

ENGAGEMENT POLICY

Purpose

The purpose of the Engagement Policy is to develop enduring, positive, and responsive relationships between tamariki, Pouako, whānau, community and the Association Leadership through advocacy, communication, and shared commitment to local curriculum.

Scope

The scope of the Engagement Policy includes:

- Board (Persons Conduction a Business or Undertaking PCBU)
- General Manager (GM)
- Senior Teacher (ST)
- All staff - permanent, fixed term and relieving.
- Parents/Whānau
- Local communities/community groups
- Volunteers
- Students
- Outside Agencies – Oranga Tamariki, Ministry of Education, NZK etc

Required Procedures (what actually happens)

Legislative Requirements

Act	Weblink
Care of Children's Act 2004	https://www.legislation.govt.nz/act/public/2004/0090/latest/DLM317233.html
Education & Training Act 2020	https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html
Film, Videos & Publications Classification Act 1993	https://www.legislation.govt.nz/act/public/1993/0094/55.0/DLM312895.html
Harmful Digital Communications Act 2015	https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html
Human Rights Act 1993	https://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html
Official Information Act 1982	https://www.legislation.govt.nz/act/public/1982/0156/latest/DLM64785.html
Oranga Tamariki Act 1989	https://www.legislation.govt.nz/act/public/1989/0024/latest/DLM147088.html
Privacy Act 2020	https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html
Protected Disclosures Act 2000	https://www.legislation.govt.nz/act/public/2000/0007/latest/DLM53466.html

State Sector Act 1988	https://www.legislation.govt.nz/act/public/1988/0020/latest/whole.html
Treaty of Waitangi Act 1975	https://www.legislation.govt.nz/act/public/1975/0114/latest/whole.html
Unsolicited Electronic Messages Act 2007	https://www.legislation.govt.nz/act/public/2007/0007/latest/DLM405134.html

Regulatory Requirements

Regulations	Weblink
Education (Early Childhood Services) Regulations 2008	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Licensing criteria for centre based ECE services	https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/
Ministry of Education Funding Handbook	https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/ece-funding-handbook/recording-enrolment-attendance-and-absence/6-3-attendance-records/
ECE Funding Handbook	https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/ece-funding-handbook/

GOVERNANCE POLICY

PURPOSE

The purpose of the Governance Policy is to support the success and integrity of our Association through effective, informed, and robust governance practice.

SCOPE

The scope of the Governance Policy includes:

- Board (Persons Conducting a Business or Undertaking PCBU)
- General Manager (GM)
- Licensee
- Senior Teacher (ST)
- All Staff – permanent, fixed term and relieving.
- Parents/Whānau

REQUIRED DOCUMENTS / PROCEDURES (what actually happens)

Legislative Requirement

Act	Weblink
Employment Relations Act 2000	https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html
Health & Safety at Work Act 2015	https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
Charities Act 2005	https://www.legislation.govt.nz/act/public/2005/0039/latest/DLM344368.html
Incorporated Societies Act 1908 (reprinted 2020)	https://www.legislation.govt.nz/act/public/1908/0212/latest/whole.html
Treaty of Waitangi Act 1975	https://www.legislation.govt.nz/act/public/1975/0114/latest/whole.html

Regulatory Requirements

Association Constitution	
NZK Constitution	
NZ institute of Directors Four Pillars of Governance	

HEALTH AND SAFETY

Purpose

The purpose of the Health & Safety Policy is to provide everyone with a safe, healthy, and fit-for-purpose environment.

Scope

The scope of the Health & Safety Policy includes:

- Board (Person Conducting a Business or Undertaking - PCBU) with primary duty to ensure the H&S for workers and others so far as reasonably practicable.
- General Manager (Officer under the Act)
- Senior Teacher (ST)
- Kindergarten Health and Safety Site Officers
- All staff - permanent, fixed term and relieving.
- Tamariki
- Parents/Whānau
- Volunteers
- Contractors
- Visitors

Required Procedures (what actually happens)

Child Protection – Vulnerable Children.

