

*EDEN CHRISTIAN
KINDERGARTEN
GOVERNANCE POLICIES 2024*



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Introduction

Eden Kindergarten policies are developed by our Manager, Board of Trustees, teachers and families to clarify our principles and describe the best way to apply them. The agreed policies and procedures are written to support our teachers, families, managers, and relievers to guide them in their everyday practice.

The aim of these policies is to ensure consistent, safe and quality practice.

Key legislation that guides us includes:

Education and Training Act 2020

Education (Early Childhood Services) Regulations, 2008.

Licensing Criteria for Early Childhood Education and Care Centres, 2008.

Building Act, 2004.

Civil Defence Emergency Management Act, 2002.

Disabled Persons Community Welfare Act, 1975.

Employment Relations Act, 2000.

Fire Safety and Evacuation of Building Regulations, 2006. Food Act, 2014.

Health (Immunisation) Regulations, 1995.

Health and Safety at Work Act, 2015.

Human Rights Act, 1993.

Inland Revenue Department Act, 1974.

Privacy Act, 2020.

Resource Management Act, 1991.

Smoke-Free Environments Act, 1990.

Children's Act, 2014.

Employment recommendations

Worksafe NZ Preventing and Responding to Bullying at Work Good Practice Guidelines, March 2017

Key Documents that guide us include:

Eden Employee, Education Council – Code of Professional Responsibility and Standards for the Teaching Profession
Education Council – Our Code and Standards for the Teaching Profession.

Implementing the Health and Safety at Work Act 2015 (April 2016)

Individual Employment Agreements Job Descriptions

Ministry of Education – He Māpuna Te Tamaiti (2019)

Ministry of Health – Hand washing (Updated August 2020)

Ministry of Health – List of Infectious Diseases

Te Tiriti o Waitangi Te Whāriki, Early Childhood Curriculum (2017)

Worksafe NZ – Preventing and Responding to Bullying at Work Good Practice Guidelines

In collaboration with all stakeholders involved at Eden the policies are reviewed annually, and any changes are confirmed at our annual meeting. This gives us a shared understanding of agreed content, rationale, and procedures.

Eden Christian Kindergartens Philosophy, Mission, Vision, Values

Our vision

Eden Christian kindergarten is a place where we will be recognised as a leading provider of effective, responsive early childhood education and care and related family support services within our community.

Our mission

Our mission is to provide a Christ-centred learning environment for children to grow and thrive in school and in life while sharing Christ, building lives, and developing Minds.

Our purpose

To share the love of God and provide quality care and education within our community.

Our values

Are building trusting, positive relationships with our families, children, and community. We strive to build a sense of belonging for each child and their entire family. We base our programme upon the principles of Christian faith to ensure that all children get the opportunity to experience Christian values in their daily lives. We role model, love, care, and respect in all our interactions.

Our Philosophy

Eden Christian Kindergarten is underpinned by our belief in the Bible and our love of God. Our practise is guided by Te Tiriti o Waitangi and Te Whāriki, our early childhood curriculum, as we walk alongside our tamariki/ children and their whanau/family to grow strong foundations for life.

We will provide meaningful strong, capable, resourceful learners, igniting children's passions, and inspiring a lifelong love of learning.

Our tamariki/ children and their whanau / family will feel loved, cared for and valued for who

they are, and be confident in contributing within our community. We empower tamariki / children to have a strong sense of their own identity and culture, explore their capabilities and potential, and appreciate that we are all unique and precious to God.

We support children to develop their social and emotional awareness and empower children to be confident communicators. We encourage them to be kind, caring and respectful of themselves, each other, and the environment.

Our local curriculum/Priorities for Learning

- Nurturing the spirit as we share God's love and Christian values
- Building social and emotional competence including developing friendships, social skills and emotional resilience.
- Taking responsibility for the health and well-being of ourselves, others, and the environment.
- Supporting a strong sense of identity and uniqueness through enhancing and enriching creativity, imagination, risk taking and problem solving.
- Developing the foundations of literacy, numeracy, science, technology and physical exploration.

Date approved: January 2024

Review date: January 2025

Eden Kindergarten Trust Board Duties and Responsibilities Policy

Rationale: This policy defines the Trustees role when acting as a governing Board. The purpose of this policy is to define the Trustees duties and responsibilities when meeting as a Board and to ensure the Board complies with the terms of the Trust Deed.

Policy Statement: The Trust operates under the terms of the Trust Deed that established the Trust and which defines the objectives of the Trust, the treatment of money and property, and the appointment and proceedings of Trustees who govern the activities of the Trust.

Procedures:

- The Trustees meeting as a governing board represents the beneficiaries of the Trust's work, exercising its duties in favour of the Trust and all its stakeholders, both current and in the future.
 - The Board is responsible for the proper direction & control of the Trust's activities within the terms of the Trust Deed, including areas of stewardship as Trustees such as the identification & control of risks involved in its activities, the integrity of management information systems & reporting to the Members of the Trust.
 - The Board will develop a clear definition of the Trust's strategic direction and set Board policies to achieve the objectives of the Trust.
 - The Board will undertake its duties with a focus on the long term vision, providing strategic leadership to the governance of the Trust and will make a clear distinction with management roles. The Board shall lead the organisation to the desired performance and ensure that performance is achieved.
 - The Board, acting in trusteeship for the beneficiaries will keep up-to-date on their concerns, needs and aspirations as well as the community and sector generally.
 - The Board shall ensure that all Trust Members are informed of all major developments affecting the Trust's state of affairs. Information is to be communicated to Members of the Trust in annual reports and at the annual general meeting of members. The Board shall encourage full participation of all Members of the Trust at the Trust's annual general meeting to ensure a high level of accountability & identification with the Trust's activities & goals is achieved.
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Policy Implementation:

- The Board shall determine the Mission, Values, Vision for the Trusts activities and shall adopt a policy that ensures the Trust has long term plans and goals at all times.
- The Trust's organisational structure is focused on its main activities managed by a Manager, appointed by and responsible to the Board of Trustees, who operate and report regularly to the Board of Trustees in accordance with Board and policies.
- The Board will hold the Manager accountable for developing with the Board, an annual plan and goals to achieve negotiated outcomes within parameters approved by the Board.
- The Trust shall have in place policies & procedures to identify and mitigate areas of significant professional risk including the delegation of operational risks to the Manager. Where required or appropriate, the Board of Trustees shall obtain advice directly from external advisers. Once a risk is identified, the Trustees shall take advice & corrective action promptly to mitigate the risk.
- The Board will adopt Board Policies to regularly review its own performance and that of the Manager.

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Review date: January 2025

Diversification into New Activities Policy

Rationale: This policy sets out the Trust's requirements in terms of how and when significant new activities or areas of operation are to be developed and evaluated by the Board of Trustees before adoption. The purpose of this policy is to ensure the Trust provides a sound-planning base to the development and evaluation of new activities within any financial and planning year so that existing planned activities are not adversely affected, while providing a process to ensure new opportunities are not forgone through inability to promptly evaluate and consider on a planned basis.

Policy Statement: The Trust shall only consider new activities or areas of operation that are comparable, sustainable, environmentally friendly and fit the Trust's trust deed, mission statement, philosophy, and vision.

- The Trust shall set at the beginning of each planning year, priorities for the evaluation and development of new activities within its planning process.
- No other new activities are to be considered without the prior approval of the Board beyond the preparation of a Board proposal paper.

Policy Implementation:

- The Board shall take into account when considering proposals for additional new activities or areas of operation:
 - o The impact on existing activities' plans and the Trusts ability to undertake within current financial, staffing and premises resources
 - o The time required to evaluate the proposal and to undertake any trials or investigations to establish the viability of the proposal
 - o The financial impact on the current and future year's results both from the development costs and the potential economic benefits
 - o The potential lost opportunity and competitive advantages lost should the proposal not be proceeded with
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- Should two or more Trustees consider urgency is required to consider a new activity or area of operation, a special Trustees meeting is to be called with due notice allowing sufficient time for the distribution of written proposals.,
- All proposals presented to the board whether from the Manager or Trustees shall be in writing presenting a full financial and Operational impact analysis for the proposal.

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Review date: January 2025

Trust Manager Authorities Policy

Rationale: This policy sets out the extent of the authorities granted to the Head Teacher and Trust Manager to act on behalf of the Trust and to enter into contracts and agreements that are binding on the Trust.

Purpose: The purpose of this policy is to define the scope and limitations of the Head Teacher and Manager's authorities to act on behalf of the Trust and to define the authorities for when they may commit the Trust to contractual arrangements and agreements binding on the Trust.

Policy Statement: The Manager and Head Teacher are bound by decisions of the Trustees and the authorities so delegated to manage the Trust's operations and activities within the Trusts long term strategic plans and values, and in particular to action the approved short term plans and financial budgets and comply with the Trusts Policies for the achievement of the Trust Board's ends or outcomes.

- The Manager, in whom is vested the responsibility for the business operations of the organisation and as such is responsible for establishing all operational practices essential for the effective management of the organisation, shall take all actions necessary to ensure operational practices give effect to the Board's Policies. As long as the Manager uses any reasonable interpretation of and works within the operational limits of the Board's contract with the Manager, he/she is authorised to carry out the operational business of the organisation free from interference or intrusion from the Board or Board Members.
 - The Teachers, in whom is vested the responsibility for the day-to-day running of the centre and as such is responsible for implementing all operational practices – addressing the care, comfort, education, health and safety of children (and staff) - necessary for the delivery of quality, Christian-based early childhood education and care (and related family and community services as considered appropriate by the Trust Board), shall take all actions necessary to ensure educational practices give effect to the Board's Policies. As long as the teachers within the operational limits of the Board's contract with them is authorised to deliver the educational operations of the organisation free from interference or intrusion from the Board or Board Members.
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- The Manager also has specific authority to enter into and bind the Trust in the following contracts and agreements:
 - o Contracts and agreements approved by the Board of Trustees where the responsibility of binding the Trust by signing the contract or agreement has been delegated to the Manager.
- The purchase and supply of capital items where authorised in the Financial Management policy.
- In all situations unbudgeted expenditure of over \$2000, prior approval must be obtained from the Board as set out in the Financial Management policy.
- Individual employment agreements that sit within the Trust's staff/personnel Policies and existing organisational structure. In situations involving the creation of new or unbudgeted employment positions, prior approval must be obtained from the Board.
- This policy does not give the Manager the power to bind the Trust for any transaction of significant value outside of the Trust's normal course of activities plans and budgets nor to incur any unauthorised indebtedness or expenditure nor to use reserves without specific authority.

Policy Implementation:

- The Board – Manager and teachers, relationship is a partnership that is approached in the spirit of mutual respect and support for the interdependence but separate roles of the parties.
- The Board shall direct, not manage, the Manager and teachers by providing clearly defined outcomes to be achieved and bounded authorities within which they must remain.
- The Manager formal links with Trustees are at the Board of Trustees meeting and in between meetings, with the Chairperson. Instructions and authorities may be received from the Board of Trustees directly or through the Chairperson.

Date approved: January 2023 **Review date:** January 2024

Financial Management Policy and Recommended Procedures

- The Key Principles of financial management of the centre are to ensure that the Trust remains financially solvent and responsible at all times. Specifically, the Board of Trustees is responsible for ensuring that:
- There is sufficient income and control over expenditure to ensure the continued viability of the Centre; income is controlled in a manner that ensures the achievement of all of objectives set; capital expenditure is controlled and justified as an investment in achieving the Trust's goals and strategies before approval.
- Funding received from the Ministry of Education, Work and Income, grants/donations and fees is clearly accounted for and audited.
- The Trustees of the Centre will ensure that suitable financial management procedures are adopted and implemented that will ensure that policies and objectives of the Centre can be met.

Financial Planning

- *The Board of Trustees is responsible for approving before the beginning of every financial year, the annual financial income and expenditure budget (including capital expenditure budget) for adoption and subsequent implementation by the Manager of the Trust, ensuring the Trust remains financially solvent and responsible at all times.*
 - The Manager of the Centre will draft an annual budget statement in conjunction with advice from the accountant (prior to the beginning of the financial year) which will set out the level and sources of expected income and level and types of expenditure or a statement of budget principles necessary to achieve the stated objectives and policies and maintain the continued viability of the centre operation. The draft budget will then be amended and/or approved by the Board of Trustees.
 - The budget development process will be used by the Board of Trustees and Manager to:
 - o Express intentions of future expenditure decisions (e.g. strategic/long-term plans);
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- Provide a format of planning and balancing priorities (e.g. strategic/annual plans and budget).
 - Provide a list of priorities or principles for discretionary spending (e.g. internal review priorities, repairs and maintenance audit); and
 - Project the individual and overall impact of financial and other planning decisions (i.e. budget projections); and
 - Ensure that income and expenditure expectations allow continued viability of the service.
 - The budget statement will be used by the Board of Trustees and Manager to;
 - Provide a guide to those responsible for expenditure decisions as to the planned limits;
 - Provide evidence that this type of planning has taken place;
 - Provide a benchmark against which actual income and expenditure can be compared.
 - The Trustees and Manager will undertake sufficient analysis of the financial information (actuals and budget) such that they are able to determine and understand the cause of any significant variation in expectation and to, as necessary, restate objectives and limits and take other such action that will ensure the key principles are attained and that future forecasting will be more accurate.
- The budget statement will be monitored by the Trustees and Manager through monthly cashflow reports. Records (see record keeping) of cashflow reports will be kept to ensure that there are systems in place that provide suitable information on past and expected financial transactions so that actual expenditure can be compared to the planned expenditure in the budget statement/principles on a regular (no less than 4 times a year) basis.
 - The Trustees and Manager will ensure that the budget statement is supplemented or replaced by a revised budget statement or projection, if during the financial period of the original budget statement, there are significant changes to either projected
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income or expenditure; so that the remaining part of the financial period is viewed in terms of a realistic budget.

