

# Coonamble Public School Preschool



## Preschool Staffing Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1 4.2 7.1	Regulation <a href="#">135</a> Regulation <a href="#">136</a> Regulation <a href="#">149</a> Regulation <a href="#">151</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Working with Children Check Policy</a> <a href="#">Code of Conduct Policy</a> <a href="#">Management of Conduct and Performance</a> <a href="#">Teacher’s Handbook</a> <a href="#">Non-Teaching Staff in Schools handbook.</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Early Childhood Australia’s Code of Ethics</a> <a href="#">ACECQA qualification checker</a> <a href="#">ACECQA Information Sheet: Belonging, Being and Becoming for Educators</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> <li>● the preschool is compliant with legislative standards related to this procedure at all times</li> <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><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>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Staffing allocation and qualifications</b></p>	<ul style="list-style-type: none"> <li>● Each preschool class is staffed at all times by an early childhood teacher and School Learning Support Officer Preschool (SLSO). Five days a week, the preschool is also staffed by an extra Preschool SLSO who implements speech and occupational therapy programs and engages with the preschool children in the preschool room.</li> <li>● All preschool 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 and AEOs)</li> <li>➢ teachers are also accredited with <i>NSW Education Standards Authority (NESA)</i>.</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> </ul>

	<ul style="list-style-type: none"> <li>● The preschool receives a 0.2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. The Administration Officer: <ul style="list-style-type: none"> <li>- Updates the foyer whiteboard with upcoming events</li> <li>- Processes enrolments</li> <li>- Updates the calendar</li> <li>- Checks and updates the Immunisation Register</li> <li>- Checks rolls on Sentral against manual rolls and files them.</li> <li>- Prints off the attendance roll for the next week.</li> <li>- Completes any inbox jobs from the preschool AP or the Preschool Teacher.</li> </ul> </li> </ul>
<p><b>The Responsible Person in Charge, Nominated Supervisor and Educational Leader</b></p>	<ul style="list-style-type: none"> <li>● The Responsible Person in Charge/Nominated Supervisor/Educational Leader is recorded on Sentral daily and is the Executive Principal. If the Executive Principal is away or off site, the role goes to the Assistant Principal Preschool and then if need be, to the AP on Duty. A name is always against the role of The Responsible Person In Charge/Nominated Supervisor/Educational Leader on Sentral Daily Notices and in the preschool staff sign on book. All executive staff are aware of this responsibility and willing to be responsible if required.</li> </ul>
<p><b>Continuity</b></p>	<ul style="list-style-type: none"> <li>● The preschool staffing roster ensures a continuity of educators. The staffing roster is developed by the school Assistant Principal. The roster is on the preschool office door. Continuity is maintained by ensuring that staff are inducted to the preschool before they are on the roster and they are on the roster for a term. A pool of regular qualified staff are used to cover breaks and relieve staff.</li> <li>● To demonstrate educator to child ratios are being met, the preschool maintains a record of which educators have been working directly with the children and when. This is recorded on the staff sign in sheet stored by the back door.</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. Preschool induction is provided by the Preschool AP. All content covered is available in the <b>Preschool Staff Induction Procedure</b>. A checklist from this procedure is kept with the staff member's file, as evidence of the induction.</li> </ul>

<p><b>Educator performance and professional learning</b></p>	<ul style="list-style-type: none"> <li>● All educators are familiar with <a href="#">Early Childhood Australia’s Code of Ethics</a>. The code of ethics is available to view on the preschool office wall, it is part of preschool induction and it is also in the preschool casual book. The code of ethics underpins each section of the preschool philosophy.</li> <li>● All educators comply with the department’s <a href="#">Code of Conduct</a> and complete bi – annual training led by the principal.</li> <li>● Educator performance is managed by the school principal through the annual <i>Performance and Development Plan</i>.</li> <li>● Each educator’s performance and development plan identifies professional learning goals and strategies to meet these. Preschool staff goals are developed with the support of the preschool AP. These goals are monitored and supported throughout the year. The Preschool AP conducts the mid-year review and the final review meeting with preschool staff and then presents these plans to the Executive Principal. For more information read <a href="#">CPS PDF Procedures</a>.</li> <li>● Staff are provided with professional learning opportunities to meet their goals. At CPS Preschool, staff can apply for professional learning by completing a professional learning request and giving it to the Assistant Principal Preschool to present at the Executive Meeting. Once approved the professional learning is placed on the Sentral Calendar and on the preschool wall calendar. For more information read <a href="#">CPS Professional Learning Procedures</a>. Professional learning should support PDP goals or align with Quality Improvement Plan goals or strategic directions of the whole school.</li> <li>● Staff are invited to attend network meetings, instead of unrelated whole school staff meetings. Staff Development Days are utilized for whole school focuses.</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>● Volunteers can complete a variety of roles within the preschool and these are dependent on the volunteers skills and requests. Their role is negotiated with the preschool teacher. When a volunteer is inducted into the preschool, the Preschool AP will collect the signed declaration that volunteers have no offenses that would bar them from working with children, and their 100-points of proof of identity. This is stored with the signed volunteer checklist.</li> <li>● Practicum students are managed by the Mentor Leader AP. Prior to engaging at the preschool they must complete an induction process with the Preschool AP. The checklist is then stored with their staff file, in the preschool. <b>Please refer to the ‘volunteer and practicum student induction procedure’.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• The staff record includes the full name, address and date of birth of each volunteer or student who participates in the preschool.</li> <li>• WWCC details are obtained for all volunteers and education students who require a WWCC to participate in the preschool program. WWCC clearance number, WWCC expiry date and evidence of the department verification are stored in the staff records.</li> </ul>
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Record of procedure's review
Date of review and who was involved
24/3/2021 Carolyn Jones, Emma Horan and Shiralee Robinson
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive.
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
29/3/22 Carolyn Jones, Leanne McMaster, Miriam McKeown, Anthea Robinson and Shiralee Robinson
Key changes made and reason/s why
Reference to the induction procedures were added, to make readers aware of the additional processes.
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

14/3/23 Leanne McMaster, Miriam McKeown, and Shiralee Robinson

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

Changed additional SLSO role to INTERVENTION of speech and OT, fixed links and fixed formatting.

#### 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.