



Procedure related to staffing

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
4.1	135 136 149 151	Working with Children Check policy Code of Conduct Policy Management of Conduct and Performance

How and when do staff complete the Department's Code of Conduct training?

All staff complete the Department of Education Code of Conduct training at the beginning of each year.

What role does the 'Early Childhood Australia Code of Ethics' play in preschool operations?

The values we underpin in our preschool include fairness, respect, integrity and responsibility. We consider the 'Early Childhood Australia Code of Ethics' when reviewing our philosophy and it guides our everyday practice.

How is a record kept of which educators are responsible for the children, and when?

A record of staff working directly with the children is kept in our front foyer. Staff sign in and out as they enter and exit.

How is the preschool staffed (i.e. by a teacher and an SLSO or AEO)?

Eastern Creek Preschool is staffed by a teacher and an SLSO.

What is required for staff to work in the preschool (i.e. verified WWCC, approval to work in DoE, ACECQA approved qualification)?

Staff are required to have a verified WWCC, approval to work in DoE, ACECQA approved qualification, Anaphylaxis e-learning training and Mandatory Child Protection training.

When the principal is off-site or absent, which executive member is responsible for the preschool?

When the principal is off-site or absent, the executive member who supervises the preschool becomes responsible for the preschool. If the supervisor to the preschool is off-site or absent another executive member will be nominated to be responsible for the preschool by the principal.

How are staff replaced in the event of illness or absence?

An executive member from Eastern Creek Public school is nominated each semester to be responsible for replacing educators with casual staff in the event of illness or absence. All efforts are made to use regular casual educators who are familiar with our children.

What are the roles and responsibilities of educators?

The roles and responsibilities of educators is to support children's wellbeing, learning and development. Ensuring the health and safety of children and developing positive and respectful relationships with children and their families

How are educators' planned breaks covered? How is the teacher's release covered?

Staff from Eastern Creek Public School are rostered to cover preschool educator's lunch breaks and release from face to face each week.

How is staff consistency maintained?

Staff consistency is maintained by having the same rostered staff visit our preschool for lunch breaks and RFF each week.

How are families informed of the staff roster, plus any changes due to absence?

Families are informed during the orientation process that Eastern Creek Preschool has one teacher and one SLSO on site every day. Signage in our foyer area informs families of who is in the preschool each day. Any staff changes are put up on the notice board located on our preschool gate.

How is the preschool administrative support allocation (0.2 FTE) used?

Preschool administrative support allocation is used one day a week in the preschool office.

What processes are in place for the induction of preschool, relieving and casual staff?

Eastern Creek Preschool implement a whole school preschool induction in Term one. New casual staff are asked to read our casual folder.

What is the process for staff access to professional learning and the completion of Performance and Development Plans?

Preschool staff attend professional learning days throughout the year. All staff complete a Performance and Development Plan in Term one each year and this is followed up throughout the year.

Who collects the signed declarations that volunteers have no offences that would bar them from working with children and their 100- points of proof of identity?

At times, we may have volunteers or work-placement students in our preschool. All volunteers and students are required to sign a declaration, provide a 100 points of identification and supply an up to date working with children check.

Does the preschool host education students completing practicums? If so, what are the details?

Students completing practicums at Eastern Creek Preschool are required to record their full name, address and date of birth.

Visitors and volunteers must sign the visitor's book to record the date and hours they were in the preschool.

Reviewed September 2022