

Oak Flats Public School Preschool



Staffing Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<p>4. Staffing Arrangements</p> <p>4.1 Staffing arrangements</p> <p>4.2 Professionalism</p> <p>7. Governance and Leadership</p> <p>7.1 Governance</p>	<p>Regulation 135 Illness or absence of early childhood teacher or suitably qualified person</p> <p>Regulation 136 First aid qualifications</p> <p>Regulation 149 Volunteers and students</p> <p>Regulation 151 Record of educators working directly with children</p> <p>Part 4.7 Governance and Leadership</p> <p>Division 2 Policies and Procedures</p>	<p>Leading and Operating Department Preschool Guidelines</p> <p>Working with Children Check Policy</p> <p>Code of Conduct Policy</p> <p>Management of Conduct and Performance</p> <p>Teacher's Handbook</p> <p>Non-Teaching Staff in Schools handbook.</p> <p>Statement of duties – school learning support officer</p> <p>Statement of duties – Aboriginal education officer</p>

Pre-reading and reference documents

[Early Childhood Australia's Code of Ethics](#)

[ACECQA qualification checker](#)

[ACECQA Information Sheet: Belonging, Being and Becoming for Educators](#)

Relevant Preschool Procedures

- Administration of first aid
- Governance and management of the service
- Interactions with children
- Observations and Programing
- Providing a child safe environment

Introduction

Preschools in government schools operated by the Department of Education are an integral part of the schools in which they are located. However, staffing and adult to child ratios are different to that of other classes in the school.

The Education and Care Services National Regulations state that the educator to child ratio in New South Wales for children between 3 or more but no more than 6 years of age is one adult to 10 children (regulation 271). These ratios should be maintained at all times. Each school will need to consider the staff to child ratio to maintain adequate supervision when on preschool excursions.

Departmental preschool classes provide for a maximum of twenty children each day. Oak Flats Public School Preschool is staffed by an Early Childhood trained Teacher and a School Learning Support Officer (SLSO) who holds a Certificate III in Early Childhood Education and Care or is working towards one.

Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school. However, under the Education and Care Services National Regulations the supervisors of the preschool are known as nominated supervisors.

Each preschool receives weekly administration support (0.2) and each preschool teacher is entitled to release from face to face (RFF)(0.084).

The Early Childhood Australia Code of Ethics underpins the preschool staff's actions in relation to the children and families who attend the preschool, the early childhood profession, colleagues both in the preschool and school, and the community and society of the preschool.

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.
- the executive replacing the Principal when they are off site takes on these roles.
- Performance and Development Plans for the preschool teacher are completed with the Principal or preschool supervisor.
- when they are absent, the preschool staff are notified of the name of the person replacing the Principal.

<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 includes:</p> <ul style="list-style-type: none"> ● analysing complaints, incidents or issues and what the implications are for the updates to this procedure ● reflecting on how this procedure is informed by relevant recognised authorities ● planning and discussing ways to engage with families and communities, including how changes are communicated ● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool ● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers ● being actively involved in the review of this procedure, as required, or at least annually ● ensuring the details of this procedure's review are documented.
<p>Procedure</p>	

**Staffing
allocation and
qualifications**

- Each preschool class is staffed at all times by an early childhood teacher and School Learning Support Officer, Preschool (SLSO).
- All preschool educators (ongoing, temporary, casual and relieving):
 - 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 *NSW Education Standards Authority* (NESA).
- Regulation 136 of the Education and Care Services National Regulations state that one person who has an approved first aid qualification (HLTAID004), and who has undertaken approved anaphylaxis training, and approved emergency asthma training needs to be on the premises at all times while children are present and immediately available in an emergency.
- Under the regulations the person/s with these qualifications may be located in the school as long as they are immediately available in an emergency.
- At Oak Flats Public School Preschool, the teacher and SLSO that normally work in the preschool hold current first aid qualifications (HLTAID004).
- It is mandatory for all departmental staff, including temporary and casual staff to complete the following training annually:
 - Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training
 - e-Emergency care
 - CPR training
 - Anaphylaxis training
 - Child protection
 - Code of Conduct
- All staff must also undertake all mandatory training required by the NSW Department of Education in the allocated time frame.
- The regular educators are replaced by equally qualified educators during their breaks, release from face to face teaching, and absences.