- The Trustees and Manager will ensure that where any capital expenditure/investment is planned that such expenditure is contingent on achievement of a financial surplus (or met by loans or grants) and that where there is more than one item; that commitments on such expenditure are made, in order of a priority set by the Trust Board, and to the limits provided by the budget or any such lower limit as may be allowed if the budget net income result is less than expected.

Bank Accounts and Signatories

- *Only persons authorised by the Trustees shall have control on a jointly operated basis and be responsible for the Trust Bank Accounts, investment and other funds, and shall ensure that all funds received by the Trust are banked into those accounts and withdrawals of funds by any means are only made by authorised personnel within budgetary limits, constraints and authorities and as approved by the Trustees.*
 - The Trust shall operate commercial bank accounts at nominated Bank and credit facilities within any overdraft limits approved by a Board of Trustees minutes.
 - Any two of the Trust *Chairperson, Manager, Administrator and Accountant* shall be authorised to effectively operate on Trust bank accounts and other funds, and have joint signing rights which shall include authority to make payments by internet banking and direct debit from the trust's bank account. Other Trust Board members may be authorized signatories if approved by the Trust.
 - All payments for unbudgeted sums over \$2,000 shall require separate approval of the Board of Trustees
 - The Manager and Head Teacher shall ensure the petty cash box are kept in secure storage when the office is unattended and ensure payment authorisation codes are at all times kept confidential to the users concerned.
 - Approval for any changes to the level of the credit facilities or overdraft limits will be made only by the Board of Trustees.
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- Where the Trust operates an internet banking system the Manager shall ensure that any limits/authorities are in line with this policy noted within.

Capital Expenditure

- *The Board of Trustees is responsible for justifying and approving capital expenditure while ensuring the Trust remains financially solvent and responsible at all times*
- All capital expenditure under \$2,000 approved in the strategic plan or in the financial budget can be purchased by management without seeking additional board approval unless trends in the Trust require an alteration to the budget. All capital expenditure over \$2,000 or not covered by the strategic plan and financial budgets needs separate Board approval which requires: -
- Written proposal and justification for the expenditure backed up by thorough preparation, a clear presentation and adequate time for serious Board consideration. The proposal should be an honest appraisal of the pros and cons as well as alternatives and not be just a selling document.
- Every capital expenditure request is to be measured against the Trust's strategic plans, against any return on investment requirement set by the Board, and the how the proposal meets the relevant current Trust strategy.
- In the event that a decision on capital expenditure cannot wait until the appropriate meeting, the Manager can after consultation and agreement with the Chairperson of the Board spend up to \$5,000 with retrospective approval given at the next Board meeting.
- A signed purchase order can be used when staff order goods or the staff members purchase the resource they are to fill in the reimbursement form and give it to the Manager who will ensure that they are reimbursed.

Staff Purchases and Reimbursement

- Employees must seek approval from either the Head Teacher (for consumable purchases) or Manager before incurring expenses on behalf of the Trust Board.
 - Production of satisfactory receipts and vouchers by staff is required before reimbursement of authorized out-of-pocket expenses.
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- Where purchases are made using supplier credit accounts, a purchase order must be issued by the Manager or Head Teacher.
- Mileage allowance reimbursements may also be made for the approved use of an employee's motor vehicle where it is used for kindergarten business. Such allowances must be authorised by the Manager.

Financial Reporting and Record Keeping Procedures

- The Manager is responsible for all financial record keeping and with the accountant is to provide appropriate reports to each (monthly) management meeting;
 - o schedule of payments
 - o administrator report (including roll averages, trust account reconciliations and details of any term deposits)
 - o cashflow (from accountant)
 - The Manager will keep copies of all financial reports for information, analysis and auditing purposes.
 - The accountant prepares annual financial reports.
 - The annual financial reports are to include reporting on the amount of funding received from the Ministry of Education for bulk funding, discretionary loans and/or grants, and any other government funds or payments from government agencies for the financial year just ended. This report will include the uses to which this funding was put and will be published in the A.G.M. report.
 - The Manager will ensure the services of a qualified person are engaged who will carry out an audit of the annual financial records to verify that they are true and accurate and shall, within **180** days of the end of the Kindergarten's financial year, provide to the Trust Board a letter or statement that confirms the audit has been carried out.
 - The manager will forward a copy of audited financial reports to the Trust Churches of Eden Christian Kindergarten (ref: trust deed).
 - The Manager will display a copy of the most recently audited financial statements on the parent notice board at the Kindergarten. Copies of these statements will also be made available to parents/guardians and whanau (along with other reports) at the time of the AGM.
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- The Manager will make available a copy of the most recently audited statements to educators, parents/guardians, whanau, the local community and government officials if requested.
- The Manager will keep a record of all grants applied for, received and grant expenditure and accountability forms sent to grant organisations.
- The Manager will keep a confidential record of each staff member's hourly rate and/or annual salary.
- All financial statements must be filed with the Registrar of Charities.

Pay Roll

- The Manager is to keep a confidential record of each staff members hourly rate and or annual salary should be expanded to include a requirement to calculate wages and salaries using approved payroll software which keeps an appropriate record of holiday pay and sick leave.

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Review date: January 2025

Good Employer Policy and Recommended Procedure

Rationale: To ensure Eden Christian Kindergarten demonstrates and values equity and fairness and has employment policies, processes and relationships that promote these values. This includes the recruitment, development, management and retention of staff.

Staff Recruitment: *The primary principle of employment/selection decisions will be to find and appoint without bias the best person for the job, taking into account the special character of the kindergarten.*

- Management and staff will ensure that by any act or omission (in advertising or communication or decision) they will not discriminate against or give preference to any person, or have bias, on the basis of ethnicity, gender (or sexual orientation), marital status, religion, age or any reason referred to as unlawful under the Human Rights Act but may take into account the special character of the Kindergarten.
 - Application forms will not include a requirement for information on an applicant's age (unless to verify they are over 17), marital status, ethnicity etc unless it is collected for a lawful purpose.
 - Notwithstanding this policy, management may take account of a person's ability to communicate in English and their unfamiliarity with NZ customs and educational systems (as a disadvantage) and balance this against the value to the children of having positive exposure to different languages, cultures and people and so that staff and management have exposure to new and different ideas and practices.
 - The employer may give preference to persons without disability provided that that disability would likely detrimentally affect the ability of that person to carry out the tasks to the standard normally expected of the role which will include safety issues, following directions, mobility, and speed of completion of tasks.
 - The employer is obliged by law to exclude any person who is not in good health or is suffering from an infectious disease or any disease or condition that is capable of being passed on to children and if passed on, is likely to have a detrimental effect on them. This exclusion extends to any person who is likely (despite clear prohibition) to smoke on the premises or to attend work after using or being affected by alcohol or
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any other substance that has a detrimental effect on the person's functioning or behaviour.

- Given that a selection of the best applicants are relatively equal in all aspects of their qualifications, experience and other desirable attributes deemed important by the employer, then the management (provided it is not otherwise unlawful under the Human Rights Act) may consider other individual attributes which will benefit the Kindergarten including such attributes as may improve the diversity of the staff team.

Staff Relations & Management:

- Management and staff will ensure that by any act or omission (in any staff directives, treatment, communication, policies or decisions) they will not discriminate against, give preference to, or harass any person on the basis of ethnicity, gender (or sexual orientation), marital status, religion, age or any reason referred to as unlawful in the Human Rights Act. No form of bullying or harassment will be tolerated (refer disciplinary policy and employee handbook).
 - Management will, in any staff relations; in terms of directives, policies, role allocation; attempt to ensure proper and productive operation of the service but will also attempt to ensure staff satisfaction with their environment, resources, role and their team.
 - Attempt to ensure that staff do not feel disadvantaged by virtue of their race, age or individual differences and do feel their individual differences are respected and valued.
 - Attempt to ensure that there are no internal barriers or biases that will prevent delegation to, advancement of, development of any staff member which are based on any individual differences (and which is prohibited by the HR Act).
 - The Kindergarten encourages staff professional development. Professional development opportunities and other staff development practices such as regular personal growth cycle mentoring, training and performance management processes will be managed fairly and equitably.
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- The Kindergarten will consider and adopt as appropriate flexible work practices that assist employees to achieve a work/life balance.

Complaints:

- Any staff member (or applicant for employment) may refer a complaint to the Chairperson of the Trust Board on any matter related to their employment or staff relations. Such complaints shall be in writing, dated and identify the complainant. The Chairperson of the Trust Board will in conjunction with management within a reasonable period, consider the complaint and investigate the issues raised and give consideration to any remedy suggested by the complainant or that may be appropriate. Any decision will be communicated to the complainant unless management consider it appropriate that the decision is not communicated to the complainant.

Privacy:

- Confidential personnel files will be kept securely by the Kindergarten and returned to employees or destroyed if requested by the employee when the information is no longer needed.
- Employees may view and update their personal information when they request, and personal information will only be used for the purpose for which it is collected.

Date approved: February 2024

Review date: January 2025

Privacy Policy and Recommended Procedures

Rationale: The Privacy Act 1993 requires Eden Christian Kindergarten to follow legislative requirements about how the centre collects, uses, discloses, stores and gives access to the personal information about children and staff which it collects.

Purpose: To ensure Eden collects, stores, safeguards and discloses personal information about children and adults, it gathers appropriately and in compliance with Privacy Act and 200 Regulation legislative requirements. This policy aims to ensure personal information is respected and protected.

“Information”: For the purposes of this Policy refers to any information whether held electronic format; photographs, or other visual formats; or oral/verbal form.

TE WHĀRIKI Well-being/ Mana atua- Goal 3: Tamariki, whānau and employees experience an environment where they are kept safe from harm.

Belonging/ Mana whenua- Goal 4: Tamariki, whānau and employees experience an environment where they know the limits and boundaries of acceptable behaviour.

Procedures relating to Children:

- All Information relating to a child of the Kindergarten shall remain confidential between teachers, management and the child’s parent(s)/legal caregivers, except where information is required by the Ministry of Education.
 - At the time of enrolment parents/caregivers will be supplied with information relating to their rights and obligations pursuant to the Privacy Act (including the right to access information and update that information). Parents and caregivers will be asked to sign a statement indicating:-
 - o *That they have read, understood and agree to the collection of personal information by Eden, and the purposes this will be used for*
 - o *Whether or not they agree to the child’s name and date of birth being made available to Eden.*
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- *Whether or not they give permission for their child to be photographed/filmed for learning purposes while at the kindy*
 - *Whether or not they agree to photos, information & artwork of/by their children appearing on display in the centre or in other children's learning portfolios.*
 - *Whether or not they give permission for photos and/or film to be used for publicity purposes (e.g. local newspaper)*
 - *That they understand how they may access and make changes to information collected by Eden*
- Enrolment and other sensitive or confidential information will be stored in a locked filing cabinet.
 - Only staff whose job directly relates to the information will have access to this.
 - Children's family, health and emergency contact database details will be stored in the teaching office.
 - Enrolment archives will be stored securely in a locked shed.
 - Child information held on the Kindergarten computer system shall be protected by password and accessed only by teachers of the Kindergarten or members of the Trust Board.

Procedures relating to Adults:

- Information relating to any volunteer or staff members shall remain confidential between that person, Management staff and the Trust Board of the Kindergarten.
 - Information about a person will be collected directly from that person or from someone nominated by them (e.g. a referee)
 - Employment application packs will outline:
 - for what purposes the information gathered is to be used and who will use it
 - whether the person gives permission for information to be kept for future vacancies
-

- All information related to adults will be stored either in a locked filing cabinet or password-protected electronic format. Only staff whose jobs directly relate to this information will have access.

Disclosure of Information:

- All obligations in relation to Information shall be subject to any legal obligation imposed upon the Kindergarten to disclose Information and to correct Information.
- It is acknowledged that in certain situations the Kindergarten will be required to disclose Information to parties other than those recorded within this Policy to ensure the safety of children, staff, parents/caregivers and for the protection of the Kindergarten. In such event the Kindergarten shall ensure disclosure of such Information shall be carried out in accordance with the requirements contained in the Privacy Act.
- Where there is any doubt about whether or not to disclose information the advice of the Office of the Privacy Commissioner will be sought.

Privacy Officer:

The privacy officer of this service is the Manager.

It is his/her responsibility to:

- a) Use information collected for the purpose it was collected for.
- b) Ensure personal information is securely stored.
- c) Ensure information collected is accurate.
- d) Make available to a person information held about them.

Date approved: February 2024

Review date: January 2025

Review of Policy and Procedures

Rationale: To ensure Eden's policies and procedure guidelines are relevant, current, and workable.

Policies and procedures will be developed in consultation with teachers and whanau, be consistent with Eden's philosophy, reflect the unique place of Maori as Tangata Whenua and the principle of partnership inherent in Te Tiriti O Waitangi, be inclusive, equitable and culturally appropriate, be reviewed yearly, meet the mandatory requirements of relevant legislation.

Licensing Criteria for Early Childhood Education and care services 2008- Governance, management, and administration

GMA4- Parents of children attending the service and adults providing education and care are provided with opportunities to contribute to the development and review of the services operational documents, such as philosophy, policies, and procedures and any other documents that set out how day to day operations will be conducted.

DOCUMENTATION REQUIRED: Evidence of opportunities provided for parents and adults providing education and care to contribute to the development and review of the service's operational documents.

DOCUMENTATION REQUIRED:

Written information letting parents know:

- how they can be involved in the service;
- any fees charged by the service;
- the amount and details of the expenditure of any Ministry of Education funding received by the service; and
- about any planned reviews and consultation

GMA6 An ongoing process of self-review and internal evaluation helps the service maintain

and improve the quality of its education and care.

DOCUMENTATION REQUIRED:

1. A process for reviewing and evaluating the service's operation (for example, its curriculum, learning and teaching practices, philosophy, policies, and procedures) by the people involved in the service. The process is consistent with criterion GMA4/GMA3 and includes a schedule showing timelines for planned review and evaluation of different areas of operation.

