

# Preschool Procedure

## Staffing Procedure



<b>Current</b>	<b>Term 3 2020</b>
<b>Next Review</b>	<b>Term 3 2021</b>
<b>Regulation(s)</b>	R. 118, R. 121, R.122, R.123, R.126, R.130, R.131, R.132, R.135, R.136, R.137, R.145, R.146, R.147, R.148, R.149, R.150, R.151, R.152, R. 272
<b>National Quality Standard(s) Up to here</b>	<p>2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard</p> <p>2.2.3 Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.</p> <p>4.1 Staffing arrangements enhance children's learning and development.</p> <p>4.1.1 The organisation of educators across the service supports children's learning and development.</p> <p>4.1.2 Every effort is made for children to experience continuity of educators at the service.</p> <p>4.2 Management, educators and staff are collaborative, respectful and ethical.</p> <p>4.2.1 Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.</p> <p>4.2.2 Professional standards guide practice, interactions and relationships.</p> <p>5.1 Respectful and equitable relationships are maintained with each child.</p> <p>5.1.1 Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.</p> <p>7.1 Governance supports the operation of a quality service.</p> <p>7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.</p> <p>7.1.3 Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.</p> <p>7.2.2 The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle</p> <p>7.2.3 Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.</p>
<b>Relevant DoE Policy and link</b>	<a href="https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy">https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy</a> <a href="https://education.nsw.gov.au/policy-library/policies/management-of-conduct-and-performance">https://education.nsw.gov.au/policy-library/policies/management-of-conduct-and-performance</a> <a href="https://education.nsw.gov.au/early-childhood-education/working-in-early-childhood-education/child-protection-training-requirements">https://education.nsw.gov.au/early-childhood-education/working-in-early-childhood-education/child-protection-training-requirements</a>
<b>Relevant School Procedure</b>	
<b>DoE Leading and Operating Department Preschools Guidelines</b>	Staffing Arrangements p57-64
<b>Key Resources</b>	<a href="#">Departmental preschools and the National Regulations</a> <a href="#">Early Childhood Australia's Code of Ethics</a> <a href="https://www.acecqa.gov.au/qualifications/nqf-approved">https://www.acecqa.gov.au/qualifications/nqf-approved</a> Appendix 1 Department of Education Code of Conduct

- All educators in the preschool have annual child protection training and a copy of the completion certificates are located in the preschool office and school office.
- All educators are up to date and with the DoE staff code of conduct and mandatory training. Completion dates of these can be located in the preschool office and school office.
- Teacher qualifications are: Bachelor of Education (Early Childhood), Diploma of teaching, Early Childhood Education, Certificate 3 and Certificate 4.
- Our preschool is staffed with one teacher and one SLSO per day.
- 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.
- Breaks are covered by Early Stage One teachers and support teachers holding appropriate qualifications (ASEQA approved). These staff members are carefully chosen so that they can develop a relationship with children in the preschool before starting Kindergarten. The SLSO is replaced by an appropriately qualified (ASEQA approved) SLSO.
- Release is covered by support teachers holding appropriate qualifications (ASEQA approved).
- The staff roster is displayed along with pictures of staff members that are currently on duty. Newsletters, the school APP and notes are also used to inform families of any staff changes due to staff absence or leave.
- Educators sign in and out to show educators who are working directly with children. Photos are also displayed in the foyer to show who is on duty.
- Volunteers and students on placements are inducted through the school and given appropriate paperwork to complete with documentation held in the office and preschool.
- 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.
- Staff professional learning and *Performance and Development Plans are liaised and developed with supervisors.*
- 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.