

Orange Grove Public School Preschool

Staffing and Staff Supervision Procedures

(includes volunteers and practicum teachers)

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1	Regulation 135	Leading and Operating Department Preschool Guidelines
4.2	Regulation 136	
7.1	Regulation 149	Department of Education NSW Merit selection procedure
	Regulation 151	Staffing Procedure for the Teaching Service in NSW Public Schools
		Working with Children Check Policy
		Code of Conduct Policy
		Management of Conduct and Performance
		Teacher's Handbook
		Non-Teaching Staff in Schools handbook.
		Roles and responsibilities – school learning support officer

Pre-reading and reference documents

[Early Childhood Australia's Code of Ethics](#)
[ACECQA qualification checker](#)
[ACECQA Information Sheet: Belonging, Being and Becoming for Educators](#)
[NSW Department of Education- Approval to teach](#)
[NCCHC](#) National Criminal History Check consent- for paid staff

Record of procedure's review

Date of review and who was involved

26/07/2023 by Lauren Tinslay (with input from Kelly Birkett- Early Learning Advisor)

Key changes made and reason/s why

- Alteration of content of staff induction session in line with changes to procedures throughout the previous year.
- Removal of community of schools (CoS) as this no longer occurs.
- Updating of on-demand online professional development available to educators through the Department of education website.
- Added section about staff recruitment and criminal history checks to demonstrate child safe standards within the Department of Education.

Record of communication of significant changes to relevant stakeholders

31/07/23 - Communicated to Kasey Henness and all staff

Staff roles and responsibilities	
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times 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.
Preschool supervisor (if applicable, otherwise these responsibilities apply to the principal)	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.</p> <ul style="list-style-type: none"> reflecting on how this procedure is informed by relevant recognised authorities 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.
Preschool educators including K-6 staff, relief staff and casual staff	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> 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, at least annually, or as required ensuring the details of this procedure's review are documented. analysing complaints, incidents or issues and what the implications are for the updates to this procedure.

Staffing allocation and qualifications

Each preschool class is staffed at all times by an ACECQA approved degree qualified teacher and School Learning Support Officer, Preschool (SLSO).

All preschool educators (ongoing, temporary, casual and relieving):

- o have a current, verified WWCC for paid work
- o approval to work in a department school
- o an ACECQA approved qualification (at least a Certificate 3 in the case of SLSOs and AEOs)
- o 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, for example, the preschool teacher is replaced by another teacher and the SLSO is replaced by another person holding, at a minimum, an ACECQA approved certificate III qualification.

Where a Primary education trained staff member replaces an Early Childhood Teacher or SLSO for absences of a day or more, the preschool must keep a record of this, the relieving staff member's qualifications and the reason for the absence.

One educator who holds ACECQA approved first aid qualifications (including anaphylaxis and asthma), must be present on site at all times the preschool is operating. Both full time educators currently hold this qualification as well as staff within the school, who are available immediately, if needed.

It is mandatory for all departmental staff, including temporary and casual staff to complete the following:

- Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training - e-Emergency care (updated every three years)
- CPR training (updated every year)
- Anaphylaxis training including face to face training (updated every two years)

The preschool receives a 0.2 (one day per week) staffing allocation to complete administrative tasks related to the preschool. This position is held within the school administrative office. Tasks completed by the school office include distributing and accepting applications for expressions of interest to enrol, enrolment forms and relevant documentation, enrolment packs, as well as invoicing and managing fees, storing enrolment and other records and answering phone calls for the preschool.

Staffing recruitment processes

The NSW Department of Education undertakes employment screening checks including a criminal record check on all applicants to work in Department of Education Preschools.

There are specific requirements for teachers, school learning support officers (SLSOs) and volunteers.

Teachers

Teachers applying to work in a Department of Education preschool must apply to the Department of Education for approval to teach.

Their approval to teach application must include the following documents:

- completed and signed Child-related work declaration for a National Criminal History Check ([NCCHC](#)), including providing evidence of a valid Working with Children check for paid work,
- Four approved forms of proof of identity,
- evidence of change of name (if applicable),
- evidence of Australian citizenship, permanent residency or visa permitting employment (if applicable),
- academic transcripts of completed degrees or other tertiary qualifications, or results to date for current degrees or other tertiary qualifications (internet extracts can be accepted if certified by the university),
- for university students: copies of all professional experience/practicum reports to date including final professional experience/practicum report (when completed).