Legislative Requirements

Act	Weblink
Accident Compensation Act 2001	https://www.legislation.govt.nz/act/public/2001/0049/latest/DLM99494.htm
Animal Welfare Act 1999	https://www.legislation.govt.nz/act/public/1999/0142/latest/DLM49664.htm
Building Act 2005	https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html
Children's Act 2014	https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html
Covid-19 Public Health Response Act 2020	https://www.legislation.govt.nz/act/public/2020/0012/latest/LMS344134.html
Education & Training Act 2020	https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html
Employment Relations Act 2000	https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html
Family Violence Act 2018	https://www.legislation.govt.nz/act/public/2018/0046/latest/whole.html
Food Act 2014	https://www.legislation.govt.nz/act/public/2014/0032/latest/whole.html
Harmful Digital Communications Act 2015	https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html
Health & Safety at Work Act 2015	https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html

Human Rights Act 1993	https://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html
Mental Health & Wellbeing Commission Act 2020	https://www.legislation.govt.nz/act/public/2020/0032/latest/whole.html
New Zealand Public Health & Disability Act 2000	https://www.legislation.govt.nz/act/public/2000/0091/latest/DLM80051.html
Local Government Act 2002	https://www.legislation.govt.nz/act/public/2002/0084/latest/whole.html
Oranga Tamariki Act	https://www.legislation.govt.nz/act/public/1989/0024/latest/whole.html
Privacy Act 2020	https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html
Protected Disclosures Act 2000	https://www.legislation.govt.nz/act/public/2000/0007/latest/DLM53466.html
Resource Management Act	https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html
Sale & Supply of Alcohol Act 2012	https://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html
Smoke-free Environments & Regulated Products (Vaping) Amendment Act 2020	https://www.legislation.govt.nz/act/public/2020/0062/latest/LMS313857.html
Smoke-free Environments (Prohibiting Smoking in Motor Vehicles Carrying Children) Amendment Act 2020	https://www.legislation.govt.nz/act/public/2020/0019/latest/LMS211282.html
Treaty of Waitangi Act 1975	https://www.legislation.govt.nz/act/public/1975/0114/latest/whole.html
Victims' Rights Act 2002	https://www.legislation.govt.nz/act/public/2002/0039/latest/DLM157813.html

Regulatory Requirements

Regulations	Weblink
Early Childhood Regulations	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Fire & Emergency New Zealand (Fire Safety, Evacuation Procedures & Evacuation Schemes) Regulations 2018	https://www.legislation.govt.nz/regulation/public/2018/0096/latest/whole.html
Food Regulations 2015	https://www.legislation.govt.nz/regulation/public/2015/0310/latest/DLM6684211.html
Licensing criteria for centre-based ECE services	https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/

Playground Safety Standards – 5828, 2015	https://www.standards.govt.nz/shop/NZS-58282015
Smoke-free Environments & Regulated Products Regulations 2021	https://www.legislation.govt.nz/regulation/public/2021/0204/latest/whole.html#LMS524981

PEOPLE POLICY

Purpose

The purpose of the People Policy is to attract, develop and support professional and innovative people who are committed to teacher-led, quality early childhood education, connected and responsive to our community.

Scope

The scope of the People Policy includes:

- Board (Persons Conducting a Business or Undertaking PCBU)
- General Manager (GM)
- Senior Teacher (ST)
- All staff - permanent, fixed term or relieving.
- Volunteers
- Students

Required Procedures (what actually happens)

Code of Conduct.
 Complaints.
 Disciplinary Management.
 Discrimination & Equal Opportunity.
 Fitness for Work.
 Grievance.
 Medical Retirement / Incapacity.
 Performance Management.
 Privacy and Data Protection.
 Protected Disclosure.
 Sexual Harassment.
 Workplace Bullying.

Legislative Requirements

Act	Weblink
Care of Children's Act 2004	https://www.legislation.govt.nz/act/public/2004/0090/latest/DLM317233.html
Children's Act 2014	https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html
Education & Training Act 2020	https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html
Employment Relations Act 2000	https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html
Harmful Digital Communications Act 2015	https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html
Health and Safety in Employment Act 1992	https://www.legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html
Holidays Act 2003	https://legislation.govt.nz/act/public/2003/0129/latest/DLM236387.html

