



## Staffing – preschool procedure table

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>Leading and operating department preschool guidelines</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

<p><b>School principal</b></p>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> </ul>
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	<ul style="list-style-type: none"> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p><b>Preschool supervisor</b></p>	<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>
<p><b>Preschool teacher(s) and educator(s)</b></p>	<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 the preschool 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 Preschool School Learning Support Officer (SLSO) and an additional casual Preschool SLSO who is employed on a part-time basis to help support the learning needs of the children.</li><li>• The preschool teacher is responsible for planning and implementing a quality play-based program that is relevant to the children in their local context and guided by the Early Years Learning Framework.</li><li>• All preschool teachers and educators (ongoing, temporary, casual and relieving):<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)</li><li>— teachers are also accredited with <i>NSW Education Standards Authority</i> (NESA)</li><li>— completed NSW DoE mandatory training in Child Protection, Code of Conduct, Anaphylaxis and e-Emergency Care.</li></ul></li><li>• The regular educators are replaced by equally qualified educators during their breaks, release from face-to-face teaching, and absences.</li><li>• The preschool receives a .2 (one day a week) staffing allocation from a School Administrative Officer (SAO), to complete administrative tasks related to the preschool.</li><li>• The SAOs duties are varied, and include:<ul style="list-style-type: none"><li>○ transcription of videos of children explaining what they are doing at that time, or subjects of interest to them</li><li>○ transcription of notes on what the children advised the staff they did on the weekend</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>○ preparing lists and forms as requested by the preschool teacher</li> <li>○ entering all received preschool applications onto a spreadsheet</li> <li>○ preparation of documents for the enrolment panel</li> <li>○ preparation of offers and waiting list letters to parents after the application for enrolment process</li> <li>○ preparation of letters to parents with details of the orientation, and the following year's start dates</li> <li>○ ordering and preparing orientation items for the preschool orientation packs</li> <li>○ regularly monitoring the staff folder schedule to ensure all required certificates are up-to-date</li> <li>○ management of archived preschool records (e.g. enrolment cards, attendance and staff registers, health records, etc)</li> <li>○ sending reminders to parents in the first few months of the year, that immunisation statements require updating once their child turns 4.</li> <li>● First Aiders hold approved and current first aid, asthma and anaphylaxis qualifications.</li> <li>● All training qualifications and accreditation status of preschool staff and regular relieving as well as casual staff are located and maintained in the <i>Staff Folder</i> located in the preschool office.</li> </ul>
<p><b>Short-term relief staff</b></p>	<ul style="list-style-type: none"> <li>● Every effort is made by the nominated supervisor to hire temporary, casual or relieving staff who hold ACECQA approved early childhood qualifications.</li> <li>● If, however, a suitably qualified early childhood teacher is not available, a teacher with primary education qualifications can be hired in a short-term relief capacity. This is in accordance with updated legislation which states that a primary trained teacher can: <ul style="list-style-type: none"> <li>○ replace a preschool teacher for a maximum of 60 days in a 12-month period, OR</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ replace a SLSO for a maximum of 30 days in a 12-month period</li> <li>● The School Administration Officer maintains a record of days when any short-term relief staff who hold primary education training are engaged. The record must be kept if the regular staff member is absent for one of the following reasons: <ul style="list-style-type: none"> <li>○ short-term illness</li> <li>○ leave</li> <li>○ resignation</li> <li>○ attendance at a supervised, relevant professional learning activity.</li> </ul> </li> <li>● The record is kept in the Preschool staff folder.</li> </ul>
<p><b>Continuity</b></p>	<ul style="list-style-type: none"> <li>● Sefton Infants Preschool maintains a staff to child ratio of at least one educator to ten children at all times. As per Department of Education policy, a qualified teacher is always present with the children on the preschool premises.</li> <li>● The preschool staffing roster ensures continuity of educators.</li> <li>● The daily staff roster is visible at the entrance of the preschool. Parents are notified on this roster of any changes to the staffing arrangements for the day.</li> <li>● Break times for preschool educators and SLSOs are covered by Sefton Infants School staff with staff consistency and early childhood qualifications maintained as far as practical.</li> <li>● The preschool teacher's weekly two separate hours of release from face-to-face teaching (RFF) is provided by the school teacher-librarian who is known to the children and their families. The children visit the school library at these times.</li> <li>● When the preschool teacher or SLSO is absent, every effort is made to employ regular early childhood trained casual staff members who are familiar with the service procedures, children and their families. The Nominated Supervisor provides an induction for casual staff, covering local procedures. A casual reference folder is maintained as a reference with all necessary induction information.</li> </ul>

