



ACT
Government
Education



Mount Rogers
Primary School

Roles and Responsibilities

Mount Rogers Primary School

Flynn, Melba and Spence Preschool Sites

Document Information

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Overview

This document safeguards and promotes children's safety, minimises risks and protects children from harm and injury.

It relates to -

National Quality Framework (NQF) Quality Area 2 – Children's Health and Safety

Standard 2.1 - Health - Each child's health and physical activity is supported and promoted.

Element 2.1.1 - Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.

Standard 2.2 - Safety - Each child is protected

Element 2.2.1 - Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Element 2.2.3 - Child Protection - Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Rationale

All children have the right to experience quality education and care in an environment that supports their physical and psychological well-being and fosters each child's growing competence, confidence, and independence.

Procedures for Staff, including Relief Staff (Teachers and Educators)

To ensure CECA compliance, please follow these steps to become aware of your roles and responsibilities in providing for each child's safety.

- Sign in and out using the folder in the office.

Sign On & Time	On class	Off class	On class	Off class	Sign Off & Time	Reason for Absence	Scheduled shift	Name & Qualification Covering Absence	Leaving premises	Depart	Return
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- At the beginning of the day, you will need to 'sign on' by writing the time you arrived and signing with your initials.
- At 9:00, you will need to sign 'on class' by writing the time.
- If you are with us for the whole day, you will need to sign 'off class' for your break by writing the time of your break.
- After your break, you will need to sign back 'on class' by writing the time.
- At 3:00 you will need to sign 'off class' by writing the time.
- When you leave the site at the end of the day, you need to 'sign off' by writing the time you are leaving the site and signing with your initials.
- If you leave the school premises during your break time, please use the final 3 columns to indicate this by writing your time of departure and arrival.

Procedures for Relief Teachers

While you are 'on the floor', you are the '[Responsible Person in Day-To-Day Charge](#)'. You will have previously signed one of these forms with the team leader. This means that you will be the primary point of contact for parents and staff during your time in our preschool.

To ensure our children's physical and psychological well-being, please familiarise yourself with the information contained within the 'Relief Folder' which is located on the sign in table.

Procedures for Relief Educators (LSAs)

To ensure our children's physical and psychological well-being, please familiarise yourself with the information contained within the 'Relief Folder'.

Procedures for Release and Break Time Teachers and Educators (LSAs)

To ensure CECA compliance, please follow these steps to become aware of your roles and responsibilities in providing for each child's safety.

- Sign in and out using the folder in the office.

Sign On & Time	On class	Off class	On class	Off class	Sign Off & Time	Reason for Absence	Scheduled shift	Name & Qualification Covering Absence	Leaving premises	Depart	Return
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- On arrival at the site when providing lunch or release to staff, you will need to 'sign on' by writing the time you arrived and signing with your initials.
- At the time you take over from the regular teacher or educator, you will need to sign 'on class' by writing the time.
- At the time the regular teacher or educator comes back to class, you will need to sign 'off class' by writing the time.
- As you leave the site at the end of your duty, you need to 'sign off' by writing the time you are leaving the site and signing with your initials.

To ensure continuity of care, minimise risks and protect children from harm, injury and infection, the following information must be shared between staff as a handover for release or lunch break

- Number of students in attendance at the time
- Needs of students, in addition to regular needs
- Changes to a child's delivery and collection details
- Changes to the program

Contact

For support, contact

- Exec on Deck (EOD) 0435 153 488
- Mount Rogers Primary School front office on 6142 2750
- Team Leader on 61422795
- Email the team leader at info@mtrogers.act.edu.au.

Feedback

Any feedback regarding this procedure should be directed to the policy owner. Refer to the contact information above.