. It is also indicated on the staff register in the staff files folder. Staff responsibilities are documented in the casual folder. Casual staff are made aware of this on their casual days. | |
| **Educator performance and professional learning** | * All educators are familiar with [Early Childhood Australia’s Code of Ethics](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/). The code of ethics is accessible to staff, utilised and promoted. The code of ethics informs the preschool philosophy. * All educators comply with the department’s [Code of Conduct](https://policies.education.nsw.gov.au/policy-library/policies/code-of-conduct-policy) and complete annual training led by the principal. * Educator performance is managed by the school principal through the annual *Performance and Development Plan.* * Each educator’s performance and development plan identifies professional learning goals and strategies to meet these. Goals are devised collaboratively with their supervisor (preschool teacher- preschool supervisor, SLSO’s- SAM). The goals are reviewed half yearly and yearly with supervisors. * Staff are provided with professional learning opportunities to meet their goals. If a staff member wants to attend professional learning they discuss this with their supervisor. The preschool teacher attends network meetings regularly at other preschools and hosts network meetings as a collegial information sharing, training and mentoring process. | |
| **Volunteers and practicum students** | * Volunteers sign the visitor’s book to record the date and hours they were in the preschool. * The volunteers interact with the children, help set up experiences and support the educators to deliver the program. * The SAM collects the signed declarations that volunteers have no offences that would bar them from working with children, and their 100-points of proof of identity before commencing. * The staff record includes the full name, address and date of birth of each volunteer or student or who participates in the preschool. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29/04/2022  Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| No new changes |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/06/2023  Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
|  |

*Copy and paste a new table to record each occasion the procedure is reviewed.*