

Coota Gulla Preschool Procedures



Staffing

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
4.1	135 136 149 151	<ul style="list-style-type: none"> ▪ Working with Children Check Policy ▪ Code of Conduct Policy ▪ Management of Conduct and Performance
Next Review Date:		21/09/23

Staff: -

Coota Gulla preschool consists of two groups. Each group has their own educator. These educators are early childhood trained teachers. There is also a full time Aboriginal Education Officer (AEO).

One School Learning Support Officer (SLSOs) support the preschool with the speech program as guided by the Speech Pathologist employed by the school. Two SLSOs support the preschool and the individual needs of individual children to engage in the preschool program.

The Principal is the nominated supervisor, educational leader and person in charge with the overriding responsibility for the supervision of the preschool. In the principal's absence, one of the Deputy Principals will assume the above roles or, in their absence, one of the executives. The Principal has delegated the role of educational leader to one of the executives.

Photos of the above staff are displayed at the entry of the preschool and are on the school's website.

Teacher release is coordinated internally with the two teachers to ensure consistency.

When replacing preschool staff, the school has regular teachers and SLSOs who are utilised in the preschool as they have built up knowledge of the preschool and built relationships with the children and parents/carers.

Break times are aligned with the whole-school breaks and are covered as part of the whole-school playground roster. To ensure consistency, one of the preschool staff is on duty at each break. The other staff supporting break times are from the main school, however, the same group of staff are used as they are familiar with the preschool and the children.

If there is a long-term/permanent change of staff, families are notified in advance via note and through ClassStory on ClassDojo.

Preschool administrative support is absorbed into the school's administrative support and is used as needed, for example maintaining waiting lists, processing new enrolments, supporting with currency of immunisations, printing of pamphlets, printing and collating information packages, ensuring currency of mandatory training, etc.

Training: -

All teaching and non-teaching staff have approval to work for the Department of Education.

Mandatory training is tracked as part of a whole-school process and covers the following:

- WHS Induction

- Child Protection
- Code of Conduct
- CPR & Anaphylaxis (face-to-face)
- e-Anaphylaxis
- e-Emergency Care
- WWCC

The educators are trained First Aid Officers. The AEO is working towards ACECQA approved Certificate III qualification in Children's Services.

Verifications of all the above are recorded in an Excel worksheet on the Office Drive, paper evidence is kept in the Deputy Principal's office and for all staff working in preschool, including regular replacement staff copies are kept in a folder in the preschool office.

While office staff periodically check the spreadsheet to ensure all training is up-to-date, ultimately it is the responsibility of each staff member to ensure their training is current.

All teaching and non-teaching staff must have a Performance and Development Plan (PDP) which they create with the support of their supervisor to construct goals and plan for professional learning. It is the responsibility of the staff to source professional learning or talk to their supervisor if they need support.

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).

All casual staff need to have current certificates to show that all mandatory training has been completed prior to being employed by the school There is a Casual Folder in the preschool which contain all information needed by any casual staff member working in the preschool.

Roles and responsibilities: -

The Principal is the nominated supervisor, educational leader and person in charge with the overriding responsibility for the supervision of the preschool.

The responsibility of each group is the teacher, however, both the teacher and AEO are working with and supervising the children except during scheduled breaks or teacher release.

The teacher is responsible for planning and implementing a quality, play-based program that is driven by children interest and the Early Years Learning Framework.

The AEO is responsible for the authentic inclusion of Aboriginal culture. She also liaises with and supports our Aboriginal families as well as connecting with other families when needed.

While the teacher and AEO are the primary contributors of observations, all staff working in the preschool are encouraged to record any observations to assist the teacher with planning the next learning sequence.

The preschool timetable is visible to parents/carers. The duty roster can be accessed by all staff on Sentral.

All staff and visitors entering the preschool for any reason or for any duration must sign in and out in the book available upon entry/exit.

The responsibility for employing casual and temporary teachers to cover long term and short term teacher relief lies with the school Principal. Schools either contact casual relief teachers directly or request assistance from the Department's Staffing Services area to identify a suitable casual teacher.

Volunteers: -

Paperwork regarding clearance to work with children, proof of identity and other necessary documentation is managed by the school's main office. No one works in/supports the preschool without appropriate checks and training as directed by the Department of Education and ACEQA.

ECA Code of Ethics: -

The Code of Ethics is embedded in our Preschool practices and displayed in the staffroom for educators to access.