2. Recorded outcomes from the review and evaluation process. Outcomes show how the service has regard for the Statement of National Education and Learning Priorities (NELP) in its operation.

Procedures:

- Policies are sectioned into “Curriculum”, “Health and Safety” and “Governance, Management and Administration” sections to align with regulatory requirements.
 - Policies and procedures may be reviewed spontaneously in response to changes to centre operations or self-review, or internal evaluation (see internal evaluation policy).
 - Policies and procedures not spontaneously reviewed will be reviewed yearly, ensuring that all policies are reviewed and that the centre philosophy is reviewed at least annually.
 - When reviewing policy/procedures, obvious changes will be noted by the Manager before being circulated for discussion and feedback from kaiako, parents/whānau and board members.
 - Spontaneous policy review will be discussed at staff meetings and board meetings.
 - Completed policy reviews will be signed off by the Manager will advise the board of progress in monthly reports.
 - This will ensure records of policy reviews are noted and up-to-date policies available in the foyer.
 - Records of policy development and review will be kept with other administration archives.
-

- Parents and whānau are given the opportunity to contribute their ideas to the services operation, and quality of education and care provided to their children.
- The policies up for review are posted as a Storypark community post, and in the foyer for parents' feedback.
- Annual review of all policies is scheduled in the annual plan and during the months of January/February each year, unless spontaneously reviewed.
- Whānau have full access to their child's learning experiences through online media such as story park, and their profile books displayed on the teaching space.

Policies relates to:

Assessment, Planning and Evaluation Policy + Internal evaluation policy + The Education Act 1989

Date approved: February 2024

Review date: January 2025

Internal Evaluation policy

At Eden we are constantly reviewing and improving our teaching, management, environments, and practices. Internal Evaluation drives innovation and change in our setting. This is a process through which early childhood education services engage in critical inquiry in order to evaluate the effectiveness of what they do, with the aim of improvement and increasing positive learning outcomes for ākonga / learners.

TE WHĀRIKI Contribution/ Mana tangata - Goal 3: Kaiako experience an environment where they are encouraged to learn with and alongside others.

Licensing Criteria for Early Childhood Education & Care Services 2008 Governance, Management and Administration: Professional Practices

- **GMA6:** An ongoing process of self-review and internal evaluation helps the service maintain and improve the quality of its education and care. DOCUMENTATION

REQUIRED:

A process for reviewing and evaluating the service's operation (for example, its curriculum, learning and teaching practices, philosophy, policies, and procedures) by the people involved in the service. The process is consistent with criterion:

GMA4/GMA3, and includes a schedule showing timelines for planned review and evaluation of different areas of operation.

Recorded outcomes from the review and evaluation process. Outcomes show how the service has regard for the Statement of National Education and Learning Priorities (NELP) in its operation.

Procedure:

- The teaching team work together on regular, policy and internal and emerging evaluations to review. These are documented in our review folders.
- Team meetings are held each fortnight, we make time and space to engage in collaborative problem solving and learning-focused collegial discussions. During this time policy, program and practice will be discussed.
- Appraisal and teacher certification ensures all teachers are reflecting on their own practices and performing and gaining feedback, guidance, and advice from our pedagogical leader.

Our process for internal evaluation follows a six-step pathway:

1. Focusing, scanning and learning - **NOTICING**
2. Researching and collecting data – **INVESTIGATING**
3. New discoveries – **COLLABORATIVE SENSE MAKING**
4. Planning for improvement – **IMPROVEMENT PLANNING**
5. Checking on progress – **MOITORING AND EVALUATING IMPACT**
6. Celebrating and sustaining – **MONITORING AND EVALUATING IMPACT**

Our process for policy/procedure review evaluation

1. Who will be involved?
 2. How are we partnering and collaborating with parents for this review/evaluation?
 3. What is so? (What is happening for our children
 4. Documents/legislation, research, and influences on this review/evaluation focus:
 5. So what? What might this mean? (NELP)
 6. Now what? What next? (Multiple voices – parent/whanau, Kaiako, management) – plan for change
 7. Who is responsible?
 8. How did it work out?
-

- Eden's teaching team and manager work together on policy/procedure review evaluation and Centre internal evaluations.
- Parent and care givers are consulted on changes, where possible we seek feedback from parents during the review process, Storypark ensures parents/caregivers are consulted and informed on all aspects of the education of their children.
- Where appropriate, teachers will consult with children as part of the evaluation process.
- External agencies and wider networks with relevant information will also be sought.
- An annual review of our Eden Kindergarten strategic plan alongside the board of trustees happens each year in March. The purpose of the strategic plan is to review, growth and development of how to extend our vision for Eden. Internal and policy/procedure reviews don't have time limits these may vary depending on what is being reviewed.
- The strategic plan can be found on story park and displayed for parents in the foyer. Scheduled review of strategic plan is found on our annual plan.
- Quality indicators from ERO's Te Ara Poutama and National Education Learning Priorities will also be considered in every internal evaluation to guide the focus.

Relates to:

Appraisal and Professional Growth Cycle policy

Date approved: February 2024

Review date: January 2025

Complaints Policy

Rationale: Eden Christian Kindergarten is committed to providing a quality environment, outstanding learning experiences and positive working relationships between children, whānau, staff volunteers, outside agencies and employer Eden Kindergarten Trust Board.

To provide an environment where the safety and well-being of all is nurtured. To clearly outline procedures for effectively addressing and resolving concerns or dissatisfaction.

Te whāriki – belonging/ mana whenua – goal 2: Children and their whānau experience and environment where they know they have a place.

Procedures:

- All complaints follow the ‘complaints flow chart’ on the following page.
 - Documentation relevant to the issue at hand will be gathered and accurately recorded by the centre manager as appropriate.
 - If a complaint is from within the centre, then advice will be sought from the manager before responding to the complainant.
 - Where appropriate, all teachers will be made aware of the complaint, if it involves the whole team to take action.
 - Issues raised will be addressed in writing as soon as practicably possible (ideally within three working days).
 - Total confidentiality will remain throughout by management and kaiako.
 - If any parent/ guardian feels that Eden is not complying with the conditions set down in the license of government regulations, they should contact the Manager – manager@edenkindy.nz
 - Anonymous complaints will not be actioned.
 - If a matter is unable to be resolved satisfactorily by discussion with the Manager, and formal complaint may be made in writing to Eden Christian Kindergarten Trust Board.
 - All documentation will be kept in a secure place in the centre, but the Manager.
 - If a parent/ guardian is still not happy, they can contact the Ministry of Education, who is the licensing authority. Director or Education for Taranaki, Whanagnui, Manawatu: Marlene Clarkson enquiries.whanganui@education.govt.nz 0800333032
-

- See flow chart in appendix for a step-by-step guide towards resolution of complaints.

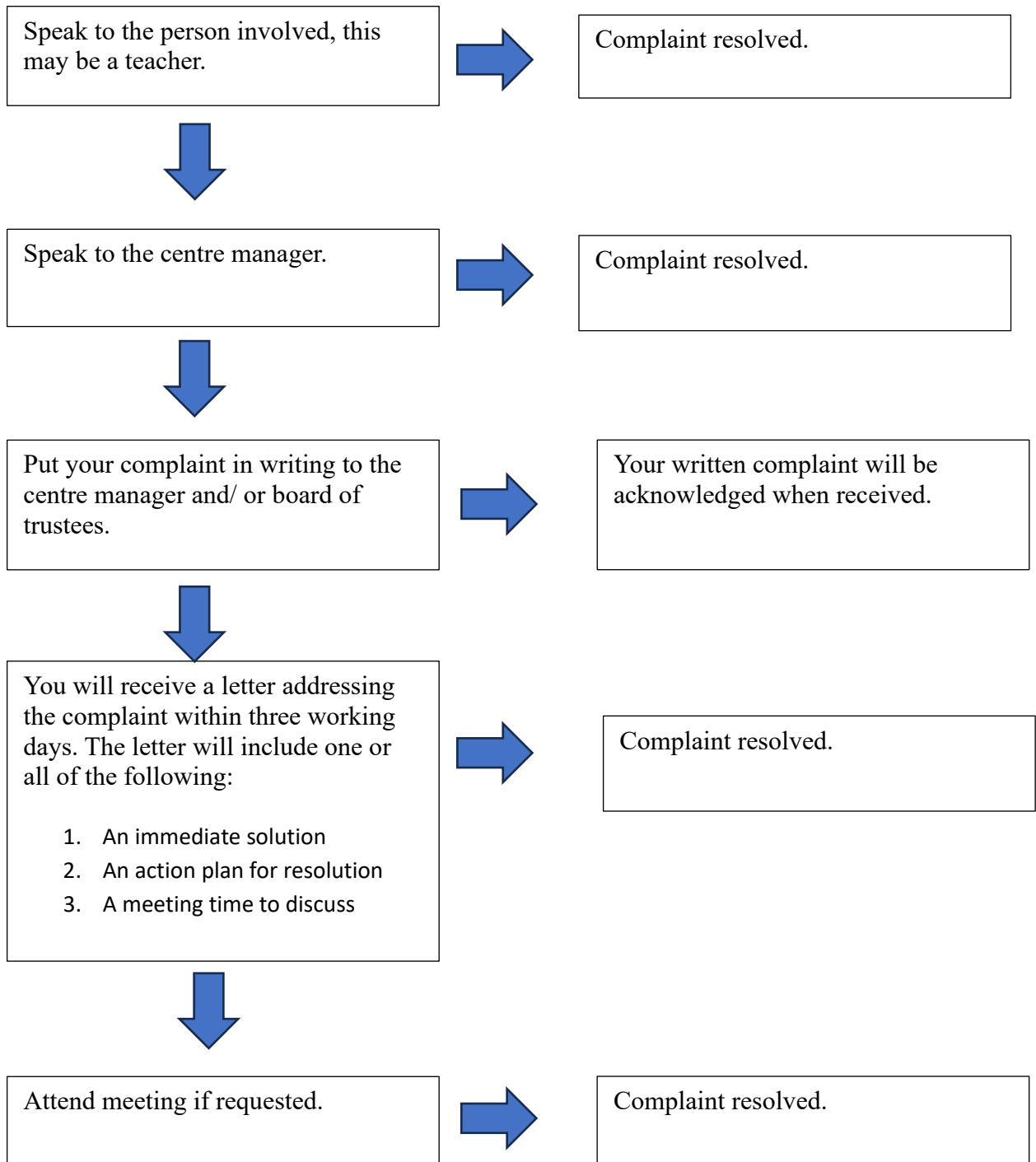
Staff complaints about employment issues or other staff members:

- Staff will seek to resolve any employment relationship problems as per the “resolution of employment relationship problems” process outlined in the staff handbook.
- Where employees have a complaint about an employment matter or procedure, they will take this first to the Manager, who will work to achieve a positive resolution.
- The Trust Board will be advised by the Manager of any complaints raised.
- Complaints will be discussed at a board meeting to take any next steps it considers necessary to resolve it.
- The board will consult with Employsure for legal advice or guidance.
- Complaints about staff are of a serious nature, the following policy procedures will be referred to: Child Protection Policy + Good Employer + NZ Teachers reporting procedures + Employee Handbook.

Date approved: February 2024

Review date: January 2025

Appendix A: complaints flow chart



If required, the Ministry of Education can be contacted directly. For more information:
Director or Education for Taranaki, Whanagnui, Manawatu: Marlene Clarkson
enquiries.whanganui@education.govt.nz 0800333032

Appraisal and Professional Growth Cycle Policy

Rationale: New research, methods and resources are continually resulting in improvements to teaching skills, management skills and the curriculum. As continuing quality ECE is directly linked to the professional development of staff and management it is vital that the Centre be committed to providing permanent staff with ongoing work-related training throughout their employment.

TE WHĀRIKI Contribution/ Mana tangata- Goal 2: Teachers experience an environment where they are affirmed as individuals.

GMA7 Suitable human resource management practices are implemented.

DOCUMENTATION REQUIRED: Processes for human resource management; including:

- selection and appointment procedures;
- job/role descriptions;
- induction procedures into the service;
- a system of regular appraisal;
- provision for professional development;
- a definition of serious misconduct; and
- discipline/dismissal procedures

The purpose of this policy is:

- to ensure that staff are aware of up-to-date theories and early childhood practices through ongoing training;
 - to ensure the education and wellbeing of children and families is maximised by staff participating in ongoing training;
 - to establish criteria for ensuring that staff and management are maintaining a high level of quality education and care.
 - to ensure the day-to-day functioning of the centre is up to date with current best-practice;
 - to ensure new knowledge and skills is shared amongst colleagues.
-

Procedures:

- Informal appraisal is regular and ongoing.
- Appraisal takes place through our professional growth cycle system.
- All expectations for performance appraisals are outlined below,
- Professional Growth cycle Journey framework, Teacher Certification (see attached).
These are aligned with Education Council Standards for the Teaching Profession.

- All teachers are to be familiar with the 'quality practices document' at their centre which outlines practices expected at Eden Christian Kindergarten to meet Our Standards for the Teaching Profession.
- Fully certificated teachers must be meeting these practices as part of their job description. Provisionally certificated teachers will be working towards meeting these practices with mentoring support.
- Teachers reflect on their practice and own learning using our professional growth cycle framework, which can be added to their teaching story folders.
- The appraisal process is purposeful and constructive, and focused on learning needs for both children in current care and teachers.
- Teachers are responsible for updating their professional growth cycles/teacher stories regularly.
- The appraisal process is purposeful and constructive, and focused on learning needs for both children in current care and teachers.
- The professional growth cycle meetings are documented and given to the manager every one-two months.

