**Waratah Public School Preschool Procedure**



**Staffing**

**Reviewed: 22/9/2020**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| [Regulation 135](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s135.html?context=1;query=135;mask_path=au/legis/nsw/consol_reg/eacsnr422)[Regulation 136](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s136.html?context=1;query=136;mask_path=au/legis/nsw/consol_reg/eacsnr422)[Regulation 149](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s149.html?context=1;query=149;mask_path=au/legis/nsw/consol_reg/eacsnr422)[Regulation 151](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s151.html?context=1;query=151;mask_path=au/legis/nsw/consol_reg/eacsnr422)[Regulation 168(2)(i)](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s168.html?context=1;query=168;mask_path=au/legis/nsw/consol_reg/eacsnr422) | The following department policies and relevant documents can be accessed from the Early Learning section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Code of Conduct
* Management of Conduct and Performance Policy
* Working with Children Check
 | p.58-64 | 4.1 | Waratah PS PDP review policy  |
| 1. All employees at Waratah Public School, including preschool educators participate in the annual update to the Code of Conduct at the beginning of each school year. This is usually a face to face session delivered on a staff development day (SDD).
2. The ‘Early Childhood Australia Code of Ethics’ guides our preschool operations. A Code of Ethics poster is displayed in the preschool and a brochure located in the casual folder. Volunteers, students and casual educators are encouraged to read this prior to working in the preschool. Educators are introduced to the Code of Ethics during the whole school staff induction and the core principles are addressed in preschool staff meetings.
3. A record is kept of which educators are responsible for the children and when. Educators sign a ‘Staff working directly with children’ register each day. A staff record is kept which contains information about all staff members, including the educational leader, volunteers and students. This record has information about working with children checks (WWCC) and must include the full name, address and date of birth of each educator, student or volunteer who participates in the service. A record of the nominated first aiders is also recorded on this register.
4. Waratah Public School Preschool is a 2-unit service and is staffed by two fulltime ACECQA approved Early Childhood teachers, one permanent SLSO and another two SLSO’s who job share, 4 days/1 day. All SLSO’s hold an ACECQA approved Certificate III in Early Childhood Education and Care. Preschool Educators staff are supervised by the nominated supervisor, Mr Mat Freeman, who is the Principal of Waratah Public School.
5. An approval to work for the Department of Education (DoE), ACECQA approved qualification (Teachers and SLSO) and a verified working with children check are required before an educator can be employed to work at our, or any DoE preschool. They must visit the school’s front office for paperwork is processed through the eCPC system.
6. All educators are informed of their obligation to complete the following mandatory DoE training:
* Anaphylaxis e-learning (2 yearly)
* Code of Conduct update (yearly)
* Child protection (yearly)
* WH&S Induction (once)
* E-emergency care (3 yearly)
* Administration of Medication (3 Yearly)
* Data Breach training (3 Yearly)
* Corruption Prevention (3 Yearly)

**COVID Update** - 22.9.2020* **During COVID, face to face training for Anaphylaxis and CPR has not been able to be completed due to AHHPC Guidelines and Department of Education restrictions. Staff have engaged with the e-learning modules for refresher first aid and CPR training.**
1. When commencing work at our preschool for the first time, educators must be given an overview of the day, be informed about expectations, emergency procedures and children who may be at risk (health, behaviour etc.). They must be provided with a copy of the preschool philosophy and are briefed about relevant procedures and policies. This induction will take place prior to the first date of employment or prior to 8.30am on the day of employment. Alternatively, these documents can be emailed to potential employees and/or visitors and volunteers.
2. When the principal, Mat Freeman is off-site or absent from school, the preschool AP, Rebecca Dodds will take on the role of Educational Leader. The roles of ‘Responsible Person in Charge’ and ‘Nominated Supervisor’, will be a site supervisor nominated by the principal for that period. This will be an Assistant Principal from Waratah Public School.
3. Preschool educators contact casual staff to organise replacements for ill or absent staff as required.

Our preschool has a selection of regular relief staff who have ACECQA approved qualifications to ensure consistency.1. The roles and responsibilities of all educators are clearly outlined in the ‘Leading and Operating the Preschool Guidelines (pages 58-59). The [TeachNSW](https://teach.nsw.edu.au/exploreteaching/types-of-teachers/early-childhood-teachers) website also outlines the roles for Early Childhood Teachers whilst Certificate III trained Student Learning Support Officers (SLSO) have their own ‘Statement of Duties’ on the Department of Education HR website.
2. Educators planned breaks are covered by teachers and SLSO’s from the school based on a termly rotating roster. Every effort is made to roster on teachers and SLSO’s with ACECQA-approved training. Staff relieving educators for breaks sign the ‘Working directly with children’ register to indicate the times that they are responsible for the children.
3. Preschool educators are relieved by educators with ACECQA-approved training for their RFF. These educators sign the ‘Working directly with children’ register to indicate the times that they are responsible for the children.
4. The names and photographs of educators working directly with children are displayed near the sign on books. Where possible, families are informed of any changes to the staff roster via social media, or personal communication when this is determined to be necessary to support an individual child.
5. The preschool administrative support allocation (0.2 FTE) is used to employ a school administration office 1 day to assist preschool educators with administration such as enrolments, immunisation and collecting and maintaining records.
6. All Waratah Public School staff are involved in a preschool staff induction to ensure that there is a common understanding of policies, procedures, expectations whilst on duty, medical conditions and any children identified as high risk, such as those with allergies and medical conditions. The staff induction includes a whole staff presentation during a staff meeting, outlining all relevant information. Staff also complete a tour of the preschool and are asked to complete and sign a staff induction form which is stored in the preschool staffroom.
7. The nominated supervisor and Preschool AP work with educators to develop Performance Development Plan’s (PDP). Preschool educators are given opportunities throughout the year to participate in professional learning relevant to their PDP and preschool goals. A record of training is kept on the NESA website and MyPL for teachers and in a Professional Learning folder for all educators. Goals are reviewed and adjusted mid-year and evaluated at the end of the school year.
8. Waratah Public School Preschool welcomes volunteers, education students and visitors to our service throughout each year. An additional procedure, ‘*Volunteers, Visitors and Students’*, has been developed which outlines the processes and requirements.

*Additional Resources:*[**Early Childhood Australia’s Code of Ethics**](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics) **-** this document can be accessed via the Early Learning section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures).Appendices1. Teach NSW Roles and Responsibilities of Early Childhood Teachers
2. Department of Education HR website – SLSO Statement of Duties
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