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| | <ul style="list-style-type: none">● Rosters for staff breaks and RFF are created at the beginning of each term by an executive. For the staffing of these breaks, the preschool is part of the duty roster for the whole school.● The preschool receives a 0.2 (one day a week) staffing allocation to complete administrative tasks related to the preschool.● Once teachers are appointed to a school by the Staffing Services area, local decisions regarding the way classes are arranged are made by the principal in consultation with the executive at the school.● For teachers working in a preschool, this can mean that the teacher can also work across P-2 or P-6 depending on their qualifications and the needs of the school.● The Education and Care Services National Regulations (clause 151) requires a record to be kept of preschool teachers and staff on duty each day.● An up to date staff timetable for the preschool is displayed to inform parents and visitors of the staff rosters and who is responsible for the children at any given time.● A sign in the foyer indicates which teacher and SLSO are on duty for the day.● When the preschool teacher or SLSO is absent due to an illness or other reason, they must contact the executive teacher in charge of casual staff. The casuals must hold the required qualifications and documentation.● Whenever teachers provide temporary relief in the preschool for a long term vacancy, for example long service leave or maternity leave, schools need to employ an early childhood trained teacher. However, if the leave is less than 12 weeks a primary trained teacher may be employed to provide relief (Regulation 135).● The responsibility for employing casual and temporary teachers to cover long term and short term teacher relief lies with the school Principal. Schools either contact casual relief teachers directly or request assistance from the Department's Staffing Services area to identify a suitable casual teacher.● A teacher from the school relieves for RFF. |
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	<ul style="list-style-type: none"> ● A SLSO with a Certificate III in Early Childhood Education and Care is required to relieve the Preschool SLSO for her breaks and RFF. ● If the preschool operates a full day program the school needs to ensure that the preschool teacher and support staff receive the breaks to which they are entitled.
<p>Induction</p>	<ul style="list-style-type: none"> ● The preschool induction is an overview of the general operational requirements and important information about the preschool such as the location of necessary items, how the preschool is run, medical plans and first aid kits, and paperwork for the day. ● All staff, volunteers and practicum students receive an induction before they commence work in the preschool. This includes casual staff and staff from the school who are covering breaks and RFF. ● The induction is provided by either the preschool teacher or SLSO. ● An induction checklist is completed and signed by both the staff member providing the induction and the person receiving the induction. After completion of the induction, the checklist is filed in the staff qualifications and information folder. ● There is also a casual folder located in the preschool kitchen with information about the children at the preschool and staff's roles and responsibilities.
<p>Continuity</p>	<ul style="list-style-type: none"> ● The preschool staffing roster ensures a continuity of educators. ● 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. ● All efforts are used to maintain consistency with relieving staff. For lunch breaks kindergarten teachers replace the preschool teacher where possible. ● All attempts are made to replace the teacher and / or SLSO with regular casuals when they are absent in order to maintain consistency.

Roles and Responsibilities

- Adequate supervision must be maintained at all times including breaks.
- All staff members that are directly working with the children must sign in and out in the staff sign in book which is located on top of the lockers on the left hand side.

Teacher

- The preschool teacher is responsible for planning and implementing a quality play-based program that is relevant to the children attending the preschool and is guided by the National Quality Standards, the Early Years Learning Framework, Preschool Philosophy and the Early Childhood Australia Code of Ethics.
- The preschool teacher translates school procedures and programs into suitable learning experiences for the children in the preschool and is accountable to the Principal.
- The teacher and support staff operate as a team within the preschool with the teacher providing direction and guidance in the provision of the preschool program.
- While the focus is on the preschool program, preschool teachers and support staff also have an important role in the corporate life of the whole school and contribute to whole school activities.
- A teacher must always be present in the preschool as they have the full responsibility for the supervision of children.