Performance appraisals/Professional Growth Cycle Expectations:

- Staff will be entitled to professional development opportunities, course costs and paid leave each year for training as the professional development budget allows.
 - This will be granted at the discretion of the Manager, provided that the following criteria are met:
 - o A person responsible will be in the Centre at all times.
-

- Appropriate child/staff ratios will be met at all times. Suitable relieving staff are employed during such time as staff are on work-related training.
 - All P.L.D. will be linked into either their Professional growth cycle, centre Goals or Internal Evaluation
 - Staff may be required to attend training courses that the Manager deem essential to enhance teaching practices, meet requirements of the job descriptions and for the well-being of the children. The Centre will pay for this training.
 - Staff are expected to seek and source professional development for themselves as well as those suggested by management.
 - Staff must discuss all P.L.D. opportunities they want to do with the pedagogical leader and Manager before applying.
 - Approval of training leave is at the discretion of the Manager on behalf of the Eden Kindergarten Trust Board.
 - Training must be work related.
 - Staff are able to apply for unpaid training which meets the following provisions:
 - Appropriate child/staff ratios will be met at all times and suitable relieving staff can be employed.
 - A person responsible will be in the Centre at all times.
 - Approval of unpaid training leave is at the discretion of the Manager on behalf of the Board of Trustees.
 - By means of the staff performance, Growth cycle, personal development goals aligned to long-term strategic intentions will be assessed and a personal professional development plan will be developed and monitored. Professional development may link to teacher registration programmes and annual plan goals.
 - If staff fail to attend courses they are enrolled in (unless emergency -family or centre, or certified illness from doctor) staff will be expected to reimburse centre costs.
 - Teachers will be expected to read up-to-date materials on research and theories relating to early childhood care. The Centre will maintain textbooks, journals and magazines in order to make this information accessible to teachers.
-

- Teachers are expected to include a written reflection on professional development they have undertaken in their professional R.T.C. folder, and to feedback and share relevant skills and knowledge acquired with colleagues at staff meetings.
- There may be occasions that staff may attend a course overnight and away from Palmerston North the following will apply:
 - o Teachers will be paid their regular working hours only. Any course time that goes over and above these hours will be part of your personal commitment and growth to your profession. In the event training runs over the period of a weekend staff may be given time in lieu. Travel, meal and accommodation costs will be at the discretion of the Manager.
- Management would like to encourage teachers to show their personal commitment to the teaching profession of Early Childhood Education by attending courses and meetings out of work time and at their own cost. While the centre management is highly committed to providing professional development, we also feel that staff themselves should always strive to affirm and enhance their professional knowledge and performance.

Date approved: February 2024

Review date: January 2025

Disciplinary Procedure

Rationale: To deliver positive, quality outcomes for children in our early childhood organisation, we know it is critical we invest in effective professional learning and performance management processes for our staff. A robust appraisal process ensures clear accountability to all stakeholders, as well as investing in the ongoing professional growth and vitality of staff.

Formal procedures:

- Sometimes employees do not behave or perform in ways the employer considers to be appropriate. The formal procedures outlined below provide the means to correct problems that exist and inform the employee what is expected of them for their continued employment with the kindergarten.

Unacceptable Performance

- In the event of an employee not performing to the required standard or meeting the expectations of their position, the employee's Manager and or Board Chair if required will meet with the employee to make him or her aware of the standards and responsibilities required of the position.
 - At this meeting an attempt will be made to establish the reason behind the unacceptable level of performance, which may include factors such as the job itself, personal problems or relationships with co-workers. The Manager will emphasise the expected performance standards and identify steps that are necessary to remedy the problem. Consideration may be given to counselling, personal training, reallocation of workloads, job redesign, medical assessment or updating knowledge / skills.
 - The employee may then be advised that he or she will be monitored for a period of time and what further action will be taken if performance does not improve.
 - To ensure transparency, records of the conversation, any agreed actions and potential outcomes will be documented and signed by both the employee and Manager. These will be kept in the employee's confidential personnel file.
-

- Thereafter, where the employee fails to show an improvement, the disciplinary process will be invoked.
- The Manager will report any serious Disciplinary matters with the Board Chair.

Disciplinary Process

Misconduct: failing an improvement in the employee's performance, or if the employer considers that it is necessary to discipline an employee for an offence that does not amount to serious misconduct, the employer will generally apply the following warning procedure:

- o A first offence will result in a written warning;
- o A second offence will result in a final written warning;
- o A third offence will result in termination of employment on notice.

Note: Where misconduct is considered serious enough, a final warning may be issued without a warning being issued.

- Prior to each disciplinary meeting with the employee, he or she will be advised of the allegation in question, the right to have a representative or support person present at the meeting, and the potential consequences of the meeting.
 - During the meeting the employee will be given an opportunity to explain or refute the allegation(s).
 - The employer will give any such explanation and any mitigating circumstances due consideration before making a decision as to the outcome.
 - If the decision is made to issue a warning, this intention will be communicated to the employee concerned. He or she will be given a further opportunity to comment on the proposed action or sanction prior to a final decision. Any warning(s) subsequently issued will be formally and clearly communicated by the Manager and confirmed in writing. The employee will be advised of the corrective action required and the consequence of continued or further instances of misconduct or unacceptable performance (i.e. a final warning or dismissal).
-

Duration of warnings

- **Written warning:** a written warning will normally be disregarded for disciplinary purposes after a 12-month period.
- **Final written warning:** a final written warning will normally be disregarded for disciplinary purposes after an 18-month period.

Unsatisfactory conduct Serious Misconduct (Refer to staff handbook)

- Offences that constitute serious misconduct may result in dismissal without notice, without prior warnings being issued.

Suspension

- Depending on the nature of the serious misconduct an employee may be suspended on pay pending the outcome of the investigation. Prior to suspension, the employee will be informed of the alleged misconduct and to be given an opportunity to comment on the matter of the suspension.

Reporting to NZ Teacher's Council

- Conduct and competence issues are always first addressed by Kindergarten Management but if a teacher is dismissed or the teacher resigns with 12 months of a conduct or competence issue having been raised, then a report must be made to the Teachers Council.

Employers must immediately report to the Teachers Council if

- A teacher is dismissed for any reason.
 - A teacher resigns from a teaching position and within 12 months before the resignation the employer has advised the teacher that it was dissatisfied with, or intended to investigate any aspect of the teacher's conduct, or the teacher's competence.
-

- A complaint is received about a former teacher's conduct or competence while they were an employee, provided:
 - o The complaint is received within 12 months after they ceased to be employed; and
 - o The employer is satisfied that the complaint is not malicious, vexatious or without foundation; or does not meet the Teachers Council criteria for reporting competence issues.
 - o The employer has reason to believe that the teacher has engaged in serious misconduct.
 - o The employer is satisfied that, despite undertaking competency procedures with the teacher, the teacher has not reached the required level of competence.

Employers or former employers who fail to report (without reasonable justification) commit an offence and face a possible fine of \$5000, unless they can prove they believed on reasonable grounds that they were not required to report (Education Council).

Unacceptable conduct

The guidelines set out below have been established to provide for the efficient and orderly conduct of employees. The guidelines are not intended to cover every possible situation but highlight examples of conduct which are considered to be unacceptable. The kindergarten reserves the right to add to, amend or delete these guidelines.

Misconduct

The following are examples of the type of actions and behaviour that the employer considers misconduct. They are likely to result in formal warnings and if repeated, dismissal: -

- o Acting in a negligent or careless manner in the carrying out of duties; or inefficiency or incompetence in the performance of duties.
 - o Minor damage caused to property belonging to the Kindergarten, members of the public, or another employee.
-

- Failing to perform work to the required standard(s).
- Wasting time or materials
- Continual lateness, absenteeism, or lack of application to assigned tasks.
- Preventing or interfering with another employee carrying out his or her work functions.
- “Horseplay”, boisterous or unruly behaviour.
- Failure to promptly report any workplace accident.
- Acting in an unprofessional and/or discourteous manner towards a client, manager, the public at large, or another employee.
- Abusive or offensive language causing offence to another person.
- Smoking in a No Smoking area.
- Failing to report to work at the time required without notifying the Manager or Person Responsible of the reason.
- Posting of unauthorised notices within the Kindergarten.
- Failure to observe safety, quality or hygiene rules; working in an unsafe manner; failing to make proper use of safety equipment.
- Failing to report a fire or an accident.
- Acts otherwise falling within the category of serious misconduct, but where the particular case is such as to fall short of requiring dismissal in the particular instance.

This list is not exhaustive. Where an act is carried out by an employee who is not specifically covered by the misconduct above but is of a similar nature, the employer reserves the right to implement the appropriate disciplinary procedures. Also, the employer reserves the right to elevate the above to a serious misconduct allegation in the event that the nature of the conduct warrants it.

Serious Misconduct

The following are examples of the type of actions / behaviour that the employer considers serious misconduct, and are likely to lead summary dismissal without notice or formal warning: -

- Unauthorised use or private use of Kindergarten funds or property, including (but not limited to) motor vehicles and computers.
 - Unauthorised possession or removal of property belonging to the Kindergarten, the public at large, or another employee.
 - Unauthorised absence from work, including misleading the employer as to the nature of / reason for an approved absence.
 - Dishonesty, including falsification of any record or document of the Kindergarten including (but not limited to) time sheets, submitting false claims for expenses, or committing fraud.
 - Actual or threatened physical or verbal violence against another person or persons including members of the public, clients, fellow employees or management, on Kindergarten premises, while on Kindergarten business, during work hours, or during any out of work hours function/event.
 - Gambling on Kindergarten premises or during work hours without management's consent.
 - Intentional damage or grossly negligent behaviour resulting in damage to property belonging to the Kindergarten, clients, the public at large, or another employee.
 - Refusal or failure to undertake the duties of the position held, or to carry out a lawful and reasonable instruction, or walking off the job.
 - The unauthorised use of alcohol, or being in possession of or using prohibited drugs or drug paraphernalia while on Kindergarten premises or on Kindergarten business.
 - Reporting to work, or being at work, in such a condition of alcohol, drug or substance intoxication, as to be unable and/or unfit to perform designated duties effectively and/or safely.
 - Acts detrimental to the quality and/or efficiency of the Kindergarten's business or detrimental to the health and/or safety of other employees, clients or members of the public.
 - Sexual, racial or other harassment, intimidation, or unwelcome behaviour towards clients, members of the public, or other employees.
-

- Unauthorised removal, downloading, copying, falsification, destruction or disclosure of computer software, Kindergarten records or confidential Kindergarten information.
- Bringing the Kindergarten into disrepute or acting in a way that has the potential to bring the Kindergarten into disrepute, or acting outside Kindergarten policy in such a way as to damage the interests of the Kindergarten or otherwise damage the integrity of the Kindergarten.
- Unauthorised possession of any gun, knife, or other offensive or dangerous weapon on Kindergarten property.
- Gross incompetence.
- Breach of the Kindergarten's e-mail, internet and/or computer policies, including (but not limited to) downloading, saving or forwarding pornographic and/or offensive material.
- Any social media (including but not limited to Facebook, Bebo, Twitter, MySpace, Google+ and any blog sites / discussion forums) postings by the Employee that brings the Employer into disrepute, speaks ill of the Employer or undermines the relationship with employee(s) / management / client(s) and / or the Employer.
- Unauthorised or irresponsible use of fire protection or safety equipment.
- Refusal to carry out a lawful and reasonable instruction of the Manager.
- Misrepresenting the Kindergarten, whether or not for personal gain.
- Failure to account for cash; failure to follow the correct Kindergarten sales or purchase procedures or procedures for the handling of cash.
- Misrepresenting or withholding criminal conviction(s), employment history, qualifications, or other relevant information pertinent to the Kindergarten's decision to hire or promote the employee.
- Being convicted of a criminal offence which directly affects the employment relationship (e.g. a dishonesty offence for an employee entrusted with funds or cash).
- Any behaviour listed as Misconduct which the Kindergarten in its sole discretion considers to be of sufficient seriousness to warrant consideration as Serious Misconduct.

This list is not exhaustive. Where an act is carried out by an employee who is not specifically

covered by the serious misconduct above but is of a similar nature, the employer reserves the right to implement the appropriate disciplinary procedures.

Links to:

- Material for this policy was provided by the Employer and Manufacturers (Central) Association (EMA).
- Seek professional and/or legal advice and guidance before taking any action in reliance or light of this policy.
- Conduct and Competence Process Guide for teachers supplied by the New Zealand Teachers Council.

Date approved: February 2024

Review date: January 2025

Appendix A

Rule 9 of the *New Zealand Teachers Council (Making Reports and Complaints) Rules 2004* sets out the criteria for reporting serious misconduct. Rule 9 is set out in full below.

Rule 9 Criteria for reporting serious misconduct.

- The criterion for reporting serious misconduct is that an employer suspects on reasonable grounds that a teacher has engaged in any of the following:-
 - o The physical abuse of a child or young person (which includes physical abuse carried out under the direction, or with the connivance, of the teacher)
 - o The sexual abuse of a child or young person (which includes sexual abuse carried out under the direction, or with the connivance, of the teacher)
 - o The psychological abuse of a child or young person, which may include (but is not limited to) physical abuse of another person, or damage to property, inflicted in front of a child or your person, threats of physical or sexual abuse and harassment.
 - o Being involved in an inappropriate relationship with any person under the age of 16 years
 - o Being involved in an inappropriate relationship with a student with whom the teacher is, or was when the relationship commenced, in contact with as a result of his or her position as a teacher.
 - o The neglect or ill-treatment of any child or young person in the teacher's care
 - o The neglect or ill-treatment of any animal in the teacher's care
 - o Theft, or fraud
 - o Involvement in the manufacture, cultivation, supply, dealing, or use of controlled drugs.
 - o Permitting, or acquiescing in, the manufacture, cultivation, supply, dealing, or use of controlled drugs by any child or young person
 - o Viewing, accessing, or possessing pornographic material while on school premises or engaged on school business.
 - o Viewing, accessing, or possessing pornographic material that depicts children or young persons or that depicts animals engaged in sexual acts with humans.
 - o Breaching the school's standards or rules concerning the use of alcohol at the school or while on school business
 - o Any other act or omission that could be the subject of a prosecution for an offence punishable by imprisonment for a term of 3 months or more.

