 

KOONAWARRA PUBLIC SCHOOL PRESCHOOL

**(i) Staffing**

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| **Current****Forbes Street Woolloomooloo 2013** **T: 9358 5335/6** **F: 93571831** **E: plunketstr-p.school@det.nsw.edu.au** | May 2018 |
| **Next Review** | May 2019 |
| **Regulation(s)** | [Regulation Part 4.4 Staffing Arrangements](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4):Regulations 118 –154[Regulation 168](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div2/reg.168) [Regulation 271](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap7/part7.3/div2/reg.271)[Regulation 272](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap7/part7.3/div2/reg.272) |
| **National Quality Standard(s)** | Standard 2.1 Standard 4.1Standard 4.2Standard 7.1Standard 7.2 |
| **Relevant DoE Policy and link** | ***Code of Conduct, Participation of volunteers and students on practicums:*** [Public Schools NSW: Code of Conduct Policy PD/2004/0020/V06](https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy)[Public Schools NSW: Code of Conduct Procedures Document](https://education.nsw.gov.au/policy-library/associated-documents/The-2014-Code-of-Conduct-approved-by-Minister-1-July-2014-updated-Dec-2016-not-tracked.pdf)[Public Schools NSW: Management of Conduct and Performance policy](https://education.nsw.gov.au/policy-library/policies/management-of-conduct-and-performance)Public Schools NSW: [Working with Children Check Policy](https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy?refid=285776)[Public Schools NSW: Working With Children Check procedure](https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Procedure_FINAL.pdf)[Public Schools NSW: Appendix 1 Working with Children Check Requirements](https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-1-WWCC-quick-reference-guide_FINAL.pdf)[Public Schools NSW: 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)[Public Schools NSW: Appendix 9 WWC Transitional arrangements for existing child-related workers (employees, volunteers and contractors)](https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-9-Transitional-arrangements_FINAL.pdf)***Determining the Responsible Person present at the service*** NSW Public Schools: [Departmental preschools agreements and the National Regulations](https://schoolsequella.det.nsw.edu.au/file/12eed9ed-a4e3-4539-b8a8-9cf318812ff3/1/agreements_doe_preschools.pdf) |
| **Relevant School Procedure** |  |
| **DoE Preschool Handbook January 2016** | [Department of Education Preschool Handbook](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf):Access, page 13Staffing, pp. 56-59, 62Staffing *Appendix 3.1 -*  School Learning Support Officer General Conditions of Employment |
| **Key Resources** | ***Code of Conduct; Determining the Responsible Person present at the service and Participation of volunteers and students on practicums:***[NSW Public Schools Teachers Handbook- Professional and Legal Responsibilities of Teachers](https://education.nsw.gov.au/about-us/jobs-and-opportunities/school-careers/teachers/teachers-handbook)NSW Public Schools: [Departmental preschools agreements and the National Regulations](https://schoolsequella.det.nsw.edu.au/file/12eed9ed-a4e3-4539-b8a8-9cf318812ff3/1/agreements_doe_preschools.pdf)[Early Childhood Australia Code of Ethics](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/)NSW Working with [Children](http://www.kidsguardian.nsw.gov.au/ArticleDocuments/316/WWCC_brochure.pdf.aspx?Embed=Y) Check information sheet |

* The staff to child ratio for the preschool is one educator to ten children. This ratio will be maintained at all times.
* Departmental preschool classes provide for a maximum of twenty children each day. Each class is staffed by an early childhood trained teacher and a school learning support officer or an Aboriginal education officer.
* During 2017 Koonawarra Preschool have employed an additional staff member, Community Engagement Officer (CEO), to work with the children and families. The CEO is employed as an Operational Paraprofessional and is not to be included in ratios.
* We will offer a maximum of 20 full time equivalent (FTE) places.
* All Department staff will complete school-based annual child protection training to ensure they understand their responsibilities under the child protection legislation.
* All staff must abide by the DoE Code of Conduct.
* All preschool staff are required to have a Professional Development Plan (PDP) which is developed at the beginning of each school year and evaluated consistently. An appropriate supervisor is identified for each staff member.
* Any additional staff visiting the preschool, who are not permanent / temporary employees in the preschool, will need to sign in and out of the preschool when visiting. This includes RFF teacher, Casual staff, and break relief staff.
* A staff record must be kept which contains information about all staff members, including the educational leader, volunteers and students, including working with children checks. **Regulation 149** states that "The staff record must include the full name, address and date of birth of each student or volunteer who participates in the centre-based service." and "The approved provider of a centre-based service must also keep a record for each day on which the student or volunteer participates in the service, the date and the hours of participation."
* The Nominated Supervisor, Responsible Person and Educational Leader of Koonawarra Preschool is the School Principal. In the event that the Principal is not present in the school the Relieving Principal resumes these responsibilities.

