



IRRAWANG PUBLIC SCHOOL PRESCHOOL

Staffing Procedure

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>NQS: 4.1, 4.2</p> <p>Regulations: 135, 136, 149, 151</p>	<p>Leading and operating department preschool guidelines</p> <p>Working with Children Check policy</p> <p>Code of Conduct</p> <p>Teachers Handbook</p> <p>Statement of duties – school learning support officer</p> <p>Statement of duties – Aboriginal education officer</p>	<p>Early Childhood Australia's Code of Ethics</p> <p>ACECQA qualification checker</p> <p>ACECQA information sheet – Belonging, Being and Becoming for Educators [PDF 1,509 KB]</p> <p>ACECQA's policy and procedures guidelines – Staffing</p>

Responsibilities

<p>School principal</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"> ● 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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</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"> ● analysing complaints, incidents or issues and the implications for updates to this procedure ● reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities ● planning and discussing ways to engage with families and communities, including how changes are communicated

	<ul style="list-style-type: none"> • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • 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 (EC Trained). • The regular educators are replaced by equally qualified educators during their breaks, release from face-to-face teaching, and absences, when possible. • All preschool teachers and 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 preschool receives a .2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. This is the SAO, who works from the Front Office in the main school. The Preschool Educator and Pedagogical Leader determine which tasks are allocated to the SAO including: <ul style="list-style-type: none"> - maintaining the enrolment waiting list - processing preschool enrolment applications and entering details into ERN - establishing and maintaining group lists - communicating with families regarding enrolment - communicating information collected on enrolment to the preschool educators, for example, any non-authorisations, home languages and each child's authorised collectors
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	<ul style="list-style-type: none"> - maintaining the preschool immunisation register and seeking updated immunisation records after a child has turned four - Maintenance of Student Record Cards - First Aid checks <ul style="list-style-type: none"> ● In 2020-current, a Pedagogical Leader position was introduced to support the educator in leading, managing and operating the preschool. This position is reviewed annually and allocated as per budgetary allowances.
Continuity	<ul style="list-style-type: none"> ● The preschool staffing roster ensures continuity of educators. ● An Irrawang Public School executive member creates the rosters for the whole school, inclusive of Preschool. ● Where possible, staff with relevant qualifications are placed on the preschool roster to cover RFF and duty requirements. ● Rosters are displayed in the whole school staffroom, Preschool Office and individual classroom throughout the school P-6. Rosters are emailed to all staff and available on the Whole School Google Drive. ● To demonstrate educator to child ratios are being met, the preschool maintains a daily record of which educators have been work directly with the children and when. ● Any staff working directly with the children or working in any capacity within the Preschool environments (relieving, supporting, visiting, maintaining etc) must sign in and out using the appropriate Sign-in Registers located in the foyer
Induction	<ul style="list-style-type: none"> ● All staff receive an induction before they commence work in the preschool. ● Each year, a Preschool Induction is conducted during the Term 1 Staff Development Day. This is hosted by The Preschool educator and Pedagogical Leader. ● Newly appointed staff OR casual staff will be given an induction prior to starting by the Preschool Educator or Preschool SLSO. The induction sign-off sheet is kept in the Preschool office and copies are digitally stored in the Preschool Google Drive. ● The Induction covers all aspects and expectations required of Staff when working within the Preschool. To support the induction, a casual folder will also be given to staff to inform them of their responsibilities, duties and important

	<p>information they are to be aware of and/or be able to locate throughout the day if/when required.</p>
<p>Educator performance and professional learning</p>	<ul style="list-style-type: none"> ● All educators are familiar with Early Childhood Australia's Code of Ethics. ● The Code of Ethics is presented to all staff by the Preschool Educator at the Term 1 Staff Development Day Preschool Induction. It is also accessible at the preschool for anyone wishing to revise. ● The Code of Ethics is referred to regularly as a tool of reflection when planning for, organising, and working with or on behalf of children and their families. ● The Code of Ethics is referred to when reviewing the Preschool's Philosophy during the annual review and components are embedded within the Philosophy's statements. ● All educators comply with the department's Code of Conduct and complete bi – annual training. ● Teacher and educator performance is managed by the school principal through the annual <i>Performance and Development Plan</i>. This identifies professional learning goals and strategies to meet these. ● Staff are supported through this process by the Pedagogical Leader. Goals are devised independently, and Staff are provided with opportunities for professional learning to meet their PDP goals. ● The Pedagogical Leader conducts the reviews of the plans with staff and provided recommendations and guidance where necessary. ● Staff are provided with professional learning opportunities to meet their goals. Additional support is accessed through the Preschool Advisors and Early Learning. ● Encouragement to attend Early Learning Network Meetings and Statewide Network Meetings are strongly recommended. ● Where necessary Professional Learning is offered and delivered by Preschool Staff to the whole school to support the operations and management of the preschool.

<p>Volunteers, practicum students and external providers.</p>	<ul style="list-style-type: none"> ● Volunteers may assist the staff in the preschool in a capacity as directed by the Preschool Educator. Prior to their initial visit, volunteers must provide to the School Administrative Manager/School Administration Officer: <ul style="list-style-type: none"> - 100-points of proof of identity - Working With Children Check (Non-Paid) - a signed declaration (Declaration for Child Related Workers) to subsequently undergo a department screening check (to be cleared) before they can volunteer in the Preschool. ● Volunteers sign the visitor's book to record the date and hours they were in the preschool. ● Practicum students are welcome within the preschool once their relevant paperwork and checks (see above for Volunteers) have been completed and their screening check has returned as clear. ● External Providers working within the Preschool must provide the following information to the School Administrative Manager/School Administration Officer: <ul style="list-style-type: none"> - 100-points of proof of identity - Working With Children Check (Paid) - a signed declaration (Declaration for Child Related Workers) to - subsequently undergo a department screening check (to be cleared) before they can work with children in the Preschool. ● The staff record includes the full name, address and date of birth of each volunteer, student or who participates in the preschool.
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Record of procedure's review

<p>Date of review and who was involved</p>	<p>17/12/2020 Hylie McEvoy (Preschool Educator) Stacy Mathieson (Nominated Supervisor/School Principal)</p> <p>27/10/2022 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p>13/10/23 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p>31/10/24 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p>
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<p>Key changes made and reason why</p>	<p>27/10/22 - Additions or deletions made in line with current practices and in response to feedback provided from staff and families. Please see link for changes- https://docs.google.com/document/d/1_A93iJOILlcB0eTtihyer46xXnbEruHU5jyt1fo0Lk4/edit?usp=sharing</p> <p>13/10/23 -Updated as per Early Learning Leading and Operating Preschool Guidelines vSept2023</p> <p>31/10/24 -No updates required</p>
<p>Record of communication of significant changes to relevant stakeholders</p>	<p>Principal: Email & Acknowledgement Spreadsheet 1/11/24</p> <p>Staff: Email & Acknowledgement Spreadsheet 1/11/24</p> <p>Parents: Sentral Parent Portal 1/11/24</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>