



## Roles and responsibilities

### Education

Nominated Supervisor	Principal: James Barnett
Educational Leader	P-2 Executive Teacher: Julia Ison
Recording observations of student learning	All Preschool Educators

### Building, Grounds & Equipment

Outdoor safety checks	Katrina/Dianne/Sally
Indoor safety checks	
General Maintenance	Building Services Officer – Brad
Mowing of grounds	Departmental Contractor
Garden Maintenance/pruning etc	Departmental Contractor
Composting	All Preschool Educators & Children
Worm Farm	All Preschool Educators & Children
Watering of Plants	All Preschool Educators & Children

### Health & Safety

Safe food practices	All Preschool Educators
Sun Safety	All Preschool Educators
Hygiene Procedures	All Preschool Educators
Emergency Procedures	All Preschool Educators
Cleaning Services	Business Manager – Denise Gilbert
Behaviour management	All Preschool Educators – In accordance to behaviour management procedures
Medical Emergency Forms & Risk management forms	Class Teacher Lauren Hall & Virginia Hambly
Supervision in toilets	All Preschool Educators
Animal Welfare	Sally Allen
OH&S Officer	Lauren Hall

### Procedures & Policies

Signing in/out visitors	All Preschool Educators & Office Administration staff
Policies Updated	P-2 Executive Teacher: Julia Ison
Educator Ratios	P-2 Executive Teacher: Julia Ison

### Families and Community

Community Liaison	Virginia Hambly
Resources for parents	All Preschool Educators
Positive interactions with students & families	All Preschool Educators