- Any act or omission that brings, or is likely to bring, discredit to the profession.
- Physical, sexual, or psychological abuse is reportable whether it occurs as:
 - A single act; or
 - A number of acts forming part of a pattern of behaviour, even if some or all of those acts, viewed in isolation, would be minor or trivial.

In this rule, school includes an early childhood education and care service.

Enrolment & Fees Policy

Rationale:

To ensure Eden Christian Kindergarten has clear and equitable enrolment processes. To ensure Eden Christian Kindergarten fee structures are clear and fair, enabling quality Early Childhood Education while remaining readily accessible and affordable for families.

TE WHĀRIKI Belonging/ Mana whenua- Goal 3: Teachers experience an environment where they feel comfortable with the routines, customs, and regular events.

Centre Enrolments & Attendance

- Eden's opening hours are 8.30-3.30pm
- Hours of enrolment will be discussed with the Manager/Administrator.
- Children must attend a minimum of two days per week. This is to ensure continuity and familiarity with the centre environment, daily routines and to support the development of relationships with staff and other children.

Enrolment Vacancies

- Children are able to attend Eden from the age of 2 years until their 6th birthday, as spaces permit.
- The maximum number of all children at any time at Eden is not to exceed licensing conditions.
- When enrolment vacancies become available, full-day places will be given priority over half day sessional requests.
- Enrolment vacancies will be filled according to the following criteria (in order of priority):
The child is already attending Eden Christian Kindergarten (for enrolled hours changes) Length of time on the waiting list. Whether the child has any siblings currently attending Eden. Whether the child has any siblings who have previously attended Eden Christian Kindergarten, Exceptional circumstances Notwithstanding the above, consideration will be given to the nature of enrolment vacancies available to maintain optimal enrolments by the Manager.
- Children do not need to be toilet trained to start at Eden.

Changes to Enrolments

- Changes to enrolment hours require one weeks' notice and a change of hours form to be completed and signed by the parent/caregiver. Where changes are not able to be made immediately, requests will be noted on the waiting list. Requests for changes to enrolment hours/days will be given priority according to the criteria above.
- Two weeks' notice must be given of termination of enrolment. If notice is not provided fees will be required to be paid for those two weeks.

Enrolment Procedures

1. Parents or caregivers enquiring about attendance at Eden Christian Kindergarten will be given an information pack and encouraged to visit Eden with their child/ren.
2. When a parent/caregiver confirms they wish to enroll their child, a pre-enrolment form will be completed either via our website or over the phone. This places your child's name on the waiting list.
3. Upon being allocated a place the parent or caregiver will be required to complete an enrolment agreement.

This includes a 20 Hours ECE Attestation form, provision of an official identity verification document and immunisation certificate (for photocopying), parental/guardian permissions and any custodial arrangements. Relevant court or custody order documents must be sighted by the Manager (refer Custodial Arrangements Policy). These will be shared with the Manager and together decide who else this information will be shared with. Families will also be encouraged to complete an additional information/aspiration form to help staff get to know more about new children.

4. The Manager will support families to complete enrolment information and inform them of enrolment & fees, illness & excursion policies. The Manager will also provide information and relevant forms to support families wishing to apply for WINZ subsidies for fees support to families about applying for WINZ or Eden subsidies for fees. All enrolment information and records will be filed by the manager. Information will be kept securely, and records held for 7 years.
5. Subject to legal requirements, all information about children and staff will be kept confidential to the centre.

6. The Manager will contact all families annually to ensure their enrolment information remains up to date.

Centre Fees and Payment Terms

Enrolment Fee

A non-refundable fee of \$30 is payable when enrolling a child. This fee covers administration set-up costs including the child's portfolio.

Session fees:

20 hours ECE Fees		
Three-year-olds and over and enrolled with 20 Hours ECE		
Attendance per week	Attested 20 Hours ECE	Fee per week
2 days	12	0
3 days	18	0
4 days	20	35
5 days	20	45

Standard Fees		
Under three years old and children not enrolled with 20 Hours ECE pay standard fees		
2 days	0	90
3 days	0	130
4 days	0	180
5 days	0	230

Session Fees

- Three- and Four-year-old children are eligible for *20 hours ECE* (free, government funded) attendance a week (to a maximum of 6 hours a day) at Eden Christian Kindergarten (the attestation on then enrolment form must be completed in order for families to qualify).
- Fees are set by the Eden Trust Board and reviewed on a regular basis. At least one months' notice will be given to families of any fee increase.
- Eden encourages families to access WINZ subsidies to assist in the payment of other kindergarten fees. The Manager will provide information about subsidies to all families at the time of enrolment.

Late Pick-Up Fees

- Where a parent or caregiver is late picking up a child on a consistent basis and without prior arrangement, the Manger will document this on the discover and email a reminder to the parent about our fees policy.
- On subsequent occasions a parent or caregiver is late a charge will be applied. This will be made at a rate of \$35 after session finish time. Teaching staff will document collection times on the sign-in/out sheet and refer to the Manager this will automatically be added to the parents' account.

Absences

- Fees will not be charged if the kindergarten is closed for the Christmas close down period, public holidays or teacher only days.
- To hold child places, fees are required to be paid for all absences, even if the child is sick or on holiday. An exemption can be made for families taking an extended holiday i.e. more than a three week period whereby 50% of fees will be waived when a minimum of 3 weeks' notice is given.

- Should a child be absent for more than a three-week period fees will be charged to the parent/caregiver unless an EC12 and EC13 (application for exemption from absence rule for special and/or health needs) is completed and on file.

Fee Variations

- Eden Christian Kindergarten is committed to supporting the enrolment of all children at Kindergarten. Under special circumstances a Fee Exemption or Variation may be necessary to support or maintain the enrolment of the child at Kindergarten. The Trust Board has delegated to the Manager the authority to vary fees if this is in the best interests of the child and Kindergarten. A Fee Variation/Exemption Form (see Appendix D) must be completed to apply this policy provision for a family at the Kindergarten.
- 50% of fees for children of staff working at Eden Christian Kindergarten on a permanent basis will be waived. This employee benefit will cease immediately if the employment relationship terminates.

Terms of Payment

- Discover automatically emails invoices out to all children weekly.
- All fees for are to be paid in full by the end of the month, unless a payment plan has been arranged with the Manager.
- Automatic payments or internet banking payments will be encouraged.
- Final invoices for children leaving will be issued prior to their leaving date and must be paid before the child's final session.
- Parents/Caregivers are made aware of our fees policy at the time of enrolment and sign the enrolment form acknowledging that they understand and agree to this policy.
- Invoices will be sent with a letter requesting payment of outstanding account for accounts outstanding greater than 7 days. Repayment plans can be established by consultation with the Administrator or Manager.

- Children may lose their place on the kindergarten roll if fees remain outstanding and no repayment plans are actioned.

Date approved: February 2024

Review date: January 2025

Equal Employment Opportunities Policy

Rationale: At Eden we recognise and respect individual differences. We appreciate the unique skills and talents that each individual employee brings with them to our team.

Te Whāriki Contribution/ Mana tangata- Goal 1: Tamariki experience an environment where there are equitable opportunities for learning, irrespective of gender, ability, age, ethnicity or background.

Licensing Criteria for Early Childhood Education & Care Services 2022 Curriculum: Culture and identity

C6: The service curriculum respects and supports the right of each child to be confident in their own culture and encourages children to understand and respect other cultures. Children as learners **C7:** The service curriculum is inclusive, and responsive to children as confident and competent learners. Children's preferences are respected, and they are involved in decisions about their learning experiences. **C10:** The service curriculum supports children's developing social competence and understanding of appropriate behaviour. Governance Management and Administration: Professional practices GMA7: Suitable human resource management practices are implemented.

DOCUMENTATION REQUIRED: Processes for human resource management; including: selection and appointment procedures; job/role descriptions; induction procedures into the service; a system of regular appraisal; provision for professional development; a definition of serious misconduct; and discipline/dismissal procedures.

Procedures:

- All fulltime positions at Eden are advertised to attract a wide range of applicants.
- All applicants regardless of culture, gender, religion, sexual orientation, social strata, physical ability, or age will be given equal consideration for kaiako positions.
- Eden will actively work to address any issues of exclusion and will endeavour to make Eden a welcoming place of belonging for all employees.
- Eden will adhere to all relevant legislation regarding equal employment opportunities.

LINKS TO: The Human Rights Act 1993 + The Employment Relations Act 2000

Date approved: February 2024

Review date: January 2025

Relievers Policy

Rationale: Eden aims to provide a consistent environment for tamariki, mātua and kaiako. We also appreciate the need for our permanent kaiako to complete professional development, take annual leave, and special leave.

To ensure an appropriate ratio is kept at all times we are required to utilise relieving kaiako. These Kaiako require some guidelines to ensure they are acting in accordance with Eden policies and procedures.

Te Whāriki Belonging/ Mana whenua - Goal 3: Relievers experience an environment where they feel comfortable with the routines, customs and regular events.

Licensing Criteria for Early Childhood Education & Care Services 2008 Curriculum:

Professional Practice C4: The practices of adults providing education and care demonstrate an understanding of children’s learning and development, and knowledge of relevant theories and practice in early childhood education.

Governance, Management and Administration: Professional Practices GMA7A: Before a person is employed or engaged as a children’s worker, as defined in the Children’s Act 2014, a safety check as required by that Act must be completed. A detailed record of each component of the safety check must be kept, and the date on which each step was taken must be recorded, including the date of the risk assessment required to be completed after all relevant information is obtained.

These records must be kept by, or available to, the service provider as long as the person is employed or engaged. Every child’s worker must be safety checked every three years. Safety checks may be carried out by the employer or another person or organisation acting on their behalf.

DOCUMENTATION REQUIRED:

A written procedure for safety checking all children's workers before employment or engagement of the worker commences that meets the safety checking requirements of the Children's Act 2014. 2. A record of all safety checks and the results.

Procedures:

- All prospective relievers will go through similar recruitment and selection processes.
- Centre manager will ensure that relievers are given a brief induction before commencing work with the children, and that they are supported by regular kaiako.
- A folder will be made available to new relieving kaiako so that they may become familiar with significant policies and practices and the employee handbook. This folder will also contain relevant contract, tax and police vet paperwork to be completed prior to starting work.
- Relievers are added to the relieve list once all required safety checks that meet the Children's Act 2014 are complete.
- Centre manager will use their discretion when making the decision to allow a new relieving kaiako to take on roles of responsibility such as group times and intimate care routines. Comfort levels of children will be considered with regard to this also.
- Regular relievers will be permitted to change nappies provided they have been shown and understand the nappy changing procedure, health and hygiene requirements, and as long as the child feels comfortable with them.
- No reliever is authorised to administer first aid or medicine to any child.
- Manager will intermittently check availability of relievers.

Links to: Child Protection Policy

Date approved: February 2024

Review date: January 2025

Family Violence Policy

Rationale: Eden Christian Kindergarten is committed to providing support to employees so that they may lead violence free lives.

In accordance with this commitment, Eden Christian Kindergarten has the expectation that all employees should be free from family violence in all its forms, including but not limited to:

- Physical
- Emotional
- Psychological
- Sexual

Being Violence Free means:

- Not being a victim of family violence
- Not being a perpetrator of family violence
- Not being a witness to family violence

Well-being/ Mana atua - Goal 3: Tamariki and adults experience an environment where they are kept safe from harm.

Licensing Criteria for Early Childhood Education & Care Services 2008

GMA 7

Procedures:

- All employees are responsible for their own conduct on Eden's premises.
- Eden does not tolerate acts of violence committed by or against employees.
- Eden strictly prohibits employees from making threats, bullying, and engaging in violent or perceived violent behaviours.
- Eden Kindergarten has a zero-tolerance policy which means that violent or abusive behaviours are not tolerated. Any employee who commits violent acts, or otherwise violate this policy will be subjected to corrective action or discipline, up to and possibly including termination of employment. (Please refer to our Disciplinary Policy.)

- Any reported violence, threats, or harassment will be immediately investigated by the Manager and/ or Board Chair. (please refer to our Complaints Policy).
- Employees who have concerns about another employee should take their concerns confidentially to the Manager and not discuss it with other employees.
- Employees who are subject to violence, (either subjected to or involved in) are encouraged to report this to the Manager or Board Chair as soon as possible.
- This information will be kept confidential to the parties involved.
- Immediate steps will be put in place, if necessary, to ensure the safety of the person (and or their dependants) disclosing the violence.
- The Manager and or Board Chair will discuss, and implement with agreement, support strategies. They may include:
 - o *Accompanying the victim to the Police Station*
 - o *Contacting Women's refuge – 0800 733 843*
 - o *It's not Okay- 0800 456 450*
 - o *Safe to talk – 0800 044 334 or text to 4334 or email on support@safetotalk.nz*
 - o *The Doctor*
 - o *Any other organisations that seem appropriate*

Entitlements:

- An employee seeking leave due to Family Violence is entitled to up to 10 days per calendar year, non- accumulative (after 6 months of continuous employment) of paid leave in addition to annual leave.
- The Family Violence can be current or historical.
- An employer may request supporting documentation from the police, government departments, a health professional, or a family violence support person. This is at the discretion of the Manager and or Board Chair.
- The employee subjected to Family Violence may request flexible working arrangements. This is after discussion with and at the discretion of the Manager and or Board Chair.
- The person disclosing the violence will not be discriminated against.

- A workplace safety plan will be developed between the employee who is concerned about their safety and the Manager and or Board Chair.

Related articles:

- Family Violence Act 2018. Effective date 1st April 2019
- Igniting Change -Act to prevent family violence.
- How to become a business that's working to end family violence
- Ministry of Health – Family violence organisations and websites

Date approved: February 2024

Review date: January 2025

Safety checking policy

Rationale: The purpose of this policy is to ensure that there is detailed information and a clear process to ensure all those working at Eden meet the safety check requirements specified in the Children's Act 2014 and the Children's (Requirements for Safety Checks of Children's workers) Regulations 2015, as well as the Education and Training Act 2020.

