

Barlu Kurli Preschool Procedure



Staffing

(Including a code of conduct for staff members, determining the responsible person present at the service and the participation of volunteers and students on practicums)

Reviewed: Feb 2019

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p><u>Regulation 168(2)(i)</u></p>	<p><u>Code of Conduct Policy</u></p> <p><u>Code of Conduct Procedures</u></p> <p><u>Management of Conduct and Performance Policy</u></p> <p><u>Departmental preschools and the National Regulations</u></p> <p><u>Working with Children Check procedure (PDF 170.99KB)</u></p> <p><u>Appendix 1 – Working with Children Check – WWCC requirements (PDF 282.69KB)</u></p> <p><u>Appendix 5 – Working with Children Check – WWCC Declaration for</u></p>		

	<p><u>volunteers and contractors (PDF 98.3KB)</u></p> <p><u>Appendix 9 – Working with Children Check – transition dates for existing child-related workers (employees, volunteers and contractors) PDF404.42KB)</u></p>		
<p><i>Resources:</i></p> <p><u>Early Childhood Australia’s Code of Ethics</u></p> <p>The <u>Working with Children Check Brochure (PDF 1.10MB)</u> can be accessed from the NSW Office of the Children's Guardian</p>			
<p>Local Procedure: Staffing</p> <p>Introduction</p> <p>Barlu Kurli Preschool is one of 100 Preschools operated by the Department of Education. It is an integral part of Wilcannia Central School and the local community. All current staffing related policies and statewide procedures governing all staffing matters as outlined above and many more are located through the NSW Department of Education Online Policy Library as pictured below.</p>			

Policy library



[Policy library](#)

The policy library contains all current operational policies in the NSW Department of Education.

General policy enquires

Schools and Community Senior Information Officer

Phone: 02 9561 8999

Email: DECinfo@det.nsw.edu.au

Search for policies, procedures or guidelines



With consideration for the unique educational context in which the Preschool program operates, the statewide Preschool Handbook - Staffing section details Preschool specific operational staffing policies and procedures which guide Barlu Kurli Preschool staffing organisation. Barlu Kurli Preschool understands that an effective 'site specific' orientation process promotes retention of quality early childhood professionals, which improves quality outcomes for all stakeholders and supports continuing improvement in service delivery to the local community. It is acknowledged that high staff turnover disrupts the continuity of care, and the cohesiveness and morale of the educator/staff team. Effective orientation to the preschool's practices and standards supports continuity of quality standards and clarifies individual roles and responsibilities for newly appointed educators/staff and volunteers. The preschool understands its responsibilities under Work, Health and Safety Law to ensure workers are informed of their own responsibilities for work, health and safety within the workplace and given adequate supervision and on the job training to enable them to work safely. Induction is a planned and differentiated process of introducing new staff, relief staff, students and volunteers to the preschool in preparation for their role. An effective induction will assist new members of the preschool to understand what is expected of them and what they can expect from the preschool.

Aim:

It is Barlu Kurli Preschool's intention to provide all employees and volunteers with a comprehensive induction process that is culturally and context specific so that they are able to contribute effectively to high quality Preschool program delivery that is high in continuity of practice for children and their families.

Implementation:

The Principal will;

In relation to paid employees;

1. Provide the employee or others undertaking work with access to the relevant DoE statewide induction package to complete, available on the Health and Safety intranet.
2. Ensure that the employee provides a copy of the certificate of completion, or confirm their completion through the e-Safety system (employees only).
3. Create a record of contractors, volunteers and visitors induction.
4. Complete the local level induction template and appendix (if applicable) ensuring it is relevant to the workplace.
5. Provide the employee or others undertaking work with the local level induction specific to the workplace using the 'local level induction' template.

For others undertaking work (visitors, volunteers and contractors)

- Complete the paper based health and safety induction training for local adaptation provided to you by your principal or workplace manager
- Complete a local level induction specific to the workplace
- Keep a copy of the local level induction as this will provide you with key information specific to the workplace.

For further information on contractors please refer to the [Contractors and Visitor Safety section](#) on the Health and Safety Directorate intranet.

