

## **Human Resource Management Policy**

### **Rationale:**

At Te Rāwhiti Kindergarten, we recognise that robust personnel policies are fundamental to high standards of professional practice and quality Early Childhood Education. We value our kaiako and recognize them as the most valuable resource to the tamariki in our kindergarten. We therefore ensure good employment practices which lead to the appointment of competent and capable staff who are committed to ongoing professional learning and growth.

This policy will ensure all those working at the kindergarten meet the safety check requirements specified in the Vulnerable Children Act 2014, and that professional standards are maintained in alignment with Our Codes, Our Standards | Ngā Tikanga Matatika, Ngā Paerewa, and Ministry of Education Licensing Criteria: GMA 7, GMA 7A.

### **Te Whāriki:**

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

Belonging/Mana whenua: Kaiako experience an environment where they know that they have a place.

### **Procedures:**

#### **Recruitment and Selection**

1. All permanent positions will be advertised. Curriculum Vitae will be checked before placing an applicant on a short list and interviews of shortlisted applicants will be held prior to any selection being made. These candidates will receive a copy of the job description prior to being interviewed.
2. Prior to employment, applicants will undergo full required safety checks (see below) that comply with the Vulnerable Children's Act 2014. This includes the 7 components:
  - a) Verification of identity (including previous identities)
  - b) An interview
  - c) Information about work history
  - d) Referee information
  - e) Information from any relevant professional organisation or registration body
  - f) A New Zealand police vet
  - g) A risk assessment
3. If there is any suspicion that an applicant might pose a risk to tamariki, that applicant will not be employed.
4. All employed at Te Rāwhiti Kindergarten will work under Individual Employment Agreements negotiated and signed prior to start date.
5. Governance respects the right of all employees to obtain union membership and have choice of representation in negotiating for an employment contract.

6. All new employees will undergo a documented induction process and receive an induction pack containing the induction process, key policies and procedures, kindergarten philosophy and the misconduct and disciplinary action process.

### **Equal Employment Opportunity**

7. The best candidate for each position will be appointed during recruitment, without discrimination on the grounds of gender, age, ethnic group, or disability.
8. All applicants, and employees, will be treated according to their skills, qualifications and abilities, without regards to irrelevant factors.

### **While Employed at Te Rāwhiti Kindergarten**

9. Te Rāwhiti Kindergarten is committed to being a good and fair employer and will follow related policies diligently.
10. The kaiārahi will ensure that consistent safety checks are completed and recorded every three years for all staff, and that relevant documentation is kept current and up-to-date.
11. All Te Rāwhiti kaiako are expected to work within, and uphold, *Our Codes, Our Standards | Ngā Tikanga Matatika, Ngā Paerewa*, kindergarten policies and procedures and the roles and responsibilities outlined in their job descriptions.
12. Staff are expected not to violate their position of trust. Any concerns or complaints about staff conduct will be dealt with in accordance with the Concerns and Complaints Policy, Discipline and Dismissal Policy and/or Individual Employment Agreements.
13. Any personal grievance from staff should be in writing addressed to the kaiārahi (or the Kāpiti Waldorf Trust if about the kaiārahi). If the grievance is still unresolved after following the complaint procedure, outside mediation will be sought.
14. Management ensures employees annual, sick or bereavement leave, (as outlined in Individual Employment Agreements) is effectively managed and documented, with clear processes in place for kaiako to follow when applying for leave.
15. Kaiako are responsible for maintaining their teacher registrations and first aid certificates.
16. The kaiārahi is the Privacy Officer for the kindergarten. All personnel files will remain confidential and kept under lock and key at the office. Evidence of all children's worker safety checks will be kept for seven years after the employee ceases employment, then securely shredded by the document destruction services.
17. Qualifications and first aid certificates of kaiako will be displayed at each kindergarten.
18. Te Rāwhiti Kindergarten has an obligation to inform the Education Council and Ministry of Education of concerns relating to conduct or competence when:
  - a) There is reason to believe the employee has engaged in serious misconduct.
  - b) Despite undertaking competency procedures with the kaiako, they have not reached the required level of competence.
  - c) A kaiako is dismissed for any reason.
  - d) A kaiako resigns from a teaching position and within the 12 months preceding the resignation Te Rāwhiti Kindergarten had advised the kaiako that it was dissatisfied with, or intended to investigate any aspect of, the conduct or competence of the kaiako.

- e) A kaiako ceases to be employed by Te Rāwhiti Kindergarten and within 12 months a complaint is received about the conduct or competence of the kaiako while he/she was an employee.