New Zealand Public Health & Disability Act 2000	https://www.legislation.govt.nz/act/public/2000/0091/latest/DLM80051.html
Oranga Tamariki Act 1989	https://www.legislation.govt.nz/act/public/1989/0024/latest/DLM147088.html
Protected Disclosures Act 2000	https://www.legislation.govt.nz/act/public/2000/0007/latest/DLM53466.html
The State Sector Act 1988	https://www.legislation.govt.nz/act/public/1988/0020/latest/DLM129110.html
Treaty of Waitangi Act 1975	https://www.legislation.govt.nz/act/public/1975/0114/latest/whole.html

Regulatory Requirements

Regulations	Weblink
Education (Early Childhood Services) Regulations 2008	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Licensing criteria for centre-based ECE services	https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/
New Zealand Teaching Council	https://teachingcouncil.nz/
NZEI Te Riu Roa Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement (KTCA)	https://www.nzei.org.nz/UploadedFiles/NZEI_KTCA_2019-2020_final_printed_version.pdf
Kindergartens Associations Support Staff Collective Agreement (KASSCA)	https://www.nzei.org.nz/UploadedFiles/KASSCA2020.pdf
Individual Employment Agreement	

RESOURCE MANAGEMENT POLICY

PURPOSE

The purpose of this Resource Management Policy is to ensure fiscal responsibility and long-term sustainability of our Association.

SCOPE

The scope of the Resource Management Policy includes:

- Board (Persons Conducting a Business or Undertaking PCBU)
- General Manager (GM)
- Senior Teacher (ST)
- All staff – permanent, fixed term and relieving.
- Tamariki
- Whānau
- Volunteers
- Contractors
- Visitors

REQUIRED DOCUMENTS / PROCEDURES (what actually happens)

Legislative Requirements

Act	Weblink
Accident Compensation Act 2001	https://www.legislation.govt.nz/act/public/2001/0049/latest/DLM99494.htm
Anti-Money Laundering and Countering Financing of Terrorism Act 2009	https://legislation.govt.nz/act/public/2009/0035/latest/DLM2140720.html
Building Act 2004	https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.htm
Counter-Terrorism Legislation Act 2021	https://www.legislation.govt.nz/act/public/2021/0037/latest/LMS479298.htm
Civil Defence Emergency Management Act 2002	https://www.legislation.govt.nz/act/public/2002/0033/51.0/DLM149789.html
Companies Act 1993	https://www.legislation.govt.nz/act/public/1993/0105/latest/DLM319570.htm
Consumer Guarantees Act 1993	https://www.legislation.govt.nz/act/public/1993/0091/24.0/DLM311053.html

Copyright Act 1994	https://www.legislation.govt.nz/act/public/1994/0143/latest/DLM345634.html
Covid-19 Public Health Response Act 2020	https://www.legislation.govt.nz/act/public/2020/0012/latest/LMS344134.html
Crimes Act 1961	https://www.legislation.govt.nz/act/public/1961/0043/latest/DLM330275.html
Earthquake Commission Act 1993	https://www.legislation.govt.nz/act/public/1993/0084/latest/DLM305968.html
Education & Training Act 2020	https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html
Employment Relations Act 2000	https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html
Fair Trading Act 1986	https://www.legislation.govt.nz/act/public/1986/0121/latest/DLM96439.html
Family Violence Act 2018	https://www.legislation.govt.nz/act/public/2018/0046/latest/whole.html
Fire and Emergency New Zealand Act 2017	https://www.legislation.govt.nz/act/public/2017/0017/latest/DLM6712701.html
Food Act 2014	https://www.legislation.govt.nz/act/public/2014/0032/latest/whole.html
Goods and Services Tax Act 1985	https://legislation.govt.nz/act/public/1985/0141/latest/whole.html
Harmful Digital Communications Act 2015	https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html
Health & Safety at Work Act 2015	https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
Human Rights Act 1993	https://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html
Incorporated Societies Act 1908	https://www.legislation.govt.nz/act/public/1908/0212/latest/whole.html
Incorporated Societies Bill 2021	https://legislation.govt.nz/bill/government/2021/0015/latest/LMS100809.html?src=qs
Income Tax Act 2007	https://www.legislation.govt.nz/act/public/2007/0097/latest/DLM1512301.html
Insurance (Prudential Supervision) Act 2010	https://www.legislation.govt.nz/act/public/2010/0111/latest/DLM2478115.html?src=qs
KiwiSaver Act 2006	https://www.legislation.govt.nz/act/public/2006/0040/latest/DLM378380.html