For Preschool specific induction the Principal or Preschool program supervisor in collaboration with the Preschool teacher will;

1. Maintain a simple but comprehensive written record of our local induction points (Appendix 1) which include the following:

- Introductions to all staff and volunteers;
- Roles and responsibilities;
- Responsibility of supervision;
- Safeguarding and child protection;
- Familiarising with the building, health and safety and emergency evacuation procedures;
- Code of Ethics of Early Childhood
- Introduction to allocated key children and their parents where appropriate;

2. Guide new employees through the practical aspects local induction starting on their first day of employment.

3. For day to day and short term casual staff, (Appendix 2 - WCS - Casual Staff Barlu Kurli Preschool Information) they will be provided along with a brief physical orientation to the space including reference to evacuation and emergency procedures.

4. A copy of the Barlu Kurli Staff Handbook (Appendix 3) with includes a copy of our QIP, DoE Preschool Handbook and Barlu Kurli local procedures is made available to all new staff to read in the Preschool Staff Room / office area on google drive for latest updated versions.

5. Ensure new staff appointed to a role for more than two weeks duration are asked to read these documents, before meeting with Preschool leadership to discuss. A signed record of this of orientation and induction process is kept on file at the Preschool.

6. Ensure priority guidance is given to matters relating to health and safety, supervision child protection and evacuation policies and procedures for all new staff including volunteers and students.

7. Provide annual whole school staff induction professional learning session outlining practical expectations of staff when they engage in the preschool program for lunch breaks cover, as the supervision role in a Preschool space is quite different to what it may look like in a K-12 space.

Statewide NSW Department of Education Preschool Staffing Procedures

- The staff to child ratio for the preschool is one educator to ten children. This ratio will be maintained at all times.
- Departmental preschool classes provide for a maximum of twenty children each day. Each class is staffed by an early childhood trained teacher and a school learning support officer or an Aboriginal education officer.
- We will offer a maximum of 20 full time equivalent (FTE) places. This may include multiple groups with a maximum of 20 children in each group.
- All Department staff will complete school-based annual child protection training to ensure they understand their responsibilities under the child protection legislation.

Teacher

- The preschool teacher is responsible for planning and implementing a quality play-based program that is relevant to the children in their local context and guided by the *Early Years Learning Framework*.
- The preschool teacher will translate school policies and programs into suitable learning experiences for the children in the preschool and is accountable to the school supervisor and principal.
- The teacher and support staff will operate as a team within the preschool with the teacher providing direction and guidance in the provision of the preschool program.
- A record will be kept of preschool teachers and staff on duty each day. An up to date staff timetable will be displayed to inform parents and visitors of the staff on duty and any changes to staff for that day.

- As for all other teachers in the school, preschool teachers are entitled to release from face to face (RFF) teaching time.

Staffing of breaks in the preschool

- Adequate supervision must be maintained at all times including breaks.
- A teacher will always be present in the preschool as they have the full responsibility for the supervision of children.

Preschool support staff

- Support staff in the preschool will consist of either a school learning support officer (preschool) or an Aboriginal education officer. These positions are responsible to the principal and function under the immediate supervision of the preschool teacher.
- Staff in these positions will hold an ACECQA approved Certificate 111 qualification in Children's Services.
- The collaboration between the teacher and support staff plays an important part in the day to day operation of the preschool.

School Learning Support Officer (SLSO)

- A full time school learning support officer is employed for six hours and fifteen minutes per day. He or she works with the teacher to provide the educational program and a healthy, safe and welcoming environment.
- The school learning support officer will assist 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.

Aboriginal Education Officer (AEO)

In some designated Aboriginal preschools, an Aboriginal education officer is employed as the second staff member. A full time Aboriginal education officer is also employed for six hours and 15 minutes per day. Information on the conditions of employment of the Aboriginal education officer is also available from the Industrial Relations Directorate.

School Administrative Officer (SAO)

- Each school with a preschool has a staffing entitlement of a 0.2 FTE school administrative support officer position to assist with preschool administration tasks.
- A school administrative officer, when appropriately trained may administer first aid or prescribed medications to the preschool children.