### **Professional Learning & Development & Professional Growth Cycle (Appraisal)**

19. All permanent staff employed at Te Rāwhiti will be offered professional learning and development (PLD) opportunities aimed to support continued professional growth.
20. A PLD budget will ensure these opportunities are appropriately resourced.
21. PLD will closely align to individual professional growth cycles (PGC), internal evaluations or strategic plan priorities.
22. The kaiārahi is responsible for overseeing and organising PLD for all staff, including disseminating relevant course information.
23. Before attending paid PLD, staff are required to complete a *PLD Request Form* for approval by the kaiārahi.
24. After completing PLD, kaiako are required to complete a *PLD Record* to add to the PLD folder and share their key learnings at a team hui.
25. The PGC directly aligns with *Our Codes, Our Standards | Ngā Tikanga Matatika, Ngā Paerewa* required for teacher registration and ongoing certification, with the aim of promoting and improving quality professional practice within Te Rāwhiti Kindergarten.
26. The kaiārahi is responsible for overseeing, and documenting progress of, the PGC process for all kindergarten employees. An external mentor, as approved by the Kāpiti Waldorf Trust, will oversee the PGC for the kaiārahi.
27. All staff are responsible for active engagement with their individual PGC and documentation of their own professional learning journey.
28. Two observations will be undertaken by the kaiārahi of individual kaiako practice throughout the year, followed by a hui to discuss and receive feedback on their practice.
29. The kaiārahi will meet with each staff member termly to discuss their PGC and to provide a written statement outlining whether the staff member has met the Teaching Standards | Ngā Paerewa.
30. If a staff member has not met the Teaching Standards | Ngā Paerewa, the kaiārahi will discuss the concerns, offer support and, if required, undertake performance management.

### **Kaiako Certification & PRT Mentor Policy**

31. For the period of employment, or until full certification is obtained, all provisionally certified teachers (PCT) will undertake an induction and mentoring programme with the support of a fully certified mentor teacher (FCMT) appointed by the kaiārahi.
32. A written agreement between the FCMT and PCT will be completed prior to the commencement of mentoring.
33. Two meetings per term will occur between the FCMT and the PCT during teacher non-contact time.
34. A mentor teacher may be eligible for a management unit to re-imburse them for this extra responsibility. This is up to the discretion of the kaiārahi.
35. Any issues prohibiting a positive and effective mentoring relationship will be overseen by the kaiārahi.

**Links To:**

- Te Rāwhiti Discipline & Dismissal Policy
- Te Rāwhiti Concerns & Complaints Policy
- Te Rāwhiti Child Protection Policy
- Te Rāwhiti Privacy Policy
- Worksafe NZ Preventing and Responding to Bullying at Work Good Practice Guidelines, 2017
- Vulnerable Children Act 2014
- Our Codes, Our Standards | Ngā Tikanga Matatika, Ngā Paerewa, 2017
- Safety check information:
  - For new and existing employees:  
<https://www.education.govt.nz/assets/Documents/Early-Childhood/Vulnerable-Children/VCANewexisting-employees.pdf>
  - For relievers:  
<https://www.education.govt.nz/assets/Documents/Early-Childhood/Vulnerable-Children/VCARelievers.pdf>
  - For students on practicum:  
<https://www.education.govt.nz/assets/Documents/Early-Childhood/Vulnerable-Children/VCAPracticum.pdf>
  - For all visiting adults:  
<https://www.education.govt.nz/assets/Documents/Early-Childhood/Vulnerable-Children/VCAResourceAdultChecks2.pdf>

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	

## Flow Chart: Safety Checking New and Existing Children's Worker Employees under the Vulnerable Children's Act 2014

What Must Be Done	If you are employing a NEW employee	If you are safety checking an EXISTING employee
1. Verification of identity	<p>We must sight an original primary identity document (e.g. a passport) and a secondary identity document (e.g. a drivers licence). One of the documents needs to contain a photograph or the employee will need to use an identity referee.</p> <p>If their name has changed since the last safety check, they need to provide a supporting name change document as evidence (eg: marriage license).</p>	<p>We must sight an original primary identity document (e.g. a passport) and a secondary identity document (e.g. a drivers licence). One of the documents needs to contain a photograph or the employee will need to use an identity referee.</p> <p>If their name has changed since the last safety check, they need to provide a supporting name change document as evidence (eg: marriage license).</p>
2. Interview	All new staff must participate in an interview that includes specific questions about their own attitudes, beliefs and behaviour to assess child safety.	Not required
3. Work history	All new staff must provide their C.V. with a complete work history.	Not required
4. Referee check	We will contact at least one referee by telephone. One referee should be a supervisor or employer from a recent job.	Not required
5. Practicing teacher certificate	<p>For qualified staff, we will seek information from the Education Council that the employee has a current practising certificate.</p> <p>For qualified staff, we require the original covering letter that accompanied their practising certificate issued by the Education Council.</p>	At the three year periodic safety check, we will verify with the Education Council that the employee has a current practising certificate.
6. NZ police vet	We obtain a Police vet report for all staff, unless at least three-yearly NZ Police vetting is already a condition of the potential children's worker holding professional registration or a practicing certificate (and the specific organisation needs to be confirmed that the employee's registration or certificate is current).	We obtain a Police vet report for all staff, unless at least three-yearly NZ Police vetting is already a condition of the potential children's worker holding professional registration or a practicing certificate (and the specific organisation needs to be confirmed that the employee's registration or certificate is current).
7. Assess the risk	We undertake a risk assessment, with accompanying statement, which involves consideration of all the above information and our judgement as to whether the employee is an appropriate person to be a children's worker at our kindergarten.	We undertake a risk assessment, with accompanying statement, which involves consideration of all the above information and our judgement as to whether the employee is an appropriate person to be a children's worker at our kindergarten.

<p>9. 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 staff member's personnel file and will be retained for seven years after an employee leaves our kindergarten.</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 staff member's personnel file and will be retained for seven years after an employee leaves our kindergarten.</p>
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