Local Government Act 2002	https://www.legislation.govt.nz/act/public/2002/0084/latest/whole.html
New Zealand Public Health & Disability Act 2000	https://www.legislation.govt.nz/act/public/2000/0091/latest/DLM80051.html
New Zealand Superannuation and Retirement Income Act 2001	https://www.legislation.govt.nz/act/public/2001/0084/latest/versions.aspx
Privacy Act 2020	https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html
Public Finance Act 1989	https://www.legislation.govt.nz/act/public/1989/0044/latest/DLM160809.html
Public Service Act 2020	https://www.legislation.govt.nz/act/public/2020/0040/latest/LMS106159.html
Resource Management Act	https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html
Sale & Supply of Alcohol Act 2012	https://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html
Serious Fraud Office Act 1990	https://www.legislation.govt.nz/act/public/1990/0051/latest/DLM210990.html
Smoke-free Environments & Regulated Products (Vaping) Amendment Act 2020	https://www.legislation.govt.nz/act/public/2020/0062/latest/LMS313857.html
Smoke-free Environments (Prohibiting Smoking in Motor Vehicles Carrying Children) Amendment Act 2020	https://www.legislation.govt.nz/act/public/2020/0019/latest/LMS211282.html
Tax Administration Act 1994	https://www.legislation.govt.nz/act/public/1994/0166/latest/DLM348343.html
Treaty of Waitangi Act 1975	https://www.legislation.govt.nz/act/public/1975/0114/latest/whole.html
Trusts Act 2019	https://www.legislation.govt.nz/act/public/2019/0038/latest/DLM7382815.html
Vulnerable Children Act 2014	https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html

Regulatory Requirements

Regulations	Weblink
Building Regulations 1992	https://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html

Early Childhood Regulations	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Fire & Emergency New Zealand (Fire Safety, Evacuation Procedures & Evacuation Schemes) Regulations 2018	https://www.legislation.govt.nz/regulation/public/2018/0096/latest/whole.html
Food Regulations 2015	https://www.legislation.govt.nz/regulation/public/2015/0310/latest/DLM6684211.html
Licensing criteria for centre based ECE services	https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/
Playground Safety Standards – 5828, 2015	https://www.standards.govt.nz/shop/NZS-58282015
Smoke-free Environments & Regulated Products Regulations 2021	https://www.legislation.govt.nz/regulation/public/2021/0204/latest/whole.html#LMS524981
XRB Public Sector Standards	https://www.xrb.govt.nz/accounting-standards/public-sector/

TEACHING AND LEARNING POLICY

Purpose

The purpose of the Teaching and Learning Policy is to ensure the delivery of quality, evidence-based and culturally responsive teaching, and learning.

Scope

The scope of the Teaching and Learning Policy includes:

- Board (Persons Conducting a Business or Undertaking PCBU)
- General Manager
- Senior Teachers
- All staff - permanent, fixed term and relieving.
- Tamariki
- Parents/Whānau
- Volunteers
- Students

Required Procedures (what actually happens)

Legislative Requirements

Act	Weblink
Treaty of Waitangi Act 1975	https://www.legislation.govt.nz/act/public/1975/0114/latest/whole.html
Education & Training Act 2020	https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html

Regulatory Requirements

Regulations	Weblink
Education (Early Childhood Services) Regulations 2008	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Licensing criteria for centre-based ECE services	https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/
New Zealand Teaching Council	https://teachingcouncil.nz/ https://teachingcouncil.nz/assets/Files/Code-and-Standards/Our-Code-Our-Standards-Nga-Tikanga-Matatika-Nga-Paerewa.pdf
Ministry of Education – Te Whāriki (online)	https://tewhariki.tki.org.nz/

Heart Foundation – Healthy Heart Award	https://www.heartfoundation.org.nz/educators/programmes/early-learning-services
National Education & Learning Priorities (NELP)	https://www.education.govt.nz/our-work/overall-strategies-and-policies/the-statement-of-national-education-and-learning-priorities-nelp-and-the-tertiary-education-strategy-tes/