Employment of casual and/or temporary teachers

- Whenever teachers provide temporary relief in the preschool for a long term vacancy, for example long service leave or maternity leave, the school will 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)
- Any new member of staff will participate in an induction process. This would include an overview of the general operational requirements and important information about the preschool.

Staffing for excursions

- In recognition of the age and development of preschool children, the adult to child ratio for preschool excursions will differ 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 and so a thorough risk assessment is needed to determine whether ratios are sufficient to provide adequate supervision.
- Excursion permission notes will include the number of adults who will be accompanying the children.

APPENDIX 1

Barlu Kurli Preschool - Induction Record

STAFF INDUCTION CHECKLIST - For long term staff including practicum students

NAME: _____ COMMENCEMENT DATE: _____

INTRODUCTION AND PRESCHOOL TOUR:

Preschool background – hours, no. children, staff

Show facilities and resources available for staff, introduction to staff

Identify staff mentor

Location of first aid kits, emergency exits, discuss safety procedures and Policy folder location

Staff room, timesheets and sign in / out area (School Administration Office) break times

STAFF RESPONSIBILITIES AND AWARENESS:

- National Quality Standards /Quality Improvement processes and Regulations
- Preschool Quality Improvement Plan
- Preschool Handbook: Reading sections on-
- Emergency evacuation procedure and emergency contact details
- First aid procedures
- Accident and illness procedures for staff and children
- Medication policy
- Health and hygiene procedures – nappy change, toileting, hand washing, etc.
- Food handling procedures
- Sun safety and appropriate clothing
- WHS Reporting, monitoring and manual handling awareness
- Communication procedures
- Child protection policy – reporting procedure and protective behaviours for staff
- Preschool Grievance procedure
- Procedures for late families
- Staff and parent meetings

STAFF HANDOUTS:

- Preschool keys
- WHS Emergency management plan
- Staff roster
- Daily responsibilities
- Copy of staff handbook, Preschool Information handbook and staff contact details
- Leave procedure/absence notification

FOR OFFICE STAFF TO COMPLETE - STAFF MEMBER TO COMPLETE AND RETURN:

Pay details (if casual or temporary)

Emergency contact information

Qualification / certificates

Staff immunisation records

OTHER:

Staff Member: _____ **Sign:** _____ **Date:** _____

Principal: _____ **Sign:** _____ **Date:** _____

APPENDIX 2

Early Childhood Teacher Daily Routine

<p>8:30-9:00am</p>	<p>Set up activities</p> <ul style="list-style-type: none"> · Choose activities from the program and write them in the Intentional Teaching Program (found in the preschool classroom). · Set up activities that you have chosen (or prepare the resources you will need to do them). ·
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9:00-9:45am	<p>Bus Run</p> <ul style="list-style-type: none"> · Collect the sign on folder and a pen and take it on the bus. Lock the preschool if there is no one there. · Talk to each family, good morning etc. · Write the time that each child gets on the bus (there is a clock in the bus) · Each parent guardian must sign the child in. · Take any messages from parents and write in the comments section of the roll. · The roll is a legal document and must be done as clearly and neatly as possible. · Talk to the children while the bus is in motion. Find numbers, letters and words around the community. Count groups (i.e. the children on the bus). Talk to the children about what they want to do that day, what their interests are, start to make a relationship with the children. 	
9:45-11:00am	<p>Preschool Program</p> <ul style="list-style-type: none"> · Do the planned activities you wrote on the intentional teaching program. · Encourage conversations · Join into play · Make sure that the children pack up toys and activities they are finished with. 	
11:00-11:30am	<p>Lunch Break 30 minutes.</p> <ul style="list-style-type: none"> · You must wait until whoever is on duty is there to relieve you even if they are late. If they are late you may be able to negotiate with them to stay longer at preschool if they don't have another class. 	

