### Preschool staffing procedure

### Reviewed May 2024

| **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** |
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|  **NQS: 4.1, 4.2** **Regulations: 135, 136, 149, 151** |  Leading and operating department preschool guidelines [Working with Children Check](https://education.nsw.gov.au/policy-library/policies/pd-2005-0264) [policy](https://education.nsw.gov.au/policy-library/policies/pd-2005-0264) [Code of Conduct](https://education.nsw.gov.au/policy-library/policies/pd-2004-0020) [Teachers Handbook](https://education.nsw.gov.au/about-us/careers-at-education/roles-and-locations/roles-at-education/teaching/teachers-handbook)[Statement of duties – school](https://education.nsw.gov.au/industrial-relations/a-z-of-industrial-relations-topics/SASS-statements-of-duties/statement-of-duties-school-learning-support-officer) [learning support officer](https://education.nsw.gov.au/industrial-relations/a-z-of-industrial-relations-topics/SASS-statements-of-duties/statement-of-duties-school-learning-support-officer) [Statement of duties – Aboriginal](https://education.nsw.gov.au/industrial-relations/a-z-of-industrial-relations-topics/SASS-statements-of-duties/statement-of-duties-aboriginal-education-officer) [education officer](https://education.nsw.gov.au/industrial-relations/a-z-of-industrial-relations-topics/SASS-statements-of-duties/statement-of-duties-aboriginal-education-officer) |  [Early Childhood Australia’s Code](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/) [of Ethics](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/) [ACECQA qualification checker](https://www.acecqa.gov.au/qualifications/check) [ACECQA information sheet –](https://www.acecqa.gov.au/sites/default/files/2018-04/QA4_BelongingAndBecomingForEducators.pdf) [Belonging, Being and Becoming](https://www.acecqa.gov.au/sites/default/files/2018-04/QA4_BelongingAndBecomingForEducators.pdf) [for Educators [PDF 1,509 KB]](https://www.acecqa.gov.au/sites/default/files/2018-04/QA4_BelongingAndBecomingForEducators.pdf) ACECQA’s policy and procedures guidelines – [Staffing](https://www.acecqa.gov.au/sites/default/files/2021-08/StaffingGuidelines.pdf)[The NSW Office of the Guardian Child Safety Standards](https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf) |
| **Pre-reading and reference documents** |
| [Early Childhood Australia’s Code of Ethics](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/) [ACECQA qualification checker](https://www.acecqa.gov.au/qualifications/check)[ACECQA Information Sheet: Belonging, Being and Becoming for Educators](https://www.acecqa.gov.au/sites/default/files/2018-04/QA4_BelongingAndBecomingForEducators.pdf)[Guide to the Child Safe Standards)](https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf)  |
| **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
* the people working with children are safe and supported (CSS 5 – see [Guide to the Child Safe Standards)](https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf)
* ratios at the preschool are maintained by ensuring preschool staff break times, release from face to face teaching, and leave are covered by educators who are equally qualified. If an educator with ACECQA approved Certificate III qualifications is not available the principal will arrange for a primary teacher or executive team member to provide staff cover.
* 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.
* 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
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| **Preschool educators**(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool) | The preschool educators are responsible for working with leadership to ensure:* 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.
* 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.
* When on the bus collection route, if the number of children reaches 20, the principal is to be notified immediately and the bus is to return to the preschool. Up to 9 children will remain at the preschool with the principal and SLSO or AEO while the ECT and SLSO or AEO returns to the bus run to collect the remaining children. The Preschool will need to be staffed with another ECT /equivalent staff member as well as the usual ECT and SLSO / AEO to remain within ratios when children attending exceed 20.
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| **Procedure** |
| **Staffing allocation and qualifications** | * Each preschool class is staffed at all times by an early childhood teacher and School Learning Support Officer.
* All preschool educators, included in minimum ratio (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).
* The regular educators are replaced by equally qualified educators during their breaks, release from face to face teaching, and absences.
* The preschool receives a .2 (one day a week) staffing allocation to complete administrative tasks related to the preschool. Tasks include typing updates to local procedures, updating QIP progress notes, minute taking at meetings, risk assessments, Kinderloop administration, update of contact details for families, newsletters, entering new enrolments and any other administration tasks.