Teachers must also hold current professional accreditation with the NSW Education Standards Authority (NESA) as a teacher at the and provide evidence of this to the Department of Education. Teachers can apply for conditional accreditation as a teacher with NESA when they are in the final year of their teaching degree.

While considering an applicant's request for approval to teach, the Department of Education determines their suitability for teaching through:

- their academic attainment in university studies
- their ability to demonstrate (during completed practicums) the knowledge and critical experiences inherent to teacher success, as reflected by an assessment of practicum reports

- the outcome of online teacher suitability assessments, measuring cognitive skills and emotional intelligence,
- their participation in an online interview to demonstrate knowledge, critical experiences, skills and capabilities for teaching.
- Verification of their National Criminal History Check and Working with Children check.

After receiving approval to teach, teachers can then begin applying for work at Department of Education Preschools.

Teachers who apply for an advertised vacant temporary preschool teacher position complete a written application addressing key selection criteria and an interview with a selection panel consisting of a member of the school executive team, a teacher representative from the school and a school community member representative. Specific selection criteria for the role are created by the selection panel prior to the position being advertised. The wording of the selection criteria require the applicant to demonstrate their capacity to undertake the responsibilities of the preschool teacher role.

The procedure for filling a vacant permanent preschool teacher position is outlined in the Department of Education NSW [Staffing Procedure for the Teaching Service in NSW Public Schools](#) and [Merit Selection Procedure](#).

School Learning Support Officers (SLSOs)

School learning support officers must provide:

- completed and signed Child-related work declaration for a National Criminal History Check (NCCHC), including providing evidence of a valid Working with Children check for paid work,
- 100 points of identification
- Evidence of an ACECQA approved minimum Certificate 3 Early Childhood Education qualification (for eligibility to work in a Department of Education Preschool only)

to the school prior to commencement of their employment. The Department of education verifies their working with children check and National Criminal History Check before engaging a School Learning Support Officer in work.

All staff

Before a paid staff member can commence work, they must complete also mandatory training through the Department of Education portal including:

- Child protection awareness training and annual update
- Department of Education Staff code of conduct and annual refresher
- Anti-racism
- Anaphylaxis e-learning
- Cyber security
- Data breach
- E-emergency Care
- Fraud and corruption control
- Work Health and Safety

All staff must maintain currency of these training modules based on the expiry date of each course.

Volunteers and practicum students

Volunteers and practicum students are never left alone with children and are supervised by the Preschool educators at all times when interacting with children. They are required to complete 9 units of the "Child Safe eLearning - Keeping children safe in organisations" course through the Office of the

Children's Guardian website or provide evidence of completed child protection awareness training prior to commencing their work at our preschool.

Volunteers, other than preschool family members, sign the visitor's book to record the date and hours they were in the preschool. The school administrative office collects the signed declarations that volunteers have no offences that would bar them from working with children, and their 100-points of proof of identity.

When practicum students are to attend the preschool, the student or university liaise with the Deputy Principal to arrange the details. The student must attend the school administrative office before the commencement of their practicum to provide their working with children check, identity documents and personal information. The practicum student must sign in and out at the front office as well as the preschool visitor's book for each day they attend the preschool.

If the university supervisor of a practicum student attends the preschool, they must also sign in and out at the school administrative office and the preschool visitor's book at each visit.

The staff record, held at the school administrative office, includes the full name, address and date of birth, working with children check number, expiry date and working with children check verification confirmation of each volunteer or student or who participates in the preschool.

Continuity

The preschool staffing roster ensures a continuity of educators. The school executive team, comprising of assistant principals, the deputy principal and school principal, develop a school duty roster and relief from face-to-face (RFF) roster each term to cover educator breaks and planning time. The duty and RFF roster designate regular K-6 staff who will work in the preschool every week for the whole school term. This ensures continuity of educators for the children, as the same staff member covers the same time period every week for at least 1 term. For example, the same staff member is allocated to the teacher recess break on a Monday every week for the whole term or longer. The duty and RFF rosters are displayed on the fridge in the preschool office and are sent to all staff each term on the Sentral platform.

