**Ashcroft Public School Preschool Procedure**

**Staffing**

**Reviewed: 2020 To be reviewed: 2021**

(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

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [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 preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Code of Conduct Policy PD/2004/0020/V06
* Management of Conduct and Performance Policy PD/2006/0335/V02
* Working with Children Check Policy PD/2005/0264/V07
* Departmental preschools and the National Regulations
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| **Key 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 preschool section of the department’s [website.](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures/staffing) |
| **Procedures:** |
| * Our preschool is licenced to have a maximum of 20 children in attendance each day, with two groups attending each week, i.e. 40 children can be enrolled at any one time.
* At all times children are in attendance, two educators will be on duty, ensuring a staff to child ratio of one educator to ten children, or less, is maintained.
* 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. An increased adult to child ratio for excursions is not specified in the national regulations, and so a thorough risk management plan is needed to determine the ratios required to provide sufficient supervision.
* Our preschool is staffed by a fulltime early childhood teacher and, at a minimum, a certificate 3 qualified School Learning Support Officer. Qualifications held by both educators must be on the ACECQA approved qualifications list.
* A teacher must always be present in the preschool, as they have duty of care of the children.
* All department staff will complete mandatory annual online child protection training to ensure they understand their responsibilities under the child protection legislation.
* All staff must abide by the department’s Code of Conduct and undertake annual Code of Conduct training, facilitated by our principal. If there are concerns regarding a staff member’s actions or performance, the principal will address these, as per departmental policy.
* Each staff member will work with their supervisor to develop and implement an annual personal Performance and Development Plan. This will include a small number of personal and professional learning goals, and strategies to meet these.
* Our school supports and encourages staff to attend external network meetings and professional learning events, and will fund these, as well as provide casual release.
* Our preschool teacher will translate departmental and school policies and programs into suitable learning experiences for the children in the preschool. The teacher is responsible for planning and implementing a quality play-based program that is relevant to the children in our local context and guided by the *Early Years Learning Framework.* The teacher is accountable to the preschool supervisor and principal.
* Preschool environment will continually work towards excelling themes across the seven standards as set out by ACEQA. Ashcroft Preschool will undergo assessment and rating approximately every three years with our last rating in 2018.
* Our full time SLSO is employed for six hours and fifteen minutes per day. The SLSO will assist the preschool teacher to implement the preschool program. This may include interacting with children and supporting their positive behaviour, providing a safe and welcoming environment, organising and setting up activities, cleaning equipment, and attending to the personal care and needs of the children.
* Our SLSO is responsible to the principal, and functions under the immediate supervision of the preschool teacher.
* Our preschool recognises that the collaboration between our teacher and SLSO plays an important part in the day to day operation of the preschool, safety and wellbeing of the children.
* A termly staff roster is displayed in the preschool foyer. This gives details of the staff members who relieve our teacher and SLSO, as well as noting our principal as the nominated supervisor, educational leader and responsible person in charge. This roster also notes the name of our nominated first aider each day.
* To provide an accurate record of the times and dates each staff member worked directly with the children, all staff (regular, relieving and casual) will sign into the preschool in the booklet in the kitchen.
* As for all other teachers in the school, our preschool teacher is entitled to release from face to face (RFF) teaching time, details of which are documented on the whole school release timetable.
* If the preschool teacher needs to be replaced by a casual teacher, all efforts will be made to find an early childhood qualified teacher. If this is not possible, a primary qualified teacher will be engaged. However, as per national regulations, the total number of days a primary teacher works within our preschool will not exceed 60 in total, in a 12 month period.
* Any new member of staff will participate in an induction process, facilitated by the principal or an assistant principal. This will include an overview of the general operational requirements and important information about the preschool.
* Our School Administration Manager provides administration support to the preschool, primarily in the areas of enrolment, fees, and records storage.
* Volunteers working in the preschool (even if they are family members of an enrolled pre-schooler), are asked to obtain a Working with Children Check before they commence.
* Early Childhood students undergoing training and wishing to complete a professional placement in our preschool are initially asked to meet with our principal to discuss a possible placement.
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