

Rydalmere Public School Preschool Procedure

Staffing



(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)

Reviewed: 8 - 4 – 19

<u>Education and care services regulation/s</u>	NSW Department of Education policy, procedure or guidelines	Relevant National Quality Standard/s
Regulation 168(2)(i)	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • 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 • Working with Children Check Procedure • Departmental preschools and the National Regulations 	4.1: Staffing arrangements enhance children's learning and development.

Resources:

Early Childhood Australia's Code of Ethics- this document can be accessed via the preschool section of the department's [website](#).

- All staff complete annual mandatory child protection training as required and adhere to the DoE staff code of conduct and mandatory training requirements.
- All permanent preschool teachers appointed to the school have an early childhood qualification. Preschool support staff hold an ACEQA approved Certificate 111 qualification in Children's Services.
- The preschool teacher is responsible for planning and implementing a quality play-based program that is relevant to the children in their local context and guided by the Early Years Learning Framework.
- The preschool SLSO works with the teacher to provide the educational program and a healthy, safe, welcoming environment.
- The staff to child ratio is one educator to ten children.
- The staff to child ratio for excursions is determined after a risk assessment conducted
- Educators' breaks are covered by teachers within the school who have multiple duties each week to ensure staff consistency is maintained. The two SLSO's cover each other for breaks.
- Preschool staff photos are displayed in the foyer.
- Teachers sign on each morning at the school office and SLSO's sign on and off each morning and afternoon at the school office.

- Students on practicum placements are accepted at the discretion of the Principal.
- The preschool administrative support allocation (0.2 FTE) is used by the Office Administration Staff to collect fees, organise enrolment of new students, medical action plans and orientation procedures as well as other administration as required.
- New staff are warmly welcomed and slowly inducted into the routines and procedures of preschool. Priority is given to developing relationships with the children, families and staff. New staff are given access to all relevant documents, policies and procedures. The school office administration staff assist with all departmental and school related requirements.
- All staff are required to develop and maintain Performance and Development Plans on an annual basis and work with the preschool supervisor in the development of these. Staff have access to professional learning through the school and Department of Education as well as accessing outside services.
- If a casual educator is required to cover the preschool class then an Early Childhood trained Educator is preferred and usually available. In exceptional circumstances a primary trained teacher will be used to cover the preschool class. All casual educators need to have prior approval to work for the Department of Education and have passed through all working with children checks and requirements in order to be approved.
- As we exceed the ratio requirement for our SLSO's, if one SLSO is away the other will cover the role and our ratios are always maintained.