

Preschool Field Officer Program

# Service delivery information for early childhood services.

**Uniting**



# Overview

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# Preschool Field Officer Service



The Preschool Field Officer team draws from Uniting's purpose: **To inspire people, enliven communities and confront injustice** and embraces Uniting's core values of **Bold, Imaginative, Respect and Compassion** in everyday practice. Through our daily interactions and actions we aspire to support teachers to plan and implement inclusive learning environments that are safe, happy, collaborative and where children can reach their full potential, leading to positive learning outcomes.

We have a strong commitment to diversity. We work in solidarity with respect for Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

The PSFO team provides locally responsive service to State Funded Early Childhood Services. PSFOs can provide practical advice, support and links to professional referral pathways. The PSFO's role is to support early childhood teachers and educators to build their skills, knowledge and confidence leading to inclusive practice with a particular focus on children with additional needs and children experiencing vulnerability.



# Eligibility Criteria



Victorian State funded kindergarten programs are eligible for Preschool Field Officer support. This is a DET funded service and is FREE.

## Eligible services include:

- Sessional kindergarten programs
- Long day care centers with an integrated kindergarten program
- Independent schools with an integrated kindergarten program

## Eligible children include:

- Children accessing a funded kindergarten program
- Children accessing Early Start Kindergarten (ESK) funding.



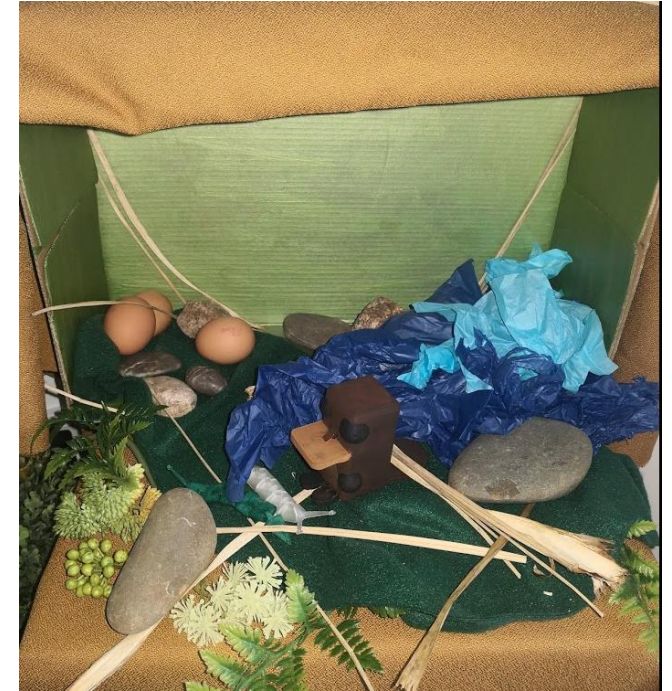
# Request for Service - What can I expect?



## Submitting a Request for Service

Request for Service forms are now available on the Uniting website:  
[earlylearning.untingvictas.org.au/services/psfo/](https://earlylearning.untingvictas.org.au/services/psfo/)

- E-forms are now available. There is also a PDF downloadable form available for those regions still accepting and processing paper forms
- Please refer to your local region PSFO tab on the Uniting website for specific instructions on where/how to lodge the Request for Service form as this may differ slightly between regions
- At the start of each year your PSFOs will email correspondence to all services with any regional specific procedures
- The new look form invites teacher reflection and forms the beginning of discussion around how the PSFO can support you.



# Request for Service - continued



- Please complete 'Request for Service' form together with child's guardian/parents. Guardian/parent must consent to PSFO Request for Service
- Please complete the child and kindergarten details in FULL, even if your service has had prior PSFO support
- Strengths and concerns within the VELDF areas can be noted in dot points
- Information about the child and what you seek for capacity building is important. This will help us to *'triage referrals'*
- Please use current Request for Service form and share PSFO communications and information about making a Request for Service to all relevant staff members at your service
- Your details may be collected and disclosed to the Department of Education and Training (the department) for specific purposes, including for the department's auditing, monitoring and reporting.



# Preschool Field Officer - Capacity Building



Preschool Field Officers work closely with Early Childhood Teachers. PSFOs can enhance the capacity and confidence of Teachers to provide an inclusive program that is responsive to the needs of all children.

## **Support for Early Childhood Teacher may include:**

- Providing Information and resources
- Contributing to Teacher assessment of child's learning and development needs
- Supporting Teacher's confidence to work with families
- Coaching to help with planning and implementation of inclusive kindergarten programs
- Building professional partnerships and collaborative relationships with Early Childhood Teachers
- Modelling of specific skills, suggestions and strategies with teachers
- Assistance to embed teaching and learning approaches and opportunities into the program.



# Flexible Service Delivery



The PSFO Program values the opportunity to work collaboratively with Early Childhood Teachers and services within their community. Service delivery options are flexible, not 'one size fits all'. There are a range of support options and tools that can be utilised depending on the needs of the service.

Once a 'Request for Service' is received, the PSFO will make contact via telephone or email to acknowledge receipt of the request to determine:

- Strengths and needs of the child within the context of the kindergarten program
- The type of support the teacher is seeking and to plan which service delivery options the teacher would most benefit from. This may include a PSFO visit to observe the child, support with strategies and resources, referral pathway options, coaching and mentoring and/or a parent meeting
- Recommendations may be discussed, and collaborative strategies developed
- Remote service delivery options will continue to be available.





# PSFO Experience and Feedback

“The PSFO was able to observe the children and support the families with a plan. Without PSFO’s support in observing the children through a virtual live observation I would not have been able to support the children and families and get plans in place for these children as effectively as I did.”

**Carla De Sousa**

Thomastown West Kindergarten

“With onsite visitors not allowed we needed to find new ways to engage with early childhood professionals and still provide the support necessary for our students.”

**Chermeine Strachan**

Langwarrin Park Preschool

“Our Preschool Field Officer has always been very approachable, organised and dedicated.”

**Jo Harris**

Bonbeach Preschool



# Further Information



## For further information:

- The PSFO Fact Sheet and PSFO Guide for Kindergarten Services can be found [here](#)
- [Uniting Early Learning](#)
- Contact your local [Preschool Field Officer](#).



# Thank You.

