



Dubbo West Public School Preschool

Procedure: **Staffing**

Education and Care Services National Law or Regulation:

168(2)(i)

Links to National Quality Standard:

4.1.1

4.1.2

4.2.1

4.2.2

7.1.3

7.2.2

7.2.3

Links to Department Policy, Procedure or Guideline:

Code of Conduct Policy

Management of Conduct and Performance

Working with Children Check Policy

Date to be reviewed:

November 2020

Introduction:

Departmental preschool classes provide for a maximum of twenty children each day. Dubbo West Public School Preschool is staffed by a team of two early childhood trained teacher and three School Learning Support Officers (SLSO). Each day there is a teacher and two SLSOs employed at preschool.

Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school. Under the Education and Care Services National Regulations the supervisors of the preschool are known as nominated supervisors. Departmental preschools have one nominated supervisor which is the principal of the school. If the principal is absent the executive replacing the principal becomes the nominated supervisor.

The preschool receives weekly administration support (0.2) or 1 day per week and each preschool teacher is entitled to release from face to face (0.084).

All Department staff must complete annual child protection training to ensure they understand their responsibilities under the child protection legislation in addition to the DOE staff Code of Conduct and mandatory training associated.

A staff folder (kept in the preschool) is maintained and includes:

- 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

Staffing:

Teacher

- All permanent preschool teachers appointed to the school by the Department's Staffing Services are required to have an early childhood qualification.
- The preschool teachers are 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. (*see Educational Program and Documentation Procedure*)
- Teachers are responsible for their own professional development. In consultation with their supervisor, teachers should ensure they access appropriate professional learning.
- The preschool teacher translates school policies and programs into suitable learning experiences for the children in the preschool and is accountable to the Instructional Leader and principal (Nominated Supervisor).
- The teachers and support staff operate as a team within the preschool with the teacher providing direction and guidance in the provision of the preschool program.
- The Education and Care Services National Regulations (clause 151) requires a record to be kept of preschool teachers and staff on duty each day. A message board in the preschool foyer informs parents and visitors of the staff on duty and any changes to staff for that day.
- While the focus is on the preschool program, preschool teachers and support staff have an important role in the whole school community and contribute to whole school activities.
- At Dubbo West Public School Preschool there are two teachers, each working 3 days (0.6 FTE). Each teacher has their own class.

Preschool support staff

- Support staff in the preschool consists of two School Learning Support Officers (SLSO) These positions are responsible to the principal and are under the immediate supervision of the preschool teacher. They work with the teacher to provide the educational program and a healthy, safe and welcoming environment
- Staff in these positions are required to hold an ACECQA approved Certificate 111 qualification in Children's Services or higher.

- The collaboration between the teacher and support staff plays an important part in the day-to-day operation of the preschool.
- This includes interacting with children and supporting their positive behaviour, organising and setting up activities, cleaning equipment, and attending to the personal care and needs of young children.

School Administrative Officer (SAO)

- The preschool has a staffing entitlement of a 0.2 FTE school administrative support officer position to assist with preschool administration tasks.
- This support is used in a number of ways. The school administrative officer works in the preschool each Wednesday.
- The school administrative officer, when appropriately trained may administer first aid or prescribed medications to the preschool children.

Release from face to face teacher (RFF)

- As for all other teachers in the school, preschool teachers are entitled to release from face to face (RFF) teaching time.
- The RFF teacher may be responsible for delivering the daily program developed by the classroom teacher or be responsible for a specific part of the program developed in consultation with the teacher, for example, music, outdoor play or physical activity.
- To ensure continuity of learning the teacher with the Wednesday planning day provides the other Preschool teacher with their allocation of RFF time on the Wednesday.

Casual Teachers

- Whenever teachers provide temporary relief in the preschool for a long term vacancy, for example long service leave or maternity leave, schools need to employ an early childhood trained teacher. However, if the leave is less than 12 weeks a primary trained teacher may be employed to provide relief (Regulation 135).
- The responsibility for employing casual and temporary teachers to cover long term and short term teacher relief lies with the school principal
- Any new member of staff participates in an induction process. This includes an overview of the general operational requirements, important information about the preschool and time to read through the staff induction folder.
- Where possible the two preschool teachers will replace each other when they are unable to take their class.

Staffing of breaks in the preschool:

- Adequate supervision must be maintained at all times including breaks.
- A teacher must always be present as they have the full responsibility for the supervision of children. As the preschool operates a full day program the school needs to ensure that the preschool teacher and support staff receive the breaks to which they are entitled.
- The preschool is part of the duty roster for the whole school. Lunch breaks for the preschool teacher are covered by K-6 staff members.

When there are two SLSOs (with Certificate III) working lunch breaks and breaks for SLSOs are covered by each other, maintaining staff ratios. If a relieving SLSO is working for the day, a staff member from school with the Cert III training (or higher) will cover the break times

Determining the Responsible Person in Charge: -

- This role is also assigned to the principal. Its purpose is to ensure that there is always a responsible person on the school premises who is in charge of the preschool.
- When the principal is absent the preschool staff will be notified of the name of the person replacing the principal.

First Aid Qualifications

Regulation 136 of the Education and Care Services National Regulations states that at least;

- One person who has an approved first aid qualification, and
- One person who has undertaken approved anaphylaxis training, and
- One person who has undertaken approved emergency asthma training need to be on the premises at all times while children are present and immediately available in an emergency.

It may be the same person who holds all these qualifications.

Under the regulation the person/s with these qualifications may be located in the school as long as they are immediately available in an emergency.

Each preschool needs to carefully consider how they will meet this requirement.

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

- e-Emergency care
- CPR training
- Anaphylaxis training

When a child with Anaphylaxis is enrolled in the preschool staff are also required to do the face-to-face training.

Staffing for Excursions

- In recognition of the age and development of preschool children, the adult to child ratio for preschool excursions differs to that of the rest of the school.
- The Education and Care Services National Law Act 2010 requires that adequate supervision is maintained at all times when the children are in care (Section 165).
- An increased adult to child ratio for excursions is not specified in the National Regulations. A thorough risk assessment is needed to determine whether ratios are sufficient to provide adequate supervision.
- Excursion permission notes include the number of adults who will be accompanying the children.

Code of Conduct

- Preschool staff will complete online departmental Code of Conduct training at the beginning of each school year.
- All preschool staff will comply with legislation, departmental policy, procedures and the Department's Code of Conduct, perform their duties effectively, provide impartial and accurate advice and act in a manner that promotes a productive and harmonious working environment.
- Preschool staff will read
 - the Department of Education Code of Conduct
 - Code of Ethics and Conduct for NSW government sector employees
 - Early Childhood Australia's Code of Ethics
- The Early Childhood Code of Ethics will be displayed in a prominent part of the preschool so that all staff, children and visitors can access the information.
- All preschool staff will follow the Code of Ethics at all times when interacting with children, families and each other

Professional Development Framework

- The performance and development process supports the ongoing improvement of student outcomes through the continuous development of a skilled, effective and professional workforce.
- Teachers, SLSOs and the SAO meet with their supervisor each year to negotiate goals and complete their Professional Development Plan (PDP)
- PDPs are reviewed mid-year and at the end of the year.