This policy also contributes to the human resource management policies operated by this centre and ensures we comply with the

Ministry of Education's Early Childhood Education Licensing Criteria, specifically GMA7a and HS31.

GMA7A – A written procedure for safety checking all children's workers before they have access to children that meets the safety checking requirements of the Children's Act 2014

Children's Act 2014

Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015

Education (Early Childhood Services) Regulations 2008

Te whariki: wellbeing Mana atua – children experience an environment where they are kept safe from harm.

The purpose of this procedure is to ensure all Children's Workers employed at our childcare centre meet the safety check requirements specified in the Children's Act 2014. These measures are put in place to protect and improve the wellbeing of all children attending our centre and strengthen our child protection system.

- The welfare and safety of children at our centre is our main priority. Following this procedure will greatly reduce the risk of any child being abused or harmed within this centre. Our teachers and centre employees are in a position of trust, and robust Children's Workers safety checking will contribute to a level of confidence held by our families/whānau and community.

- Safety checking of children’s workers in an ECE setting is a legal requirement. It is an offence to employ or engage a person as a children’s worker without completing a full safety check before they start work, and an offence to not re-check children’s workers every 3 years.

Procedure Flowchart – for further detail see the ECC’s Risk Assessment Procedures for new and existing children’s workers

Safety Checking Components for New and Existing Children’s Workers under the Children’s Act 2014

What Must Be Done	If you are employing a NEW Children’s Worker	If you are safety checking an EXISTING Children’s Worker
	<p>All steps must be completed in full BEFORE commencement of employment</p>	<p>PERIODIC RECHECKING: This applies to all Children’s Workers employed, regardless of how long they have been in employment at the service.</p> <p>All steps must be completed in full ON or BEFORE the expiry of the Children’s Worker’s previous safety check</p>
<p>Confirm their identity</p>	<p>We must sight an original primary identity document (e.g. a passport) and an original secondary identity document (see ‘Detail’ below for accepted documents). One of the documents must contain a photograph or you will need to use an identity referee and a verification statement.</p> <p>A person’s identity can also be confirmed by using an electronic identity credential,</p>	<p>Confirmation that the employee has not changed their name from the name on their previous safety check</p> <p>If the employee’s name has changed since the last safety check, a supporting name change document as evidence must be produced (see ‘Detail’ below for accepted documents)</p>

	<p>in accordance with the Electronic Identity Verification Act 2012 (e.g. REALME)</p> <p>If a person's name differs from the person's name on a document produced, a supporting name change document is required as evidence. (see 'Detail' below for accepted documents)</p> <p>EVIDENCE: copy taken, signed and dated. State full name and position. Retain this copy in the employee's personnel file</p>	<p>EVIDENCE: copy taken, signed and dated. State full name and position. Retain this copy in the employee's personnel file</p>
<p>Do an interview</p>	<p>All new staff must participate in an interview (face-to-face / online or telephone) that includes specific questions about their own attitudes, beliefs and behaviours; and whether they have ever been convicted of an offence or a complaint made against their professional practice.</p> <p>EVIDENCE: notes of questions and answers, signed and dated. State full name and position. Retain this copy in the employee's personnel file</p>	<p>Not required</p>
<p>Ask for a work history</p>	<p>All new staff must provide their C.V., i.e. consisting of a chronological summary of their work history, if any, for the preceding five years (including a description of previous employment positions)</p> <p>EVIDENCE: copy taken, signed</p>	<p>Not required</p>

	and dated. State full name and position. Retain this copy in the employee's personnel file	
Check at least one referee	<p>We will contact at least one referee by telephone, who is not related to the person and not part of the person's extended family and request any information that may be relevant to an assessment of the person.</p> <p>EVIDENCE: notes of the referee interview questions and answers, signed and dated. State full name and position. Retain this copy in the employee's personnel file</p>	Not required
Get more information	<p>We will seek information from the Teaching Council that you hold a current practising certificate, i.e. confirm through https://teachingcouncil.nz/fi/nd-a-registered-teacher/</p> <p>We will require any other information held by the Teaching Council that may be relevant to an assessment of the person (e.g. complaints or competence issues)</p> <p>EVIDENCE: copy of the practising certificate / screenshot of online entry on the Teaching Council register. Signed and dated. State full name and position. Retain this copy in the personnel file</p>	<p>At the three year periodic safety check, we will verify with the Teaching Council that you have a current practising certificate, i.e. confirm through https://teachingcouncil.nz/fi/nd-a-registered-teacher/</p> <p>EVIDENCE: copy of the practising certificate / screenshot of online entry on the Teaching Council register. Signed and dated. State full name and position. Retain this copy in the personnel file</p>
Do a Police Vet	We obtain a Police vet report for all staff; or	We obtain a Police vet report for all staff; or

	<p>For teaching staff, we accept a registered teacher’s current practicing certificate as evidence that a current Police vet check report has been obtained by the Teaching Council and that this has met their criteria for being of good character and fit to be a teacher; or</p> <p>For teaching staff, we require the original covering letter that accompanied your practicing certificate issued by the Teaching Council.</p> <p>EVIDENCE: Print the Police Vet results or note that you are relying on the Police Vet undertaken by the Teaching Council</p>	<p>For teaching staff, we accept a registered teacher’s current practicing certificate as evidence that a current Police vet check report has been obtained by the Teaching Council and that this has met their criteria for being of good character and fit to be a teacher; or</p> <p>For teaching staff, we require the original covering letter that accompanied your practicing certificate issued by the Teaching Council.</p> <p>EVIDENCE: Print the Police Vet results or note that you are relying on the Police Vet undertaken by the Teaching Council</p>
<p>Assess the risk and make your decision</p>	<p>We undertake a risk assessment, which involves consideration of all the above information and our judgement whether this Children’s Worker poses or would pose any risk to the safety of children.</p> <p>EVIDENCE: Write a risk assessment statement that confirms that all the required checks were undertaken, and file it together with all the documentation in the Children’s Worker’s personnel file</p>	<p>We undertake a risk assessment, which involves consideration of all the above information and our judgement whether you are an appropriate person to be a children’s worker at our centre.</p> <p>EVIDENCE: Write a risk assessment statement that confirms that all the required checks were undertaken, and file it together with all the documentation in the Children’s Worker’s personnel file</p>
<p>Keep a record</p>	<p>We keep a dated record of the information we gathered and the date when safety checks need to be carried out again. These records are kept on each Children’s Worker’s</p>	<p>We keep a dated record of the information we gathered and the date when safety checks need to be carried out again. These records are kept on each Children’s Worker’s</p>

	<p>personnel file and will be retained for seven years after an employee leaves our centre.</p>	<p>personnel file and will be retained for seven years after an employee leaves our centre.</p>
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Definition of Children’s Worker:

Under the children’s Act 2014

- A children’s worker is a person whose work “may or does involve regular or overnight contact with a child or children and takes place without a parent/guardian of the child, or of each child, being present”. This will include all people on site in an early learning service when the service is operating, irrespective of whether or not a person is paid, voluntary, or trialing for a role. It is the nature of work with children without parental supervision which is most important. A visitor with unsupervised access to children in a centre is not allowed. Van drivers for pick up/drop off services are children’s workers.
- Work means paid, or unpaid as apart of educational or vocational training service.
- Regular or overnight contact means overnight, or at least once each week, or on at least four days each month.

Education and training amendment bill

- Changes to the Education and Training Act 2020 clarify the Police vetting provisions for non-teaching employees and contractors in licensed early childhood services and adults living in a home where home based education and care is provided.
- The clarification of the existing law makes it explicit that service provides of licensed ECE services will need to consider the Police vet obtained for their non teaching employees and contractors, and adults living in homes where

home based ECE is provided, to assess any risk to the safety of children before those employees begin work or in the case of contractors, before they have supervised access to children.

- If neither of these requirements applies, the person is a visitor to our centre.
- It is mandatory to carry out safety checks, regardless of whether children's workers are core workers or no core workers.
- We conduct safety checks of all staff in accordance with Ministry of Education, Licensing Criteria (GMA7A) and Children's Act 2014 requirements. (as per the centre safety check procedure and risk assessment procedure for new and existing children's workers).

Under the Education ACT

- If a person will, or may have unsupervised access to children, then they will need to be police vetted as the Education Act requires this.
- Recruitment and Selection: All permanent positions will be advertised. Curriculum Vitae will be checked before placing an applicant on a short list. Prior to employment applicants will undergo required safety checks that comply with the Children's Act 2014.

Who must be safety checked:

- Centre owners/managers
- All Staff Members
- Paid board members
- Students on work experience
- Relievers (including from agencies)
- Students on practicum or work experience: if we are hosting a student on practicum through a Tertiary Education Organisation who the student will be and the length of their work placement, pending your risk assessment.

While the Vulnerable Children’s Act 2014 is clear that early childhood services are accountable for ensuring students have been safety checked, the VCA allows these checks to be done by another organisations (such as their ITO/TEO) on their behalf.

- We will check to confirm it was to the VCA standard, do an identity check and risk assessment.
- We should receive a letter or email of introduction from the ITE/TEO which will:
 - ask to agree to them acting on your behalf
 - include each individual student’s name
 - Confirm the safety check has been completed.
 - Confirm the student has given consent for the relevant safety checking information be passed onto your early learning service.
 - We will confirm their identity, ask the student to provide two forms of identity one primary and one secondary.
 - We will check personal records to make sure the identity isn’t already being used by any other person employed or engaged in our early learning service.
 - Evaluate the information gathered to assess the risk the student would pose to the safety of children if engaged.
 - Is this person safe to work with children? Will they actively contribute to the culture of child protection, and make sure the safety of a child is a priority, support the child protection policy.

Appendix A: Seven-point initial Safety Check

(must be completed before a person starts employed or engaged work with children at Eden Christian Kindergarten).

Steps are as follows:

Step 1: Verification of Identity

Use of an electronic identity credential, within the means of section 8 of the Electronic Identity Verification Act 2012; (E.g the RealMe identity verification service).

OR

Obtain an original primary identity document AND an original secondary identity document.

Where the official name of the applicant has changed from that on their ID, obtain evidence of the name change sign the original ID documents, sign, date a copy and retain. Must be current (NOT EXPIRED) at the time of doing the initial safety check.

Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015

Schedule: Confirmation of Identity

Part 1: Primary identity documents

- New Zealand passport
- Overseas passport (may include NZ immigration visa or permit)
- NZ emergency travel document
- NZ refugee travel document
- NZ certificate of identity (issued under the Passports Act 1992 to non-NZ citizens who cannot obtain a passport from their country of origin)
- NZ certificate of identity (issued under the Immigration Act 1987 to people who have refugee status)
- NZ firearms licence

- NZ full birth certificate that is issued on or after 1 January 1998 and that carries a unique identification number
- NZ citizenship certificate

Part 2: Secondary identity documents

- NZ driver licence
- 18+ card
- Community services card
- SuperGold Card
- Veteran SuperGold Card
- NZ student photo identification card
- NZ electoral roll record
- Inland Revenue number
- NZ issued utility bill, issued not more than 6 months earlier
- Steps to Freedom form

Part 3: Supporting name change documents.

- NZ birth certificate (issued for the purpose)
- Change of name by statutory declaration
- Change of name by deed poll
- NZ name change certificate
- NZ marriage certificate
- NZ civil union certificate
- NZ order dissolving marriage or civil union
- NZ order declaring marriage or civil union

Photo ID

- Confirm identity matches the documents provided (by the photo on the ID documents(s) or by using an identity referee where no photo on at least one of the ID documents).

Personal records

- Check your services' personnel records (staff files) to ensure this identity is not already claimed by someone else.

Step 2: Interview

- Face-to-face, phone or other communication technologies Ask specific questions about relationships with children.
- Make detailed notes during the interview.
- Sign, date and retain the interview notes.

Step 3: Work history

- Chronological summary of their work history, if any, for the preceding 5 year any gaps? Note explanation for periods not covered.

Step 4: Referee information

- Obtain and consider information from at least one referee.
- Not related to the potential children's worker or part of their extended family.
- Note details that could assist you in complete A robust risk assessment! Aim for the referee to be someone who has been responsible for the person in the workplace.
- Ask specific questions about any risk to children.
- Write up notes from referee check, sign, date and retain.

Step 6: NZ Police Vet

- Obtain and retain a police vet or can rely on the Teaching Council Police Vet for registered teachers.

Step 7: Risk assessment

- Evaluation of all information collected to assess whether there is any risk to the safety of children.

Appendix B: Periodic Safety Re-Checks (4 Steps)

Periodic rechecking of all children's workers requires the following 4 of the 7 components to be completed:

Step 1: Identity confirmation

If a name change has occurred, then a supporting name change document must be produced as evidence.

Step 2: Membership/Registration information

Revisit the Teaching Council register-take a screen shot of the teachers' entry on the register, print and date.

Step 3: Police vet

Obtain and retain a police vet or can rely on the Teaching Council Police Vet for registered teachers.

Step 4: Risk Assessment

Evaluation of the above information to assess the risk the children's worker could pose to the safety of children.

If there is any suspicion that an applicant might pose a risk to a child that applicant will not be employed. More details see employee handbook this sets out the Employer's rules and regulations, the policies and procedures relating to teacher employment.

No one under the age of 17 years old will be employed at Eden Christian Kindergarten

All employed at Eden Christian Kindergarten will work under individual employment agreements negotiated and signed prior to start date.

Management respects the right of all employees to membership of an employee's organisation and choice of representation in negotiating for an employment contract.

Teachers are given an employee handbook prior to their start date. At least one copy is kept in the office at all times. Teachers have a robust induction and are made aware of this policy and how to raise issues of concern.

