

## Policy and Procedure Management Procedure

### Rationale:

To ensure regular review and collaborative practices in the development of all Te Rāwhiti policies and procedures. This policy upholds the Ministry of Education Licensing Criteria: GMA 4, GMA 6.

### Procedures:

1. Policies and procedures are developed to guide all kindergarten decisions and actions in order to ensure compliance, good organisational structure, consistency, safety and quality practice.
2. Te Rāwhiti Kindergarten policies are developed and reviewed by the Kāpiti Waldorf Trust, kaiārahi, leadership team, teachers/kaiako and parents/whānau to clarify our principles and describe the best way to apply them.
3. The process of development and review of policies is:
  - a) A draft policy is written by the kaiārahi or member of the Kāpiti Waldorf Trust.
  - b) This draft is presented to the Kāpiti Waldorf Trust, kaiārahi, leadership team and kindergarten kaiako/staff for review.
  - c) Once the draft document is agreed upon, it will be emailed to parents and whānau to go through a consultation process.
  - d) Any feedback will go back to the Kāpiti Waldorf Trust or kaiārahi for consideration before a final document is ratified.
4. The agreed policies and procedures are written to guide kaiako and staff in their everyday professional practice, parents and whānau in their involvement in the kindergarten, and the Kāpiti Waldorf Trust in their governance responsibilities.
5. Policies and procedures have a two-year scheduled review cycle to ensure they meet Ministry of Education requirements and that they are current and achievable.
6. Any changes to policies occur within the review process. This ensures shared understanding of agreed content, rationale, and procedures.
7. Internal evaluations and termly reviews of operational documents feed into ongoing policy review.
8. Key legislation that guides Te Rāwhiti includes:
  - a) Education Act, 1989
  - b) Education (Early Childhood Services) Regulations, 2008
  - c) Licensing Criteria for Early Childhood Education and Care Centres, 2008
  - d) Building Act, 2004
  - e) Civil Defence Emergency Management Act, 2002
  - f) Disabled Persons Community Welfare Act, 1975
  - g) Employment Relations Act, 2000
  - h) Fire Safety and Evacuation of Building Regulations, 2006
  - i) Food Act, 2014
  - j) Health (Immunisation) Regulations, 1995
  - k) Health and Safety at Work Act, 2015

- l) Human Rights Act, 1993
- m) Inland Revenue Department Act, 1974
- n) Privacy Act, 1993
- o) Resource Management Act, 1991
- p) Smoke-Free Environments Act, 1990
- q) Vulnerable Children's Act, 2014

**Links To:**

- Te Rāwhiti Governance and Administration Policy
- Te Rāwhiti Health and Safety Policy
- Te Rāwhiti Curriculum Policy

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