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## Florey Preschool Staffing Procedure

### Management of the preschool team

Florey Primary School has been granted a service approval to operate an on-site preschool. The governance and management of the preschool unit is undertaken centrally by the Florey Primary School Leadership Team.

The preschool team meets as a Professional Learning Community on Wednesday mornings each week. This meeting allows for the ongoing sharing of ideas and resources. All preschool teachers and educators attend this meeting, with preschool assistants attending most sessions throughout each term.

### Staff signing in and out of the premises

All staff must sign in at the preschool premises at the start of each day or upon arrival. Staff must also sign out at the front office if they leave the premises at any time during the day.

### Code of Conduct

All staff are governed by the ACT Public Service Code of Conduct and choose to abide by the Code of Ethics from Early Childhood Australia.

Preschool teachers must also abide by the Teachers Code of Professional Practice. These documents are regularly referred to and can be a useful source of information when dealing with complex situations.

### Requirements for relief and regular release staff

Relief staff (both teacher and preschool assistant) and regular release staff must meet the same regulations as permanent preschool staff.

### Relief and release teachers must:

- have their early childhood qualifications verified as approved by ACECQA prior to commencing work
- abide by the Code of Conduct documents identified above
- abide by Mandatory Reporting requirements.

Relief and release preschool assistants must:

- abide by the relevant Code of Conduct documents identified above
- abide by Mandatory Reporting requirements.

Educational Leader

The Educational Leader is the person who has been appointed to lead the development and implementation of the educational program. The Educational Leader at Florey Preschool is the Deputy Principal of Florey Primary School.

Nominated supervisor

Under the National Law, the Nominated Supervisor at a preschool is responsible for the following aspects of the preschool program:

*Educational programs*

Ensuring educational programs are:

- based on and delivered in accordance with an approved learning framework
- based on the developmental needs, interests and experiences of each child
- designed to take into account the individual differences of each child.

*Supervision and safety of children*

Ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.

*Administration of medication*

- ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations
- where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable.

*Excursions*

- ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations, and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion.

*Staffing*

- ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role

**At Florey Preschool the Principal of Florey Primary School is the Nominated Supervisor.**

**The role of Nominated Supervisor cannot be delegated.**

Reviewed June 2015

## Certified Supervisor

The Certified Supervisor is placed in day-to-day charge of a preschool unit when the Nominated Supervisor is unable to fulfil this role for any reason. The Certified Supervisor must accept this nomination in writing.

Certified Supervisors are not the equivalent of a Nominated Supervisor and do not have the same responsibilities under the National Law as Nominated Supervisors. At Florey Preschool the deputy principal is the Certified Supervisor. When the Certified Supervisor is unavailable the delegation moves to a school executive teacher as needed.

## Determining the Responsible Person

The Nominated Supervisor is the Responsible Person. In the event of the Nominated Supervisor being unavailable, the Certified Supervisor assumes the role of Responsible Person.

At all times, the name of the Nominated Supervisor or Certified Supervisor must be displayed on the joint information board in the preschool unit.

## Requirements for First Aid

It is a legal requirement for staff who are appropriately trained in First Aid, Asthma and Anaphylaxis to be on-site at all times. In the case of the Florey Preschool Unit, their co-location with Florey Primary School enables First Aid staff to be quickly deployed to the preschool site as required. Consequently, this regulation can be met through the management of appropriately trained staff at either Florey Primary or the Florey Preschool Unit.

## Participation of volunteers

Volunteers are a valuable part of the preschool program and contribute a wealth of experience, knowledge, skills and support. All preschools actively encourage the participation of volunteers in any manner they are able to contribute.

At the beginning of the preschool year, parents/carers are provided with a copy of the Volunteers Code of Conduct and Nomination Form. These forms must be completed by anyone wishing to volunteer on site. Volunteers are required to sign in and out in the Alternate Arrangements book located at the preschool site, every time they volunteer.

Volunteers need to complete a Working with Vulnerable People (WWVP) Check. The Working with Vulnerable People Act states that a person is 'engaged in a regulated activity' if they have contact with a vulnerable person and an exemption does not apply. Child education services is considered to be a regulated service. There will be no change for completing this process for volunteers. A volunteer must have a completed WWVP check if volunteering in the preschool more than three days in any four-week period and seven days in any 12-month period. As long as a volunteer (or visitor) has applied for a registration card with the Office of Regulatory Services including providing a named employer (this can be a school), and a decision has not yet been made about their application, the employer (i.e. the school) can allow the volunteer (or visitor) to engage with children provided they are supervised at all times by a person who is registered under the Act. This permission ceases to apply if the application is withdrawn or the person is given a negative notice.

In the event that an issue arises about the conduct of a volunteer while at preschool, staff should contact the preschool team leader and principal in the first instance. However, preschool staff are

required by law to ensure that volunteers are not affected by alcohol or drugs while on preschool premises. Should this occur, staff must immediately contact the preschool team leader and Principal.

#### Participation of preservice teachers and educators

There is an ongoing professional responsibility for teaching staff to mentor preservice teachers and educators. The placement of preservice teachers is managed by the Professional Experience Coordinator from Florey Primary School. It is the responsibility of the Professional Experience Coordinator to ensure preservice teachers are aware of their responsibilities under the National Law and the Codes of Conduct outlined above. Preservice teachers must sign in and out of the preschool premises as directed by preschool staff.

Certified Supervisors at Florey Primary School if Felicity Bruce is out of the school
1. Kelly Booker
2. Mitchell Parker (Monday and Tuesday)
3. Bernadette Allen (Wednesday and Thursday)
4. Marika Vrieling (Friday)
5. Stacey Low
6. Adam Chad