11:30-12:00pm	<p>Pack up and Group Time</p> <ul style="list-style-type: none"> · Support the children to pack up the indoor environment. Make sure things go back in the original containers, there are photos on all cupboards to show you where things go. · Spend 15 minutes singing songs, talking about a topic you planned from the program, researching the internet for information, reading books. · The children know how to follow the 5L's; LEGS are crossed, hands are in LAPS, eyes are LOOKING, ears are LISTENING, LIPS are zipped. · Children clap the syllables of their names one at a time before they wash their hands for lunch. · At 12pm do the syllables clap and get them to wash their hands for lunch. 	
12:00 – 1:00pm	<p>Lunch and Rest Time</p> <ul style="list-style-type: none"> · Monitor and participate in lunch · Support children to rest by reading with them and joining into play dough activities. · Follow program during rest time by introducing conversations based on current planned topics or children's interests. · Support children to pack up the play dough and books. · 	

1:00-2:00pm	<ul style="list-style-type: none"> · Encourage conversations, join play, conduct differentiated small group activities based on PLP goals, children’s levels and interests · Support children to pack up outside resources. (1:25pm) · Participate in afternoon snack time. Play games like ‘What is the Time Mr Wolf’ with children who have finished already. (1:40pm) · Support children to get ready to go on the bus; help them get their shoes on, make sure their lockers are completely clear and hand out any painting that are on the drying rack (1:50pm) · Collect the First Aid back pack for the bus run from the kitchen. · Collect the sign on sheet and pen to take on the bus. · Ask the children to line up on the footpath, clap their syllables one at a time (they know the routine). · 	
2:00 – 2:45pm	<p>Bus Run</p> <ul style="list-style-type: none"> · Give Greg the bus driver any messages for drop offs and assist children to put their seat belts on. · Communicate daily happenings to parents, try to make sure all comments are positive (if there has been an incident at preschool please give one positive feedback, then report the incident and explain the steps you have taken with the child to stop it from happening again. If you would like the parent to talk to the child about the incident please explain that you would like them to reinforce what was done at preschool with the child because we are all working towards the same goal ‘supporting this child’. · parents to sign children off register (record correct time) · Talk to children about their day, what they have learned. What they want to do tomorrow. 	

2:45 – 3:30pm	<ul style="list-style-type: none"> · Please stay at preschool till 3:30pm · Please tidy up the preschool classrooms and outside and make sure that is the way you found it that morning. There are photos to show you where everything should be stored. The dress ups should all be back on the hangers neatly, chairs should be stacked, paint area should be clean. It is not the sole responsibility of the AEO to make sure the area is clean and in order. · Please write a brief description about the planned learning activities you have done (on Kinderloop if you have been given access or just a written record on the program displayed in the classroom or a piece of paper. The record should include who you did the activities with, what they did, what learning came from the activity and any suggestions for activities that could extend this learning. (Ask AEO and CEO for help if you want to). · 	
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Supervision Responsibilities

Supervision at preschool is the most important consideration for all staff. You need to be aware of where the children are at all times in coordination with the other preschool staff.

You must use your peripheral vision and track students safety and well-being while you are doing learning activities. If there is a safety concern you need to leave any learning activity to address the concern.

Preschool children are the most at risk children in the education department and require intense supervision.

When you are relieved by another staff member for a break or RFF you must tell them how many children are at preschool and where everyone is situated.

Please read the risk assessments for supervision relating to the preschool space, the bus run, walking to the school or leaving the preschool for any excursions.

If you are on preschool for 1 full day or more please mark the roll on Sentral.

There is group 1 and 2

Group 1 is the Kangaroos

Group 2 is the Redback Spiders

If it is not the day for that group they are marked as explained, flexible. Please mark both for the schools records. You can log onto the smartboard in the classroom and do it during the activity time.

Toilet Accidents

There are gloves in the kitchen cupboard, laundry cupboard and in a clear plastic container on the drinks trolley and the breakfast trolley.

There are spare clothes in the laundry cupboard. Please change the child and then put their own clothes in the wash. Change the child back into their own clothes once clean and wash the spare clothes. Report to families what they had a toilet accident and any circumstance that led to the mistake.

First Aid

Can be found in an unlocked cupboard in the kitchen.

Gloves and Hand Sanitiser

There are gloves in the kitchen cupboard, laundry cupboard and in a clear plastic container on the drinks trolley and the breakfast trolley.