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| **Continuity** | * The preschool staffing roster ensures a continuity of educators. Preschool is currently staffed by an ECT and 2 School Learning and Support Officers (SLSO) or an SLSO and an Aboriginal Education Officer (AEO) daily.
* In addition to the staffing roster, to demonstrate how educator to child ratios are being met, the preschool:
	+ has a roster showing AEO and SLSO scheduled duty times including nappy changes
	+ maintains a record of which educators have been working directly with the children and when
	+ requires staff to complete the sign on and off register when on duty.
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| **Induction** | * All staff receive an induction before they commence work in the preschool. Preschool staff provide an induction at beginning of new school year and all new staff are inducted as they commence employment with Wilcannia Central School. There is an induction information available for all staff. The induction covers staffing, staff ratio, staff roles and responsibilities, times, bus runs, key documents, educational programs and children’s learning and how they are documented, communication with families, incidents/complaints & mandatory reporting.
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| **Educator performance and professional learning** | * All educators are familiar with [Early Childhood Australia’s Code of Ethics](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/). Code of Ethics is located in the preschool office. It is also located on the google drive. The code of ethics has informed the preschool philosophy by acting in the best interest of all children and working collectively to ensure every child is thriving and learning. Acknowledging the importance of a voice for young children.
* All educators comply with the department’s [Code of Conduct](https://policies.education.nsw.gov.au/policy-library/policies/code-of-conduct-policy) and complete bi – annual training led by the principal.
* Educator performance is managed by the school principal through the annual *Performance and Development Plan.*
* Each educator’s performance and development plan identifies professional learning goals and strategies to meet these. All goals are devised independently. The nominated supervisor reviews the plans with all preschool staff.
* Staff are provided with professional learning opportunities to meet their goals. All preschool educators fill out a request for professional learning. The preschool team participate in a weekly meeting with the Nominated Supervisor and staff developments days (SDD) are utilised for professional learning opportunities.
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| **Volunteers and practicum students** | * 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.
* Practicum placement students, who are not enrolled at Wilcannia Central School, and are over 18 years of age, require a Working with Children Check.
* [The NSW Office of the Guardian Child Safety Standards](https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf) and [The Regulations](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2013-0156) include exemptions to requiring a Working with Children Check (See CSS 5). **Exemptions include:**
	+ under 18s
	+ workers visiting NSW for a short time
	+ parents and close relatives volunteering at their children’s usual preschool and extra-curricular activities.
* There are 3 specific instances when close relatives **do** need a Check when they are volunteering at school or activities:
	+ providing personal care for a child with disability
	+ participating in a formal mentoring program
	+ at an overnight camp for children.
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| Date of review |  06/05/2024 |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team. The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why | * Inclusion of NSW Office of the Guardian Child Safety Standards as per legislation
* Inclusion of SAO role. Updated to include AEO and SLSO roles.
* Included NSW Office of the Guardian exceptions for WWCC.
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| Record of communication of significant changes to relevant stakeholders | DP, Katie Bassett-White, discussed at preschool team meeting 06/05/2024 with:Principal: Nadia MillsStaff: Janette Bussell, Rylee Wall, Marsha Harris, Cristal Lawson, Christina AshbyParents: Kinderloop Post 13/05/2024Please 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. |

#### Record of procedure’s review (master – copy before use)

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| --- | --- |
| Date of review |   |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team. The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why |   |
| Record of communication of significant changes to relevant stakeholders | Principal:Staff:Parents: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. |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 10/03/2023 Cara Becroft |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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