	<ul style="list-style-type: none"> <li>• Qualifications, WWCC documents and evidence of mandatory training of relieving and casual staff are kept and updated in the <i>Staff Folder</i> on the preschool premises.</li> <li>• To demonstrate educator to child ratios are being met, the preschool maintains a daily record of which educators have been working directly with the children and when.</li> <li>• This is documented in the preschool staff roster and evidenced by the staff sign-in and out register which all staff are required to complete at any time when on duty in the preschool. This staff register is located in the entrance of the preschool on the lectern.</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. The Nominated Supervisor inducts newly appointed staff as well as casual staff. The induction includes: Code of Conduct and Early Childhood Code of Ethics, Child Protection Procedures, Work, Health and Safety, Emergency Management Plan and Local Procedures, Roles and Responsibilities. A casual staff folder with all necessary information is provided to all casual staff prior to working in the preschool.</li> <li>• An annual revision and update of the preschool local procedures is undertaken at the commencement of the school year for all permanent staff and school staff who undertake duties in the preschool. This is recorded in the Staff Folder.</li> <li>• Inductions are recorded in the Preschool Staff Folder and the Casual Folder, located in the Preschool office.</li> <li>• Staff roles and responsibilities are documented in the Preschool Staff Folder and Casual Staff Folder located in the Preschool office. These responsibilities are delivered and discussed as part of the induction process with the Nominated Supervisor.</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> (ECA Code of Ethics) and each year update their knowledge of this Code and apply it in the daily operations of the service.</li> </ul>

- The ECA Code of Ethics is an important part of the induction of all staff. All staff are provided with a copy. A copy is also found in the staffing folder.
- The EAC Code of Ethics is displayed in the preschool staffroom. It also is referred to when reviewing the service philosophy and used to address issues if they arise.
- All educators comply with the department's Code of Conduct and complete annual training.
- Mandatory training and schedules are as follows:
  - Code of Conduct at the commencement of each calendar year
  - *Child Protection Awareness Training* (Department of Education on-line course) is completed once as part of the induction process by all preschool staff members
  - updated child protection training is completed by all preschool staff at the commencement of each preschool year
  - Anaphylaxis e-learning completed by all staff every two years
  - face-to-face CPR, practical Recognition and Management of Anaphylaxis training, and practical Asthma training needs to be completed by all staff each year
  - e-Emergency care is completed by all preschool staff every three years
  - Work Health and Safety Induction completed once as part of induction process
  - Working with Children Check (WWCC) needs to be gained every five years and the document indicating WWCC number presented
  - Aboriginal Cultural Education training completed by all staff every three years
  - Anti-Racism Policy training completed by all staff every two years
  - Cyber Security NSW Essentials training completed by all staff annually

- Data Breach Preparedness – Reporting Data Breaches completed by all staff every five years
- Fraud and Corruption Control training completed by all staff annually
- Administration of Medication in Schools training completed by all staff every three years.
- The staff folder located on the preschool premises maintains records of all of the above training for all permanent staff as well as regular relieving and casual staff.
- Teacher and educator performance is managed by the school principal through the annual *Performance and Development Plan*. This identifies professional learning goals and strategies to meet these.
- Professional learning is an important part of the continual improvement of the preschool service. A range of internal professional learning opportunities including weekly professional learning meetings, school development days, professional reading and dialogues, observations, collaborative planning and external community networks, forums, workshops and conferences are provided, and active participation encouraged.
- Each year all preschool staff members develop a Performance and Development Plan (PDP) with the nominated supervisor. This plan outlines personally and contextually relevant professional learning goals, strategies and evidence of progress and achievement of these goals for the current year. These PDPs are available in the staff folder on the preschool site and in the nominated supervisor's office.
- Preschool staff members meet with the nominated supervisor regularly and formally at least three times per year to develop, monitor and assess and evaluate individual PDPs.
- Staff are provided with professional learning opportunities to meet their goals.
- The preschool teacher participates in weekly professional learning meetings with Sefton Infants School to develop knowledge and skills in pedagogy relevant to the service and its Quality Improvement Plan, as well as the school's Strategic Improvement Plan.



	<ul style="list-style-type: none"> <li>• In addition, the preschool staff are actively encouraged to attend external professional learning opportunities and participate in local networks to further their knowledge and skills.</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>• Sefton Infants Preschool values the support of volunteers within our environment. As part of our philosophy, we believe we must share our knowledge with our community and as such welcome the placement of Early Childhood practicum students and work experience into our Preschool.</li> <li>• Volunteers, practicum students and allied health external providers must provide evidence of their Working with Children Check (WWCC) clearance and number, and the completion of relevant WWCC declarations and documents (Appendix 11) of Department of Education documents, including 100 points of identification and photo identification.</li> <li>• These documents are presented to the school office administration staff for checking and verification before the volunteers, practicum students and allied health external providers are permitted to enter the preschool.</li> <li>• The volunteers, practicum students and allied health external providers must also: <ul style="list-style-type: none"> <li>○ have their relevant insurances from their educational institution</li> <li>○ read and sign the preschool local procedures and casual staff folder which sets out step by step daily requirements</li> <li>○ complete staff record, including full name, address and date of birth</li> <li>○ must sign the visitor's book to record the date and hours they were in the preschool setting</li> <li>○ follow responsibilities in terms of interactions with children, demonstrating, and</li> <li>○ undertake Work Health &amp; Safety site induction.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>If allied health external providers are visiting or working with the preschool on a regular basis, they are also required to develop and sign a service agreement as per NSW Department of Education procedures with the nominated supervisor. The service agreement outlines roles and responsibilities.</li> </ul>
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### Record of procedure's review

<b>Date of review</b>	27 September 2024
<b>Who was involved</b>	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
<b>Key changes made and reason why</b>	More information on ECA Code of Ethics added for further clarity
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: 27 September 2024</p> <p>Staff: 15 October 2024 – Weekly staff meeting</p> <p>Parents: 16 October 2024 – website and community procedure folder updated – message sent via Story Park</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>