**Granville Public School Preschool**

**Procedures for Staffing**

1. **Code of conduct**

The Code of Conduct clarifies the standards of behaviour that are expected of DoE staff in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions.

*At Granville Public School Preschool we:*

* undergo regular training that keeps us abreast of the requirements of the code of conduct.
* aim to abide by the code of conduct.

1. **Determining the Responsible Person present at the Service**

Each departmental preschool has one nominated supervisor which is the principal of the school. If the principal is absent the executive replacing the principal becomes the nominated supervisor.

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.

Each teacher is responsible for their own professional development.

Support staff in the preschool consist of a school learning support officer (preschool). These positions are responsible to the principal and function under the immediate supervision of the preschool teacher.

*At Granville Public School Preschool we:*

* have an Administrative Officer every Wednesday to assist with preschool administration tasks.
* consistent replacement staff with a roster displayed in the foyer.
* notify parents of change of staffing on any given day.

1. **The Participation of Volunteers and Students on Practicum Placements**

We value the support of volunteers within our environment. As part of our philosophy we believe we must share our knowledge with our community and as such welcome the placement of Early Childhood students into our preschool.

*At Granville Public School Preschool we:*

* require that students have their Working with Children check.
* require that students have their relevant insurances from their educational institution.
* encourage them to be interactive with and supportive of the children.
* require that all students and volunteers (other than parent helpers) read and sign in our service manual which sets out step by step daily requirements.
* require volunteers (other than parent helpers) and students to sign in and out of the preschool daily.