Teacher

* 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 teacher will translate school policies and programs into suitable learning experiences for the children in the preschool and is accountable to the school supervisor and principal.
* The teacher and support staff will operate as a team within the preschool with the teacher providing direction and guidance in the provision of the preschool program.
* A record will be kept of preschool teachers and staff on duty each day. An up to date staff timetable will be displayed to inform parents and visitors of the staff on duty and any changes to staff for that day.
* As for all other teachers in the school, preschool teachers are entitled to release from face to face (RFF) teaching time. A suitable and consistent RFF teacher is employed to ensure continuity for the children.

School Learning Support Officer (SLSO)

* A full time school learning support officer is employed for six hours and fifteen minutes per day. She works with the teacher to provide the educational program and a healthy, safe and welcoming environment.
* The school learning support officer will assist the preschool teacher to implement the preschool program. This may include interacting with children and supporting their positive behaviour, organising and setting up activities, cleaning equipment, attending to the personal care and needs of young children and some documentation of children’s learning. The SLSO position is responsible to the principal and functions under the immediate supervision of the preschool teacher.
* Staff in these positions will hold an ACECQA approved Certificate III qualification in Early Childhood Education and Care.
* The collaboration between the teacher and support staff plays an important part in the day to day operation of the preschool.
* The SLSO is required to attend brief daily morning meetings to reflect on the educational program and discuss any other matters as they arise.

Community Engagement Officer (CEO)

* A Community Engagement Officer (CEO) is employed for 24 hours per week over 5 days.
* Under the direction and guidance of the preschool principal or delegated officer, the Community Engagement Officer will:
* Engage Aboriginal preschool families and community members in discussions about the *Tunin’ In* project.
* Establish and maintain effective partnerships with families to improve Aboriginal student learning.
* Work collaboratively with school staff to support effective communication between home, school and community.
* Establish, maintain and regulate Storypark pages promoting Early Literacy and Numeracy Strategies.
* Liaise with families and school communities to discuss school programs to better understand students' learning.
* Assist in the development and maintenance of links across transition points from pre-school to school.
* Identify issues impacting on the local community and resources available in the community that could be shared to support the school.
* Develop and implement community based initiatives that provide benefits to the school and the community.
* Refer family and community concerns to the principal.

School Administrative Officer (SAO)

* Each school with a preschool has a staffing entitlement of a 0.2 FTE school administrative support officer position to assist with preschool administration tasks.
* A school administrative officer, when appropriately trained may administer first aid or prescribed medications to the preschool children.

Employment of casual and/or temporary teachers

* Whenever teachers provide temporary relief in the preschool for a long term vacancy, for example long service leave or maternity leave, the school will 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)
* Any new member of staff will participate in an induction process. This would include an overview of the general operational requirements and important information about the preschool. See below
* The Casual Educators Folder will be supplied on the first day of attendance.

Staff Induction

* All members of staff, including casuals, new members of staff, volunteers and students on practicum or work experience, are to be provided with a copy of the preschool philosophy and the Early Childcare Australia Code of Ethics.
* All staff members need to have an understanding of DEC and KPS preschool policies and procedures and know where to locate these, as well as having an understanding of the Code of Conduct and Child Protection.
* All teaching staff need to have an understanding of their obligation to undertake online anaphylaxis training as required by the DEC.
* All staff need a current First Aid Certificate.
* All new members of staff are to be given time to read through the Casual Staff Induction folder at the beginning of the day. This folder should include;
* Alerts for children with allergies or medical conditions
* RFF & Duty Roster
* Daily Routine
* Staff Responsibilities
* Class List
* Evacuation Procedures
* Element 7.1.2 of the National Quality Standard states, " The induction of educators, co-ordinators and staff members is comprehensive". This procedure ensures that all staff working with children are provided with a comprehensive induction and have quick access to documents relating to the care of children, including the preschool procedures and philosophy.

Staffing of breaks in the preschool

* Adequate supervision must be maintained at all times including breaks.
* A teacher will always be present in the preschool as they have the full responsibility for the supervision of children. This is done by including the Preschool in the school’s daily duty roster.

Participation of Volunteers and Students on Practicum Placements

* All volunteers, student teachers on practicum and/or work experience students to Koonawarra Preschool must sign in at the School's staff room, in addition to signing the preschool register.
* Visitors, volunteers or students are not permitted to be left alone with any child or be asked to supervise or manage the behaviours of children on behalf of a qualified educator at any time.
* Student teachers, work experience students and volunteers must be given a staff induction and details regarding the critical procedures and philosophy of the preschool.
* All volunteers and students are required to have a Working with Children’s Check (WWCC). Each WWCC must be verified and align with the DoE and school procedures.
* All volunteers and students are required to have a staff record including full name, address and date of birth.