During educator absences, familiar K-6 staff are used, where possible to cover regular educators. Regular casual educators are sought as a priority, where K-6 staff cannot be used. For longer term absences, for example long service leave or maternity leave, a teacher or SLSO will be sought to cover the entire period to ensure continuity for families and children. The school principal and preschool supervisor keep in mind that the early childhood teacher can only be covered by a primary trained teacher up to 60 days in a 12 month period, when planning to cover an extended period of leave.

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. The working directly with children log is located near the entrance of the preschool classroom, next to the staff bathroom. Educators record the times they are in and out of working directly with the children. All educators and relief staff use this document to record when they are working directly with the children.

Induction

All staff receive an induction before they commence work in the preschool.

Orange Grove PS K-6 staff, including the executive team, attend an induction presentation held at the start of each year by the preschool team. New staff to the school attend an extended induction held in the preschool classroom. Existing staff attend an induction refresher at the start of each new year. K-6 staff sign to show their attendance at the sessions and confirm that the induction has covered the following information.

The induction covers the following topics:

- Introduction to local preschool procedures
- Overview of the components of the National Quality Framework & NQS quality areas
- Familiarisation with service philosophy and QIP
- Overview of compliance checks from the DoE.
- The Early Years Learning Framework (EYLF); learning outcomes.
- Discussion about the planning cycle and an example of a learning cycle within the preschool.
- Examination of the preschool's Interactions with children policy
- Unpicking of standard 2.2.1 (supervision) and specific supervision plans for the preschool.
- Overview emergency and evacuation procedures
- What to do in case of Incident, injury, trauma or illness
- Expectations: signing in; adequate supervision; read casual folder; locate medical plans, emergency medication, first aid kit and emergency procedures
- Question and answer session

When procedures are reviewed and changed, K-6 staff are made aware of these changes and any new responsibilities at whole school staff meetings, which are held fortnightly. This information is also recorded in the meeting minutes for staff who did not attend the meeting.

Casual educators and new K-6 staff who start working after the start of the year are given an induction by a preschool educator or the preschool supervisor prior to their first time working in the preschool.

Educator performance and professional learning

All educators are familiar with Early Childhood Australia's (ECA) Code of Ethics. The code is displayed at the entrance to the preschool classroom and in the preschool office. Educators discuss aspects of the code during team meetings, and it is reflected in the preschool philosophy. When creating the preschool philosophy, educators reflected on their understandings of the code to brainstorm key words, which were then included in the document. K-6 staff are made aware of the code of ethics through the annual staff induction.

All educators comply with the department's Code of Conduct and complete annual training led by the principal (nominated supervisor). The Code of Conduct training includes elements of the ECA code of ethics and the United Nations Convention on the Rights of the Child.

Educator performance is managed by the school principal and preschool supervisor (educational leader) through the annual Performance and Development Plan (PDP). Each educator's performance and development plan identifies professional learning goals and strategies to meet these. Goals are set collaboratively between the educator and preschool supervisor based on whole school objectives, the Preschool's Quality Improvement Plan and the educators' own professional goals. The PDP is reviewed 3 times per year by the educator and preschool supervisor or principal.

The Principal and school executive team plan professional learning opportunities to meet the goals identified in the school Strategic Improvement plan and staff PDPs. Regular professional development sessions are run after school each week that align to whole school objectives and the school's Strategic Direction goals. Educators can apply to attend professional learning of their choice by submitting a request form to the principal. Preschool educators have access to virtual Statewide staffroom professional development as well as a suite of on demand early childhood specific online professional development.

School development days at the start of Term 1, 2, 3 and the end of Term 4 (or substitute Twilight Sessions) are used for professional development of all staff in line with whole school objectives and the school's Strategic Direction goals.

Record of previous procedure reviews
Date of review and who was involved
27/07/2022 by Lauren Tinslay
Key changes made and reason/s why
No changes
Record of communication of significant changes to relevant stakeholders
28/07/22 - Communicated to Kasey Henness and all staff