



Preschool staffing procedure

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

Pre-reading and reference documents

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

[ACECOA qualification checker](#)

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

Staff roles and responsibilities

School principal	<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
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	<ul style="list-style-type: none"> all procedures are current and reviewed as part of a continuous cycle of self- assessment.
Preschool supervisor	<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.
Preschool educators	<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 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.
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 and Preschool (SLSO). All preschool 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 (NESA)</i>. The regular educators are replaced by equally qualified educators during their breaks, release from face-to-face teaching, and absences. The preschool receives a 0.2 (one day a week) staffing allocation to complete administrative tasks related to the preschool.
	<ul style="list-style-type: none"> The preschool staffing roster ensures a continuity of educators. The Preschool Assistant Principal along with other executive staff

<p>Continuity</p>	<p>develop the staffing roster. It is displayed on the noticeboard outside the preschool office. A bank of regular casuals are utilised to ensure consistency of staff.</p> <ul style="list-style-type: none"> • 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. Staff sign in and out in the staff register which is located near the front door.
<p>Induction</p>	<ul style="list-style-type: none"> • All staff receive an induction before they commence work in the preschool. The whole school staff are inducted at the beginning of the year by the Assistant Principal. As part of the induction, staff members receive a copy of the staff handbook which outline their responsibilities. A video has been made to accompany this handbook giving a tour of the preschool. Casual staff are also inducted into the preschool. As part of the induction process all staff sign an induction form. These are then filed in the preschool office.
<p>Educator performance and professional learning</p>	<ul style="list-style-type: none"> • All educators are familiar with <u>Early Childhood Australia's Code of Ethics</u>. This is displayed in the preschool office and available in the staff handbook. Copies of the Code of Ethics are also available near the sign in book. • All educators comply with the department's <u>Code of Conduct</u> and complete annual training led by the principal. • Educator performance is managed by the school principal through the annual <i>Performance and Development Plan</i>. • Each educator's performance and development plan identify professional learning goals and strategies to meet these. Educators meet with their supervisor to discuss goals and review their process throughout the year. • Staff are provided with professional learning opportunities to meet their goals. Supervisors approve Professional Learning that aligns with PDP's. Staff also attend network meeting once a term with other preschools in the Hunter Region.
<p>Volunteers and practicum students</p>	<ul style="list-style-type: none"> • Volunteers sign the visitor's book to record the date and hours they were in the preschool. Volunteers support preschool educators with aspects of the program. • All volunteer information is collected by the school office and filed. • The staff record includes the full name, address and date of birth of each volunteer or student or who participates in the preschool.

Record of procedure's review
Date of review and who was involved
March 2021
Key changes made and reason/s why
Changes to new format to indicate roles of various staff
Record of communication of significant changes to relevant stakeholders
Date of review and who was involved
June 2022 Claire Callotian, Leanne Morgan, Jennifer Mitchell
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
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