

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<p>4.1</p> <p>4.2</p> <p>7.1</p>	<p>Regulation <a href="#">135</a></p> <p>Regulation <a href="#">136</a></p> <p>Regulation <a href="#">149</a></p> <p>Regulation <a href="#">151</a></p>	<p><a href="#">Leading and Operating Department Preschool Guidelines</a></p> <p><a href="#">Working with Children Check Policy</a></p> <p><a href="#">Code of Conduct Policy</a></p> <p><a href="#">Management of Conduct and Performance</a></p> <p><a href="#">Teacher's Handbook</a></p> <p><a href="#">Non-Teaching Staff in Schools handbook.</a></p> <p><a href="#">Statement of duties – school learning support officer</a></p> <p><a href="#">Statement of duties – Aboriginal education officer</a></p>
<p><b>Pre-reading and reference documents</b></p>		
<p><a href="#">Early Childhood Australia's Code of Ethics</a></p> <p><a href="#">ACECQA qualification checker</a></p> <p><a href="#">ACECQA Information Sheet: Belonging, Being and Becoming for Educators</a></p>		
<p><b>Procedure</b></p>		
<p><b>Staffing allocation and qualifications</b></p>	<ul style="list-style-type: none"> <li>• Each preschool group is staffed at all times by an Early Childhood Teacher and School Learning Support Officer: Preschool (SLSO). Qualifications held by both educators must be on the ACECQA approved qualifications list.</li> <li>• All preschool educators (ongoing, temporary, casual and relieving):             <ul style="list-style-type: none"> <li>- have a current, verified WWCC for paid work</li> <li>- approval to work in a department school</li> <li>- an ACECQA approved qualification (at least a Certificate 3 in the case of SLSOs and AEOs)</li> <li>- teachers are also accredited with <i>NSW Education Standards Authority (NESA)</i>.</li> </ul> </li> <li>• The regular educators are replaced by equally qualified educators during their breaks, release from face to face teaching, and absences.</li> <li>• The preschool receives a 0.2 (one day a week) staffing allocation to complete administrative tasks related to the preschool.</li> <li>• Our preschool is licenced to have a maximum of 20 children in attendance each day, with two groups attending each week, e.g. 40 children can be enrolled at any one time.</li> <li>• 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.</li> <li>• 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.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A teacher must always be present in the preschool, as they have duty of care of the children.</li> </ul>
<b>Continuity</b>	<ul style="list-style-type: none"> <li>• The preschool staffing roster ensures a continuity of educators. 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.</li> <li>• 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.</li> <li>• 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. All staff (regular, relieving and casual) will sign into the preschool in the booklet in the kitchen.</li> <li>• 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.</li> </ul>
<b>Induction</b>	<ul style="list-style-type: none"> <li>• All staff receive an induction before they commence work in the preschool. Any new member of staff will participate in an induction process, facilitated by the principal or other executive member. This will include an overview of the general operational requirements and important information about the preschool.</li> </ul>
<b>Educator performance and professional learning</b>	<ul style="list-style-type: none"> <li>• All educators are familiar with <a href="#">Early Childhood Australia's Code of Ethics</a>.</li> <li>• 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.</li> <li>• 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. Staff are provided with professional learning opportunities to meet their goals.</li> <li>• 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 <i>Early Years Learning Framework</i>. The teacher is accountable to the preschool supervisor and principal.</li> <li>• Preschool educators 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.</li> <li>• 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.</li> <li>• Our SLSO is responsible to the principal, and functions under the immediate supervision of the preschool teacher.</li> <li>• 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.</li> </ul>
<b>Volunteers and practicum students</b>	<ul style="list-style-type: none"> <li>• Volunteers sign the visitor's book to record the date and hours they were in the preschool.</li> <li>• The staff record includes the full name, address and date of birth of each volunteer or student or who participates in the preschool. This</li> </ul>

	<p>information is stored in the main office.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
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Record of procedure's review	
Date of review and who was involved	
<b>03/11/2022</b>	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

*Copy and paste a new table to record each occasion the procedure is reviewed.*