



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 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.</p>	
Preschool educators	<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, Preschool (SLSO) • 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 appropriately qualified educators (ACECQA) during their breaks, release from face to face teaching, and absences. • Employment of casual educators and their qualifications are sought by school executives. Everything is done to ensure that an Early Childhood educator replaces preschool staff. • Child ratio in the preschool of one educator to ten children. • Risk assessments are conducted for each excursion and incursion to inform the ratio needed
Continuity	<ul style="list-style-type: none"> • The preschool staffing roster ensures a continuity of educators. • The staff roster is displayed along with pictures of staff members that are currently on duty. Newsletters, the school APP, Class Dojo and notes are also used to inform families of any staff changes due to staff absence or leave. • 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. Educators sign in and out on the register near the front entrance to show educators who are working directly with children. Photos are also displayed in the foyer to show who is on duty.
Induction	<ul style="list-style-type: none"> • Staff are inducted by the principal for the school and school culture. Preschool supervisor spends time with the teachers to inform of practices. • All relieving staff working within the preschool attend an induction meeting before commencing roles in the preschool.
Educator performance and professional learning	<ul style="list-style-type: none"> • All educators are familiar with <u>Early Childhood Australia's Code of Ethics</u>. • All educators comply with the department's <u>Code of Conduct</u> and complete bi – annual training led by the principal. • Mandatory training in continually updated as per teacher expiry cycle. Completion dates of these can be located in the preschool office and school office. All educators in the preschool have annual child protection training. • 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. Preschool supervisors support the development, implementation and review of the performance and development plan. • Staff are provided with professional learning opportunities to meet their goals and professional learning needs.
Volunteers and practicum students	<ul style="list-style-type: none"> • Volunteers sign the visitor's book to record the date and hours they were in the preschool. • Documentation required to volunteer or visit the preschool is collected and managed by the school office prior to being able to attend the preschool site. • Volunteers and students on placements are inducted through the school and given appropriate paperwork to complete with documentation held in the office and preschool.

Record of procedure's review
Date of review and who was involved
Term 3 – Week 10 2021– Kristen McNeill
Key changes made and reason/s why
Rewording in some components. Documentation managed my office for visiting staff. Professional learning opportunities to support professional learning needs.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Joanne Jurgeit – Preschool Teacher Patricia May – Preschool SLSO

Record of procedure's review
Date of review and who was involved
Term 3 – September 8, 2022 – Joanne Jurgeit
Key changes made and reason/s why
Updated information about informing families of staff changes.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Patricia May – Preschool SLSO