

Preschool Procedure

Staffing Procedure



Current	Term 3 2019
Next Review	Term 3 2020
Regulation(s)	R. 47, R. 49, R. 126, 135, 137, 145-152, R. 273, R. 242-244
National Quality Standard(s)	<p>4.1.1: Educator-to-child ratios and qualification requirements are maintained at all times.</p> <p>4.2.1: Professional standards guide practice, interactions and relationships.</p> <p>4.2.2: Educators, co-ordinators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships.</p> <p>4.2.3: Interactions convey mutual respect, equity and recognition of each other's strengths and skills</p> <p>7.1.1: Appropriate governance arrangements are in place to manage the service.</p> <p>7.1.2: The induction of educators, co-ordinators and staff members, including relief educators, is comprehensive.</p> <p>7.1.3: Every effort is made to promote continuity of educators and co-ordinators at the service.</p> <p>7.1.4: Provision is made to ensure a suitably qualified and experienced educator or co-ordinator leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.</p> <p>7.1.5: Adults working with children and those engaged in management of the service or residing on the premises are fit and proper.</p>
Relevant DoE Policy and link	https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy https://education.nsw.gov.au/policy-library/policies/management-of-conduct-and-performance https://education.nsw.gov.au/early-childhood-education/working-in-early-childhood-education/child-protection-training-requirements
Relevant School Procedure	
DoE Leading and Operating Department Preschools Guidelines	Staffing Arrangements p58-64
Key Resources	Departmental preschools and the National Regulations Early Childhood Australia's Code of Ethics https://www.acecqa.gov.au/qualifications/nqf-approved 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.
- 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.