



## Preschool Staff Induction Procedure

The objective of the Preschool staff induction procedure is to ensure all staff working at Coonamble Public School Preschool understand their role and where to locate essential documents which support the teaching and learning and operation of the preschool.

At Coonamble Public School, all staff who work in the preschool must be inducted into the preschool. All teaching staff that work in the school are also introduced to the preschool through the whole school induction process.

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1	Regulation <a href="#">135</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>
4.2	Regulation <a href="#">136</a>	<a href="#">Working with Children Check Policy</a>
7.1	Regulation <a href="#">149</a>	<a href="#">Code of Conduct Policy</a>
	Regulation <a href="#">151</a>	<a href="#">Code of Conduct and Ethics</a>
		<a href="#">Management of Conduct and Performance</a>
		<a href="#">Teacher's Handbook</a>
		<a href="#">Non-Teaching Staff in Schools handbook.</a>
		<a href="#">Statement of duties – school learning support officer</a>
		<a href="#">Statement of duties – Aboriginal education officer</a>

### 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

The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- 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><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 includes:</p> <ul style="list-style-type: none"> <li>● analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>● reflecting on how this procedure is informed by relevant recognised 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 Educators</b></p>	<p>The preschool educators are responsible for working with leadership 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 and 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>● the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Delivery</b></p>	<p>The delivery of the preschool induction program can be conducted by the Principal, Assistant Principal or Preschool Teacher. The delivery will be flexible and dependent on the position of the newly appointed staff member.</p>
<p><b>Proof of Qualifications</b></p>	<p>All staff working in the preschool must supply evidence of their relevant qualifications and evidence of courses undertaken.</p> <p>Additional mandatory courses which must be completed are:</p> <ul style="list-style-type: none"> <li>- Mandatory Child Protection</li> <li>- Code of Conduct Training</li> <li>- Anaphylaxis e-Training</li> <li>- E-emergency Care</li> <li>- WHS Induction for Employees</li> <li>- Administration of medication - If the staff member intends to administer medication.</li> <li>- Fraud and Corruption Control</li> <li>- Mandatory Data Preparedness Training - Reporting Data Breaches</li> <li>- Aboriginal Cultural Education Training</li> <li>- Anti Racism Policy Training</li> <li>- Cyber Security Training</li> </ul>

**Preschool  
Induction  
Checklist**

All staff must complete the 'Preschool induction checklist' prior to working in the preschool.

# Preschool Induction Record

Full name of Inductee \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Date of Induction \_\_\_\_\_

Supervisor of Induction \_\_\_\_\_

Qualifications and courses completed	Signed and dated
Qualifications have been checked and a copy has been provided	
Working with children check number and clearance	
Child Protection Awareness Induction Training - <b>On commencement - 2hrs</b>	
Child Protection Update (relevant year)- <b>30 min</b>	
Code of Conduct Online Training - <b>End of 1st Day - 50min</b>	
Anaphylaxis e-Training - <b>Before the end of the first day - 1hr</b>	
E-emergency Care - <b>Prior to commencement or on 1st day - 2hrs</b>	
WHS Induction for Employees - <b>On commencement prior to 1st day- 20min</b>	
Administration of medication (My PL) - <b>If the staff member intends to administer medication.</b>	
Fraud and Corruption Control - <b>Within first term -30min</b>	
Mandatory Data Breach Preparedness Training - <b>Reporting Data Breaches - Within first term - 10min</b>	
Aboriginal Cultural Education Training - <b>On commencement - 1hr</b>	

Anti-Racism Policy Training - <b>Within first term - 30min</b>	
Cyber Security - <b>on commencement - 45min</b>	

<b>Key Documents and Websites Discussed</b>	<b>Copy provided</b>	<b>Online Access Granted</b>	<b>Located and Aware</b>	<b>Date &amp; Signed</b>
Coonamble Public School Preschool Google Drive Folder - This folder contains all preschool procedures, the casual handbook, risk assessments, health care plans and all relevant documents for the operation of the preschool.				
Kinderloop and explanation of the preschool's expectation of documentation of the educational program and children's learning.				
CPS Preschool Casual Handbook				
Early Years Learning Framework - Practice, Principals and Outcomes				
<b>Key Documents and Websites Discussed</b>	<b>Copy provided</b>	<b>Online Access Granted</b>	<b>Located and Aware</b>	<b>Date &amp; Signed</b>
Guide to the NQF				
National Law and National Regulations				
Leading and Operating Department Preschool Guidelines				
DoE Early Learning web page				
ACECQA website				
CPS Preschool Philosophy				
Preschool Procedures - including transport procedure (not including excursions)				
Preschool Procedures - Incident, Injury, Trauma and Illness - Discussion around serious incidents				
Preschool Procedure - Delivery of children to and collection of children from				
Quality Improvement Plan				
Arrivals and Departures Register ( <b>ensure this is signed at the end of the day</b> ) and Collection Lists				
Sentral - Explain expectations or recording parent contact and wellbeing needs. This is inline with whole school processes.				
CPS Preschool Information booklet				
Risk Assessments				
Procedures for emergencies and evacuation				

First aid equipment and emergency medication				
Emergency contact lists				
Medication records				
Incident, injury, trauma and illness record				
Sleep Register and safe sleep and rest practices				
Individual children and their health care plans, behaviour management plans and risk management plans. Discussion has occurred around individual children's needs				
Staff roles, responsibilities and duty roster				
Staff and visitor sign on and first aid officer				
Safety Checklists and cleaning register - Indoor and Outdoor				
Staff member is aware of obligations as a mandatory reporter				

Record of procedure's review
<b>Date of review and who was involved</b>
2/6/2021 Carolyn Jones, Emma Horan & Shiralee Robinson
<b>Key changes made and reason/s why</b>
Format was changed to make the procedure more comprehensive and in line with the 'Leading and Operating Department Preschool Guidelines'
<b>Record of communication of significant changes to relevant stakeholders</b>
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
<b>Date of review and who was involved</b>
8/6/22 Carolyn Jones, Miriam McKeown, Annette Thomson & Shiralee Robinson

**Key changes made and reason/s why**

No changes made

**Record of communication of significant changes to relevant stakeholders**

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

**Record of procedure's review**

**Date of review and who was involved**

31/5/23 Carolyn Jones, Miriam McKeown & Annette Thomson

**Key changes made and reason/s why**

Formatting and changes to the training required

**Record of communication of significant changes to relevant stakeholders**

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.