This handbook sets out the Employer's rules and regulations, the policies and procedures relating to your employment and also contains information on employees benefits and protections. If you require any clarification or additional information, please speak to your manager. All employees are required to comply with the Employee Handbook. Therefore, we ask that all employees read the content carefully as they may be subject to appropriate disciplinary action (up to and including termination) in the event that you breach the Employee Handbook.

The management of Eden Christian Kindergarten will ensure that every child's worker at Eden are safety checked every 3 years.

Personal records:

We retain information gathered to comply with this staff safety checking policy in individual personal files. Police vet check reports, where gathered, are retained for the duration of the staff members employment at Eden Christian Kindergarten and for seven years after leaving employment here. All personnel records are kept strictly confidential in secure storage for up to seven years following the cessation of employment.

Certified teachers:

Teachers or employees who hold a current practising certificate will be police vetted by the Teaching Council as part of issuing and renewing the person's practising certificate.

If the Teaching Council has issued or renewed a practising certificate, they will have considered them to have a satisfactory vet. We choose to carry out their own police vet as well.

Safety checking relief teachers:

- Where some components of the safety check have been completed by another organisation on their behalf, the service is responsible for confirming that these components have been completed, and that a full safety check has been done.
- At Eden we always complete the identity check and risk assessment for all children's workers, even if these have already been completed by another organisation.
- Agency relief teachers
- Agencies providing relief teachers are likely to be completing some components of the safety check. Services can agree with the agency that it will complete those components on their behalf.

Reference:

[VCAPracticum.pdf \(education.govt.nz\)](#)

[VCARelievers.pdf \(education.govt.nz\)](#)

Relates to: Child Protection Policy

Review annually or when there is a significant change in the area of the policy topic or the procedure.

Date reviewed: January 2024

Next review: January 2025

Appendix B: Safety Checking Checklist

Full name:	
Role:	Service name:
Start date:	Service #:
Current practice certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry date of practising certificate:
<p>1. Verification of Identity</p> <p>Check the person’s identity by using an electronic identity credential such as RealMe, or sight and copy of original primary and secondary identity documents. If the names on the IDs do not match, then you must include a supporting name change document.</p> <p>One form of identification must be primary, and one must be secondary. Either the primary or secondary identification must include a photo. These must be current and not expired.</p>	
Primary ID	Secondary ID
<input type="checkbox"/> NZ passport <input type="checkbox"/> Overseas passport (may include INZ visa or permit. Visa itself is not valid ID) <input type="checkbox"/> NZ emergency travel document <input type="checkbox"/> NZ refugee travel document <input type="checkbox"/> NZ certificate of identity (issued under the Passports Act 1992 to non-NZ citizens who cannot obtain a passport from their country of origin) <input type="checkbox"/> NZ certificate of identity (issued under the Immigration Act 1987 to people who have refugee status) <input type="checkbox"/> NZ firearms licence	<input type="checkbox"/> NZ driver licence <input type="checkbox"/> Kiwi Access Card (previously known as 18+ card) <input type="checkbox"/> Community services card <input type="checkbox"/> SuperGold Card <input type="checkbox"/> Veteran SuperGold Card <input type="checkbox"/> NZ student ID card <input type="checkbox"/> NZ employee photo ID card <input type="checkbox"/> NZ electoral roll record <input type="checkbox"/> Inland Revenue number <input type="checkbox"/> NZ issued utility bill (not issued more

<input type="checkbox"/> NZ full birth certificate (issued on or after 1 January 1998) <input type="checkbox"/> NZ citizenship certificate	than 6 months earlier eg. phone, power, internet bill etc) <input type="checkbox"/> Steps to Freedom form
Supporting name change documents	
<input type="checkbox"/> NZ full birth certificate (issued for purpose) <input type="checkbox"/> NZ marriage certificate (particulars of marriage is not valid) <input type="checkbox"/> Change of name by statutory declaration <input type="checkbox"/> Change of name by deed poll	<input type="checkbox"/> NZ name change certificate <input type="checkbox"/> NZ civil union certificate <input type="checkbox"/> NZ order dissolving marriage or civil union <input type="checkbox"/> NZ order declaring marriage or civil union void
<input type="checkbox"/> Copy of RealMe verification attached OR <input type="checkbox"/> Copy of identification documentation attached	Date completed:
<input type="checkbox"/> Completed a search of personnel records to check if the person's identity is being, or has been, used by another person	Date completed:
<p>1A. Verification of Identity by an Identity Referee.</p> <p>If neither of the primary or secondary identity documents has a photo of the person you must ask them to provide:</p> <input type="checkbox"/> The name and contact details of an identity referee <input type="checkbox"/> A photo of themselves authenticated by the identity referee OR <input type="checkbox"/> A statement signed and dated by the identity referee that confirms that the primary	

identify document relates to that person.	
The identify referee must have known the person for at least 12 months, and be at least 16 years of age, and not be related to the person and not be part of the person's extended family, and not be a spouse or partner of the person, and not live at the same address as the person.	
Name of Identity Referee:	
<input type="checkbox"/> Attached copy of the Verification Statement or authenticated photo	Date completed:
<p>2. Interview</p> <p>Document the interview conducted, such as interview notes or summary. Detail questions asked and answers provided.</p>	
Interview type: <input type="checkbox"/> Face to face <input type="checkbox"/> Phone <input type="checkbox"/> Other:	
Interviewer(s):	Date of interview:
<input type="checkbox"/> Copy of detailed interview notes attached	
<p>3. Work History</p> <p>Obtain a chronological summary of the person's work history for a minimum of the preceding 5 years, including a description of positions held. This can be a copy of a CV or job application.</p> <p>Any gaps in the 5-year period must be explained.</p>	
<input type="checkbox"/> Work history attached	Date completed:

4. Referee Checks

Contact at least one referee. A referee cannot be related to the person or part of the person's extended family. Confirm with the referee that the information in the person's CV is correct. Ask the referee if they have any concerns regarding the person's suitability to work with children.

Name:		Date called:
Contact details:		
Name:		Date called:
Contact details:		

Referee checks including questions asked, and detailed answers provided attached

5. Professional Membership

Seek information from any relevant professional organisation or registration authority to confirm if the candidate is a current member, registered or certificated by the authority.

For certified teachers:

Check the online [Teaching Council register](#) for the person's certification category and expiry date. If the teacher has any censures or conditions, this will be noted on the register.

Name of any professional organisations, licensing authorities, or registration authorities:

Copies issued from the relevant professional organisation, licensing or registration authority attached

A screenshot from an online register check attached

Date completed:

6. Police Vet

You will need to Police vet all employees; however, if the person is a teacher who holds a current practising certificate their Police vet will already have been done and this can be relied on.

Police vet result shows:

No convictions

Convictions:

Convictions of a [special offence](#) – (person must not be employed in a core children's worker role unless they have an exemption).

Copy of Police vet and results attached

OR

Holds a current practising certificate so a new police vet was not requested

6A. Adults in home (for home-based services only)

The service provider of a licensed home-based service must obtain a police vet of every adult (person 17 years or older) who lives in a home:

- where the service is being provided, and
- where at least 1 child to whom the service is being provided does not live in the home

Copy of Police vet(s) for adult(s) in home attached

6B. We also recommend obtaining a Police Vet for workers from overseas

In addition to obtaining a NZ Police vet, you should ask them to provide copies of police certificates from their countries of citizenship and from any country in which they have lived for one or more years, within the last 10 years.

Attached copy of police certificate from their countries of citizenship

Attached copy of police certificate from any country in which they have lived for one or more years, within the last 10 years

When a person cannot provide an overseas police certificate:

Attach proof of attempts to obtain a certificate

Statutory declaration attached stating whether they have any overseas criminal convictions or not

1. Risk Assessment

Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety of children if employed or engaged.

You must detail how all information gathered for the other components of the safety check (identity check, work history, interview, referee, membership, and Police vet) has been considered for the risk assessment.

REFLECT	Is the person safe to work with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Would the person support and adhere to your child protection policy, and actively contribute to a culture of child protection in your organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there any inconsistencies in information supplied, e.g., information not mentioned on the person's work history or during interview that was provided by the referee or in the Police vet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there any patterns of concerning attitudes or behaviours? These can be subtle and wider than the presence or absence of criminal convictions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to follow-up or gather any additional information, e.g., from another referee or more information from a referee already contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to clarify any issues with the applicant directly, e.g., allowing them an opportunity to respond to any information that is unclear or inconsistent? Did they deliberately withhold information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to talk to your manager about the person?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Assess the person to determine whether the person poses, or would pose, any risk to the safety of children.

ASSESS	I have assessed the person as posing	<input type="checkbox"/> no risk	to children
		<input type="checkbox"/> risk	
		<input type="checkbox"/> high risk	
If the person does, or would, pose a risk, assess the extent of that risk.			
Notes on the assessment of information and decision: <i>if the person has any convictions or comments on their Police vet, ensure you include these in your assessment notes.</i>			

Date of risk assessment:

Manager:

Signature:

Date:

Due date of next periodic safety check:
(Must not exceed three years)

Periodic Safety Re-Checks (4 Steps)

Full name:	
Role:	Service name:
Start date:	Service #:
Current practice certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry date of practising certificate:
<p>1.Verification of Identity</p> <p>Check the person’s identity by using an electronic identity credential such as RealMe, or sight and copy of original primary and secondary identity documents. If the names on the IDs do not match, then you must include a supporting name change document.</p> <p>One form of identification must be primary, and one must be secondary. Either the primary or secondary identification must include a photo. These must be current and not expired.</p>	
Primary ID	Secondary ID
<input type="checkbox"/> NZ passport <input type="checkbox"/> Overseas passport (may include INZ visa or permit. Visa itself is not valid ID) <input type="checkbox"/> NZ emergency travel document <input type="checkbox"/> NZ refugee travel document <input type="checkbox"/> NZ certificate of identity (issued under the Passports Act 1992 to non-	<input type="checkbox"/> NZ driver licence <input type="checkbox"/> Kiwi Access Card (previously known as 18+ card) <input type="checkbox"/> Community services card <input type="checkbox"/> SuperGold Card <input type="checkbox"/> Veteran SuperGold Card <input type="checkbox"/> NZ student ID card

<p>NZ citizens who cannot obtain a passport from their country of origin)</p> <p><input type="checkbox"/> NZ certificate of identity (issued under the Immigration Act 1987 to people who have refugee status)</p> <p><input type="checkbox"/> NZ firearms licence</p> <p><input type="checkbox"/> NZ full birth certificate (issued on or after 1 January 1998)</p> <p><input type="checkbox"/> NZ citizenship certificate</p>	<p><input type="checkbox"/> NZ employee photo ID card</p> <p><input type="checkbox"/> NZ electoral roll record</p> <p><input type="checkbox"/> Inland Revenue number</p> <p><input type="checkbox"/> NZ issued utility bill (not issued more than 6 months earlier eg. phone, power, internet bill etc)</p> <p><input type="checkbox"/> Steps to Freedom form</p>
<p>Supporting name change documents</p>	
<p><input type="checkbox"/> NZ full birth certificate (issued for purpose)</p> <p><input type="checkbox"/> NZ marriage certificate (particulars of marriage is not valid)</p> <p><input type="checkbox"/> Change of name by statutory declaration</p> <p><input type="checkbox"/> Change of name by deed poll</p>	<p><input type="checkbox"/> NZ name change certificate</p> <p><input type="checkbox"/> NZ civil union certificate</p> <p><input type="checkbox"/> NZ order dissolving marriage or civil union</p> <p><input type="checkbox"/> NZ order declaring marriage or civil union void</p>
<p><input type="checkbox"/> Copy of RealMe verification attached</p> <p>OR</p> <p><input type="checkbox"/> Copy of identification documentation attached</p>	<p>Date completed:</p>
<p><input type="checkbox"/> Completed a search of personnel records to check if the person's identity is being, or has been, used by another person</p>	<p>Date completed:</p>
<p>1A. Verification of Identity by an Identity Referee.</p> <p>If neither of the primary or secondary identity documents has a photo of the person you must ask them to provide:</p> <p><input type="checkbox"/> The name and contact details of an identity referee</p> <p><input type="checkbox"/> A photo of themselves authenticated by the identity referee</p> <p>OR</p> <p><input type="checkbox"/> A statement signed and dated by the identity referee that confirms that the primary</p>	

identify document relates to that person.

The identify referee must have known the person for at least 12 months, and be at least 16 years of age, and not be related to the person and not be part of the person's extended family, and not be a spouse or partner of the person, and not live at the same address as the person.

Name of Identity Referee:

Attached copy of the Verification Statement or authenticated photo

Date completed:

2. Professional Membership

Seek information from any relevant professional organisation or registration authority to confirm if the candidate is a current member, registered or certificated by the authority.

For certified teachers:

Check the online [Teaching Council register](#) for the person's certification category and expiry date. If the teacher has any censures or conditions, this will be noted on the register.

Name of any professional organisations, licensing authorities, or registration authorities:

Copies issued from the relevant professional organisation, licensing or registration authority attached

Date completed:

A screenshot from an online register check attached

3. Police Vet

You will need to Police vet all employees; however, if the person is a teacher who holds a current practising certificate their Police vet will already have been done and this can be relied on.

Police vet result shows:

No convictions

Convictions:

Convictions of a [special offence](#) – (person must not be employed in a core children's worker role unless they have an exemption).

Copy of Police vet and results attached

OR

Holds a current practising certificate so a new police vet was not requested

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6B. We also recommend obtaining a Police Vet for workers from overseas

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Attached copy of police certificate from their countries of citizenship

Attached copy of police certificate from any country in which they have lived for one or more years, within the last 10 years

When a person cannot provide an overseas police certificate:

- Attach proof of attempts to obtain a certificate
- Statutory declaration attached stating whether they have any overseas criminal convictions or not

4. Risk Assessment

Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety of children if employed or engaged.

