Early Intervention and Preschool Procedure

Staffing



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| **Next Review** | 2018 |
| **Regulation(s)** | R. 47, R. 49, R. 126, 135, 137, 145-152, R. 273, R. 242-244 |
| **National Quality Standard(s)** | Element 4.1: Staffing-  Staffing arrangements enhance children’s learning and development.  Element 4.2: Professionalism-  Management, educators and staff are collaborative, respectful and ethical.  Standard 7.1: Governance-  Governance supports the operation  Standard 7.2: Leadership-  Effective leadership builds and promotes a positive organisational culture and professional learning community. |
| **Relevant DoE Policy and link** | [Code of Conduct Policy PD/2004/0020/V06](https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy)  [Working with Children Check Policy](https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy?refid=285776)  Working with Children Check – Appendix 1 – Determining which checks are required  [Working with Children Check – Appendix 5 – WWCC Declaration for volunteers and contractors](https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-5-Declaration-for-volunteers-and-non-child-related-contractors_FINAL.pdf)  [Working with Children Check – Appendix 9 - Transitional arrangements for existing child-related workers (employees, volunteers and contractors)](https://education.nsw.gov.au/policy-library/associated-documents/Working-with-Children-Check-Appendix-8-CRIMTRAC-Form.pdf) |
| **DoE Preschool Handbook January 2016** | Staffing, pages 57-62  Staffing Appendix 3.1  **School Learning Support Officer General Conditions of Employment** |
|  | [Code of Conduct Procedures (PDF)](https://education.nsw.gov.au/policy-library/associated-documents/Code_guide.pdf) |

A staff folder is maintained and kept in the staffroom:

* current mandatory training certificates (child protection training, Code of Conduct, E-Emergency care, Anaphylaxis e-learning, Anaphylaxis face to face, CPR face to face
* qualifications for the teachers and SLSOs
* teacher accreditation status
* Working with Children Checks (WWCC)
* nominated first aiders qualifications
* Individual *Performance and Development Plans*
* Individual learning transcripts from MyPL
* Our educators adhere to the Department of Education Code of Conduct.
* A list of whole school responsibilities is documented in the preschool induction booklet
* The responsibilities of our School Learning Support Officers is documented in the DoE Preschool Handbook in Appendix 3.1
* At all times, we maintain a staff to child ratio of one educator to ten children
* As per DoE policy, a teacher is always present with the children.
* The educator’s breaks are covered by whole school staff, with staff consistency maintained as far as is practical
* The teacher’s release is provided by a permanent part-time educator who is known by the children and families.
* The staff roster is visible in the preschool, with any changes noted on the day’s sign in sheet.
* Our preschool offers places to students on practicum placements.
* Our preschool has administrative support, equivalent to one day a week.
* Staff induction for relieving staff is led by the Principal, and covers the EYLF, responsibilities in terms of interactions with children, safety and handover procedures.
* Every effort is made to employ a regular casual, who is familiar with our service procedures and children.