



Hughes Primary School

Learning for Life



Groom Street Hughes ACT 2605
Telephone: 02 6142 0730 Facsimile: 02 6142 0747
E-mail: info_hughesps@ed.act.edu.au
Website: <http://www.hughesps.act.edu.au>

Preschool Staffing Procedure

Management of the preschool team

Hughes 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 Hughes Primary School Leadership Team.

The preschool team meets as a Professional Learning Community on Wednesday mornings on even weeks. This meeting allows for the ongoing sharing of ideas and resources, addressing issues and maintaining knowledge of requirements, policies and regulations.

New staff, or staff who are new to working in the preschool, are required to fill in the relevant staff record form and provide evidence of qualifications, where required. These are to be kept on record in the staffing folder at the preschool.

Staff signing in and out of the premises

All staff must sign in at the preschool premises on arrival and when leaving. Times must also be logged to record when staff members are working with children, on programming or on their break. Staff must also sign out in the diary or make a note in the sign in book if they leave the building at any time during the day. The Responsible Person and Early Childhood Teacher must record their role against their name in the sign in sheet to show when they are working with children/on the floor.

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. Copies of each of the documents are available in the Staff Induction Folder.

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



Hughes Primary School

Learning for Life

Groom Street Hughes ACT 2605
Telephone: 02 6142 0730 Facsimile: 02 6142 0747
E-mail: info_hughesps@ed.act.edu.au
Website: <http://www.hughesps.act.edu.au>



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 Hughes Preschool Unit is the Early Childhood Teacher/Preschool Teacher of Hughes 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 Hughes Preschool the Principal of Hughes Primary School is the Nominated Supervisor/Responsible Person

The role of Nominated Supervisor cannot be delegated.



Hughes Primary School

Learning for Life



Groom Street Hughes ACT 2605
Telephone: 02 6142 0730 Facsimile: 02 6142 0747
E-mail: info_hughesps@ed.act.edu.au
Website: <http://www.hughesps.act.edu.au>

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 Hughes Preschool the Certified Supervisor/person in day-to-day charge is a member of the Executive Team. The Preschool Teacher may also accept this role and fill the in staffing record to be the person in day-to-day charge.

Determining the Responsible Person

On a day-to-day basis, the Early Childhood Teacher/Preschool Teacher and Executive Teacher/Certified Supervisor fulfil the requirements of the Responsible Person working with children.

The Nominated Supervisor may also be the Responsible Person.

At all times, the name of the Nominated Supervisor, Certified Supervisor and those who have agreed to take on the role of Responsible Person 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 Hughes Preschool Unit, their co-location with Hughes 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 Hughes Primary or the Hughes 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 Volunteers Sign in Book located at the school 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. You must have a completed WWVP check if you are 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



Hughes Primary School

Learning for Life



Groom Street Hughes ACT 2605
Telephone: 02 6142 0730 Facsimile: 02 6142 0747
E-mail: info_hughesps@ed.act.edu.au
Website: <http://www.hughesps.act.edu.au>

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 conduct 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.



Hughes Primary School

Learning for Life



Groom Street Hughes ACT 2605
Telephone: 02 6142 0730 Facsimile: 02 6142 0747
E-mail: info_hughesps@ed.act.edu.au
Website: <http://www.hughesps.act.edu.au>

Participation of preservice teachers

There is an ongoing professional responsibility for teaching staff to mentor preservice teachers. The placement of preservice teachers is managed by the Professional Experience Coordinator from Hughes Primary. 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.