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	Are there any inconsistencies in information supplied, e.g., information not mentioned on the person's work history or during interview that was provided by the referee or in the Police vet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there any patterns of concerning attitudes or behaviours? These can be subtle and wider than the presence or absence of criminal convictions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to follow-up or gather any additional information, e.g., from another referee or more information from a referee already contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to clarify any issues with the applicant directly, e.g., allowing them an opportunity to respond to any information that is unclear or inconsistent? Did they deliberately withhold information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to talk to your manager about the person?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Assess the person to determine whether the person poses, or would pose, any risk to the safety of children.

ASSESS	I have assessed the person as posing to children	
	<input type="checkbox"/> no risk <input type="checkbox"/> risk <input type="checkbox"/> high risk	
	If the person does, or would, pose a risk, assess the extent of that risk.	
Notes on the assessment of information and decision: <i>if the person has any convictions or comments on their Police vet, ensure you include these in your assessment notes.</i>		
Date of risk assessment:		
Manager:		
Signature:		Date:
Due date of next periodic safety check: <i>(Must not exceed three years)</i>		

Appendix C: Employee Declaration

I _____ (please print name) acknowledge that I received a copy of this Eden Christian Kindergarten Trust Employee Handbook and that I have read, understood and agree to it.

Singed:

Date:

Incident Management Policy

Rationale: In the event of a crisis occurring at the Kindergarten which has the potential to; cause damage or injury to any child, staff or other person connected with the Kindergarten; damage to any Kindergarten property; compromise the immediate or ongoing operation or viability of the Kindergarten then it is acknowledged that decisions to deal with such crisis may not be able to be made with full input from the Board of Trustees.

Procedures:

- In the first instance the Manager in conjunction with the or person responsible has authority to make any necessary decisions and to take immediate action to ensure the safety of people and property at the Kindergarten.
- If an evacuation is required, please follow the Emergency Management Plan Policy.
- In a crisis details of the situation shall be provided immediately to the Manager (or in the event the Manager being unavailable to the Chairperson) who has delegated authority from the Trust Board to make unilateral decisions on how to immediately deal with the crisis.
- Decisions made by the Manager and/or Chairperson shall be binding on the Trust Board of the Kindergarten and enforceable by management and the Trust Board as if it had been a decision made after full Board consultation.
 - o As soon as possible after the crisis occurs, the Board and management will meet to determine a strategy for implementation to deal with the situation if needed.
 - o They will monitor the crisis and develop strategies on an ongoing basis or until resolution of the crisis.
 - o The Board Chair or Manager are the only people who can communicate and share relevant information with any person outside the Centre.
- The Board Chair or Manager will communicate with the M.O.E. and/or Work safe and follow their directions.

- If the centre is under the control of The Civil Defence staff, when asked, will be able to share relevant information with the Civil defence personnel.
- The Staff will be kept informed of the Crisis Management as appropriate.
- All Board Members and Staff will keep all information about the crisis confidential.
- Once the crisis has been resolved the Board and management will meet to review and assess; the factors leading to the crisis; what, if any, actions could have been taken to prevent or mitigate the crisis occurring; the impact of decisions made to deal with the crisis; what learnings can be applied in the future; any changes necessary to this or any other kindergarten policy or procedure; and any other factors as appropriate.

Date approved: February 2024

Review date: January 2025

Induction Policy

Rationale: A new staff member to Eden may have previous experience but will need support and help to adjust to their new setting. An induction program helps them become an effective part of the centre as quickly as possible. The responsibility lies with the existing team to put new teachers at ease, give them the information they need to do their job well, ensure their talents are used to the full and help them develop professional abilities.

GMA7A- Before a person is employed or engaged as a children's worker, as defined in the Children's Act 2014, a safety check as required by that Act must be completed.

GMA7- Suitable human resource management practices are implemented.

DOCUMENTATION REQUIRED: Processes for human resource management; including:

- selection and appointment procedures;
- job/role descriptions;
- induction procedures into the service;
- a system of regular appraisal;
- provision for professional development;
- a definition of serious misconduct; and • discipline/dismissal procedures.

Procedures:

Before the employee starts:

- 7 Step safety check has been completed (see Safety Checking Policy).
- A letter, contract, job description and employee handbook confirming the position offer and requesting the following information:
 - o Completion of IRD 330 – Tax Code Declaration
 - o Bank deposit slip for direct credit of wages/salary
 - o Kiwisaver deduction form
- o Invite them for a visit to meet the team and see the kindergarten working.
Explain the induction process.

- Ensure they have received a copy of the child protection policy, complaints, appraisal/Professional Growth cycle, Centre Philosophy, Emergency Procedures and any other relevant policies and documents for them to familiarise themselves with prior to their start date.

On the employees first day:

- The Manager will welcome the employee and introduce them to children, parents, and colleagues.
- The Manager will show the new teacher around the centre, explain where personal items can be stored and how the roster and breaks work at Eden (if this has not already been done prior to start date).
- The Manager will provide a simple outline of Eden's philosophy and current teaching methods, including daily routines and expectations – e.g. positive guidance with children, emergency drills and first aid/medical procedures and requirements. See induction checklist attached in Appendix One.
- If appropriate the manager will organise for a key to be issued and arrangements made for the alarm company to assign an alarm code.
- The Manager will check in to discuss with the new staff member how their first day is going, and to clarify start/finish times as well as lunch times and breaks.
- It is also a time to discuss any concerns that the new employee may be feeling.

During the first two weeks:

- Where possible the new employee will be given additional time to become familiar with the centre layout, filing systems, policies, and procedures etc.
- The Pedagogical leader or Manager will have some time off the teaching space with the new employee to discuss any concerns, clarify position expectations and appraisal/Professional Growth cycle.

Date approved: January 2023 **Review date:** January 2024

Induction plan

Employee Name:
Employment Start Date:
Position:
Person carrying out induction:

Prior to start date:	Person Responsible	Initial when Completed
Letter of offer, contract, job description and Employee handbook. Policies and procedures provided Clarify any conditions of employment agreement		
Beginning your role: Bio and photo for website, and wall display. Completion of IRD 330 – Tax Code Declaration Bank deposit slip for direct credit of wages/salary Kiwisaver deduction form 2X copies of Teacher registration certificate (if applicable) 2X copies of current first aid certificate (if applicable) 2X copies of qualifications (if applicable) Step Safety Check complete Receive centre keys and alarm code Receive new teacher park Hours of work, lunch, Teacher research time and roster Meetings and important dates		

Centre tour Login for discover – has employee been shown? Login for safety nest – shown on Tablet Payroll process: Login for ipayroll app emailed? Empolyee shown how to apply for leave.		
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	Person Responsible	Initial when completed
<p>Children and whanau</p> <p>Has the employee received and read a copy of the Centre Philosophy.</p> <p>Curriculum planning systems</p> <p>Current planning</p> <p>Communication to parents – story park login.</p> <p>Curriculum documents</p>		
<p>Health and Safety</p> <p>Health and safety handbook provided</p> <p>Health and safety hygiene polices and procedures.</p> <p>Health and safety, and emergency folders and checklist</p> <p>Work areas & toilets</p> <p>Personal lockers & break space</p> <p>Emergency Exits & Fire Alarms/ Extinguishers</p> <p>First Aid Equipment</p> <p>Safety nest – child medication, accidents/incident records-shown</p>		
<p>Professional empowerment</p> <p>Employee shown our appraisal and growth cycle systems.</p>		
<p>Team work</p>		

Team meetings		
Lines of communication		
Team contract		
Strategic plan		
Annual plans and centre visions		
Internal evaluation pathways		
Current internal reviews happening		
Teacher daily rhythms		
Shifts and rosters		

Employee Health and Safety induction training record

Health and Safety training is a requirement for all employees. It is internal policy to ensure that all new employees are given sufficient information, instruction and training to enable them to carry out their duties in safety and with minimum risk to themselves and others.

Please review each item on the list and tick box if completed.

If a subject area has not been dealt with, enter 'No' in the box and be sure to return to it later, or alternatively 'N/A' if not applicable to your particular role.

Fire safety	Tick	Notes
Has the fire warning system been explained to you (location of call points, sound of alarm etc.)	<input type="checkbox"/>	
Has the means of escape been demonstrated to you from the areas in which you will work?	<input type="checkbox"/>	
Have you been shown the location of the fire assembly point where you must report in the event of a fire or emergency evacuation?	<input type="checkbox"/>	
Has the action to be taken in the event of a fire been made clear?	<input type="checkbox"/>	
Has the location of the nearest fire fighting equipment been shown?	<input type="checkbox"/>	
Has the periodic fire drill been explained?	<input type="checkbox"/>	
Has the necessity for keeping fire doors closed been emphasised?	<input type="checkbox"/>	
Has the fire, first aid & emergency contacts notice attached to this training record been completed and explained to you?	<input type="checkbox"/>	

First aid	Tick	Notes
Have the emergency first aid procedures been explained?	<input type="checkbox"/>	
Has the location of the nearest first aid kit been shown?	<input type="checkbox"/>	
Do you know who to contact if you or someone else needs first aid?	<input type="checkbox"/>	
Have the procedures for reporting accidents and incidents been explained?	<input type="checkbox"/>	
Is the Accident ipads readily available to you?	<input type="checkbox"/>	

Welfare facilities	Tick	Notes
Have the facilities for taking rest breaks been explained to you?	<input type="checkbox"/>	
Have you been made aware of where you may eat and drink?	<input type="checkbox"/>	
Have you been shown the location of toilet facilities?	<input type="checkbox"/>	
Have you been shown the location of hand-washing facilities?	<input type="checkbox"/>	
Have you been shown where personal clothing is left whilst at work?	<input type="checkbox"/>	

General safety issues	Tick	Notes
Has it been explained to you where to go, who to call, who to ask for help and advice regarding safety issues?	<input type="checkbox"/>	
Have you undertaken a tour of the workplace?	<input type="checkbox"/>	
Do you know what to do to report defective equipment?	<input type="checkbox"/>	
Has the hazard reporting procedure been explained to you?	<input type="checkbox"/>	
Have you been made aware of the risks associated with work tasks that you are expected to carry out?	<input type="checkbox"/>	

Have any 'safe methods of working' been communicated to you?

Has it been made clear that exits etc. must always be kept clear of obstructions

Have those areas that have restricted access (if any) been explained?

Have the meaning of any safety signs (if relevant) been explained?

Have the rules on smoking been explained to you?

Has the necessity for wearing any protective clothing been made clear (if relevant)?

Have you signed for receipt of this equipment?

Has attention been drawn to lifting and handling assessments and procedures where relevant?

Have you been made aware of the employer's Health and Safety policy?

Have you read and understood the employer's Employee Health and Safety Handbook and signed to verify understanding of it?

Think safely. Do not do anything that you are not trained to do. Workplaces can be dangerous places. Slips, trips and falls are a major accident cause. Ensure that your work area is kept clean and tidy at all times.

IF IN DOUBT – ASK YOUR MANAGER

New employee

Signature:

Name (*print*):

Date: / /

Induction carried out by

Signature:

Name (*print*):

Position:

Date: / /

NB. A copy of this checklist will be retained in your personnel

file.

Notification Policy

Rationale: Where there is a serious injury, illness or incident involving a child while at Eden Christian Kindergarten that is required to be notified to a specified agency, Eden Christian Kindergarten will also notify the Ministry of Education with a copy of the notification sent to the specified agency. MOE 0800 848 326. A specified agency is any Government Agency or Statutory body that Eden Christian Kindergarten is required to notify if there is a serious injury, illness, or incident.

This may include but is not limited to:

The N.Z. Police Feilding 323 6363 or 111

Public Health Services 350 9110

Ministry of Health 04 496 200

Oranga Tamariki 0508 326 459

Worksafe N.Z. 0800 030 040

The Teaching Council 04 471 0852

Office of the Privacy Commission 0800 803 909

Ministry of Education

Objective: For the staff and parents of Eden Christian Kindergarten this policy outlines the process we follow for notifying the Ministry of Education when any child has a serious injury or illness, or incident which has been notified to a specific agency.

Definition

- Make a notification of a child's serious injury or illness if it:
 - o is a serious injury or illness which occurred as a result of work or work activity and needs immediate admission to hospital or,
 - o needs treatment by a doctor within 48 hours of exposure to a substance.
 - Examples of an injury or illness occurring as a result of work activity include, but aren't limited to, a child:
 - falling from a height during a nappy change

- ingesting a cleaning product that wasn't stored securely
- sustaining a serious injury from play equipment

Guidelines

All staff members with contact with children, have a current first aid certificate.

The order action is taken may vary according to the event and what is required.

- When a serious injury, illness or incident occurs involving a child at Eden Christian Kindergarten the nearest staff member decides on the appropriate action to take.
- Provides first aid.
- Calls for extra help from other staff members.
- Calls an ambulance.
- Notifies Manager.
- Contacts parent / whānau.
- Accident or incident filled in on Safety nest/ parent signature.

If the event is not of a serious nature and first aid applied by a staff member is enough, then child / adult returns to the floor. (If a head injury has occurred then parent is contacted).

- No further action is required except for the weekly review of the Accident record on Safety nest by the Health & Safety representative and recommendations made to minimise hazard, if required.
- If the event is of a serious nature then the nearest staff member decides on the appropriate action to take.
- Provides first aid.
- Calls for extra help from other staff members.
- Calls an ambulance.
- Notifies Manager
- Contacts parent / whānau
- Accident Register on safety nest filled in.

- The Manager will notify the relevant agency and follow their guidance. Refer to the Worksafe “For Notifiable Events “poster to clarify if Worksafe is to be contacted.
- Then the Manager will notify the Ministry of Education. They also have to send to the ministry a copy of any documents/ information you sent to the other agency.
- Use “Call Log” sheet to record all phone calls and emails
- The Health and safety Representative is to review the procedures used. Discuss findings with Manager make and implement recommendations, or
 - o Implement any recommendations given by the outside agency
- Manager will keep the parents of the child informed throughout the process.

RELATED POLICIES

Illness Procedure

Date approved: February 2024

Review date: January 2025