The hand sanitiser is on the drinks trolley and the writing corner cupboard. Please use as much as you need. There is also soap and water in the kitchen and all adult toilets.

Phone record book

If you take a phone call with a message from a parent, please record the message in the book located near the phone. Write any comments on the sign in sheets for information on the bus run.

Temporary Sign Off Sheet

If a child needs to leave preschool temporarily for an appointment or what not, please sign them out and back in with the correct time and the guardian's signature.

The temporary sign out and in book is on the bench in the preschool office.

Chloe Jones Preschool AEO Daily Routine

8:30-9:00am	<p>Set up activities</p> <ul style="list-style-type: none"> · Take book shelf and numeracy trolley outside. · Set up outside mats. · Fill up outdoor water trough. · Get bikes out (shed key in the office). · Cut fruit for breakfast. · Fill up water bottles. · Check program and set planned activities. · Get first aid bag from kitchen cupboard.
9:00-9:30am	<p>Bus</p> <ul style="list-style-type: none"> · Help children put seat belt on and keep safe. · Talk to the children (ask them what they want to do today).
9:30-10:00am	<p>Breakfast</p> <ul style="list-style-type: none"> · Make toast. · Supervise children eating.
10:00-12:00pm	<p>Activities</p> <ul style="list-style-type: none"> · Participate in activities with children. · Monitor children's safety and behaviour. · Encourage children to pack up when finished activities.

12:00-1:00pm	<p>Lunch and rest time</p> <ul style="list-style-type: none"> · Serve the lunch. · Wipe tables pack dish washer. · Help children rest by reading or playing with play dough. · Help pack up play dough. 	
1:00-2:00pm	<p>Activities and afternoon snack</p> <ul style="list-style-type: none"> · Cut up vegetables and cheese put rice crackers on tray. · Monitor children's behaviour and safety. · Pack up outside resources (1:25). · Serve afternoon snack on outside table(1:40) · Help children put shoes on get ready for bus. 	
2:00-2:30pm	<p>Bus</p> <ul style="list-style-type: none"> · Help children put seat belt on and keep safe. · Talk to the children (ask them what they want to do today). 	
2:30-3:15pm	<p>Pack up</p> <ul style="list-style-type: none"> · Clean water bottles. · Finish dishes. · Clean paint brushes and tubs. 	

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Preschool children are the most at risk children in the education department and require intense supervision.

When you are relieved by another staff member for a break or RFF you must tell them how many children are at preschool and where everyone is situated.

Please read the risk assessments for supervision relating to the preschool space, the bus run, walking to the school or leaving the preschool for any excursions.

Toilet Accidents

There are gloves in the kitchen cupboard, laundry cupboard and in a clear plastic container on the drinks trolley and the breakfast trolley.

There are spare clothes in the laundry cupboard. Please change the child and then put their own clothes in the wash. Change the child back into their own clothes once clean and wash the spare clothes. Report to families what they had a toilet accident and any circumstance that led to the mistake.

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The hand sanitiser is on the drinks trolley and the writing corner cupboard. Please use as much as you need. There is also soap and water in the kitchen and all adult toilets.

Phone record book

If you take a phone call with a message from a parent, please record the message in the book located near the phone. Write any comments on the sign in sheets for information on the bus run.

User guide for annual review and updating of this LP - Some points to address are;

- annual mandatory child protection training
- make reference to the DoE staff code of conduct
- qualifications of the teacher and SLSO

- the preschool teacher's responsibilities
- the preschool SLSO or AEO's responsibilities
- how your preschool is staffed, ie. One teacher and one SLSO or AEO
- a staff to child ratio of one educator to ten children
- staff to child ratio for excursions is determined after a risk assessment is conducted
- how the educator's breaks are covered
- how staff consistency is maintained
- how the teacher's release is covered
- how families are informed of the staff roster, plus any changes due to absence
- procedure for recording educators working directly with children, i.e staff signing and recording the times they are with the children
- details of how and when volunteers and/or students on practicum placements work in the preschool
- how the preschool administrative support allocation (0.2 FTE) is used
- processes for staff induction
- Staff access to professional learning and completion of *Performance and Development Plans*
- employment of regular, qualified casual educators