School Learning Support Officer (SLSO)

- The SLSO is responsible to the Principal and functions under the immediate supervision of the preschool teacher.
- The collaboration between the teacher and support staff plays an important part in the day to day operation of the preschool.
- A full time school learning support officer is employed for six hours and fifteen minutes per day. She works with the teacher to provide the educational program and a healthy, safe and welcoming environment.
- An additional SLSO may be utilised by the preschool to provide support for children with learning and support

	<p>needs. This is dependent on funding and is at the discretion of the school principal.</p> <ul style="list-style-type: none"> • The school learning support officer assists the preschool teacher to implement the preschool program. • This may include interacting with children and supporting their positive behaviour, organising and setting up activities, cleaning equipment, and attending to the personal care and needs of young children. <p>School Administration Officer</p> <ul style="list-style-type: none"> • At Oak Flats Public School, the school administrative officer undertakes their role in the school office with other administrative staff. • The SAO performs administration tasks required by the principal and preschool teacher and assists them as required. The principal determines which tasks are prioritised. <p>Staff who provide Release from face to face (RFF) and Breaks</p> <ul style="list-style-type: none"> • Preschool teachers are entitled to release from face to face (RFF) teaching time. The entitlement is shown as a separate entry on the school's enrolment and entitlement report. • The RFF teacher is responsible for delivering either the daily program developed by the classroom teacher or a specific part of the program developed in consultation with the teacher, for example, music, outdoor play or physical activity.
<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 displayed in the preschool office and consulted when reviewing the preschool's philosophy. • All educators comply with the department's Code of Conduct and complete bi – annual training led by the principal. • Educator performance is managed by the school principal or allocated assistant principal through an annual <i>Performance and Development Plan</i>. • Each educator's <i>Performance and Development Plan</i> identifies professional learning goals and strategies to meet these. The performance and development plan consists of school, stage and individual goals.

	<ul style="list-style-type: none">• Staff are provided with professional learning opportunities to meet their goals. There is an expectation that staff attend staff development days and the teacher attends weekly staff meetings.• Staff and the principal both suggest professional development opportunities. Professional development that occurs during school hours or has a cost, needs to be approved by the principal.• Most professional learning within the department is currently held online.
Staffing for excursions	<ul style="list-style-type: none">• In recognition of the age and development of preschool children, the adult to child ratio for preschool excursions differs to that of the rest of the school.• The Education and Care Services National Law Act 2010 requires that adequate supervision is maintained at all times when the children are in care (Section 165).• An increased adult to child ratio for excursions is not specified in the National Regulations. A thorough risk assessment is needed to determine whether ratios are sufficient to provide adequate supervision.• Excursion permission notes are to include the number of adults who will be accompanying the children.

**Volunteers and
practicum
students**

- All visitors and volunteers must sign the visitor's book at the school office and in the preschool.
- Volunteers sign the visitor's book to record the date and hours they were in the preschool.
- The staff record includes the full name, address and date of birth of each volunteer or student or who participates in the preschool.
- Family members are always welcome at the service and potential families may wish to visit the service when deciding on future care for their children.
- Education students from University, TAFE, RTOs and local high schools attend throughout the year for their practicum placements and work experience. We are committed to assisting students gain valuable experience in early childhood settings. Arrangements are made between the principal and relevant organisations and the preschool teacher takes on the role of practicum supervisor.
- Specialists visit the preschool to work with specific children throughout the year
- Volunteers may choose to spend time in our preschool along with educators and staff from other services.
- There is often the necessity for maintenance personnel and other persons to visit the preschool.
- Oak Flats Public School Preschool encourages student and volunteer visits. The presence of visitors at the service must be monitored and documented.
- Records relating to visitors and students to our service are maintained. The school office collects identification information from volunteers and visitors such as full name, address, date of birth, signed declarations that volunteers have no offences that would bar them from working with children, 100 points of proof of identity and working with children checks when necessary.
- Educators and staff abide by regulatory protocol when visitors are in the service.

The Preschool Teacher:

- maintains a sign in register of all visitors to the service
- maintains a register of all students, work experience and volunteers who spend time in the service. The record will include: full name, address, date of birth, date and hours

	<p>of each volunteer or student who participates in the program</p> <ul style="list-style-type: none"> ● is aware of protocols and guidance supplied by universities, TAFEs, RTOs and high schools in relation to participating students ● welcomes visitors arriving at the service and determine their reason for visiting ● directs visitors to appropriate staff members if necessary ● welcomes family and friends to visit and participate in formal and informal activities at the preschool.
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Record of procedure's review
Date of review and who was involved
24/08/22 Sarah Beesley and Nicole Tate
Key changes made and reason/s why
Annual review Aligning with Department's procedure template
Record of communication of significant changes to relevant stakeholders
Sent to Principal for review 28/08/22 Posted on Kinderloop for parent and community input 14/09/22

Copy and paste a new table to record each occasion the procedure is reviewed.