

# CHILDSPACE

## Policies and Procedures

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2021-2022



## INTRODUCTION

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Childspace policies are developed by our teachers/kaiako and families/whānau to clarify our principles and describe the best way to apply them. The agreed policies and procedures are written to support our kaiako, whānau, managers, kai creators, 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 Act, 1989.

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.

In collaboration with all stakeholders involved in each Childspace centre, 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.

### **Word/Kupu Key**

tamariki = children

tamaiti = child

mana = identity

kaitiakitanga = guardianship    kaiako = teachers    whānau = family

kōrero = conversations    mātua = parents or guardians    kai = food

ngahere = forest

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# **SECTION ONE: CURRICULUM**

## ASSESSMENT, PLANNING AND EVALUATION POLICY

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### RATIONALE

As kaiako, it is vital that we regularly assess and evaluate, to celebrate and support the learning and development of each tamaiti. We believe all tamariki should have opportunities to learn across all five strands of our national early childhood education curriculum Te Whāriki and to pursue their strengths and interests in depth. Assessment makes valued learning visible for each tamaiti and the group as a whole, supporting curriculum planning and enhancing learning.

### TE WHĀRIKI

***Principle of empowerment/ Whakamana:*** The early childhood curriculum empowers tamariki to learn and grow.

***Principle of holistic development/ Kotahitanga:*** The early childhood curriculum reflects the holistic way tamariki learn and grow.

### PROCEDURES

- Assessment and planning is based on observations of what tamariki can do, their interests and their development.
- Each tamaiti has a discovery book and an online portfolio which documents their engagement with the curriculum over time.
- Key kaiako are responsible for supporting and documenting the learning and development for a key group of tamariki. They are responsible for collating and presenting learning stories, anecdotal stories, artworks, and photos within their discovery books and online portfolio. These books are available to tamariki, mātua, whānau, and caregivers to show the journey of learning and development of their tamaiti at Childspace.
- Narrative forms of assessment are used across all teams at Childspace. Core elements in this formative assessment process include identifying learning, progress to date, possible next steps, and whether additional support is required. More information on our assessment framework can be found in the Childspace Quality Documentation of Children's Learning resource.
- Kaiako aim to support and challenge the learning of all tamariki by providing a rich array of learning experiences, and interactions that reflect their learning interests based on assessment.
- Planning is developed and implemented collaboratively by the kaiako involved with each developmental age group. Planning for infants and toddlers is primarily based on

their own individual interests. Older groups of tamariki will be planned for individually as well as in a group.

- Childspace planning ensures that the strengths and interests of tamariki are being supported individually as well as within a group.
- Mātua and whānau are encouraged to share learning experiences from home and contribute to individual discovery books, assessment and planning decisions through discussion and written contributions.
- Tamariki are encouraged to revisit their own learning by having access to their own individual discovery books, group discovery books and through displays at their own eye level. Their capacity to assess their own progress and dictate their own learning goals, is valued.
- Appropriate links are made to Te Whāriki and other relevant development and learning theories in assessment.
- Curriculum planning foci have no time limit; they reflect the interests of the tamariki and can be as short or as long as the interest lasts.
- At regular planning meetings each team identifies learning needs, evaluates as a group, and reflects on their own teaching practice to support priorities for learning.
- Kaiako will provide one celebration of learning and development summary for each individual tamaiti annually. These are formed from observations and discussions with whānau following mātua kaiako conversations/whānau kaiako kōrero.
- Mātua and whānau can view the documented learning of their tamaiti through Storypark, the online communication system. This is a secure site and permission to use it will be gained from mātua on enrolment.
- Support needed in carrying out effective assessment, planning and evaluation practices will be assessed at the bi-annual appraisals of all kaiako. Relevant professional development will be provided if necessary.

**LINKS TO:**

- Quality Documentation of Children’s Learning – Assessment Resource
- Te Whāriki, Early Childhood Curriculum, 2017

**Date approved:** June 2021

**Review date:** June 2022

## ENVIRONMENTAL KAITIAKITANGA POLICY

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### RATIONALE

At Childspace we recognise the importance of kaitiakitanga, protection and care for the environment. Through tamariki being immersed and involved from a very young age we aim to instil a respectful and loving disposition towards the world, helping to make it a better place in which to live for future years.

### TE WHĀRIKI

*Belonging/ Mana atua - Goal 2:* Tamariki and their whānau experience an environment where they know they have a place.

*Exploration/ Mana aotūroa - Goal 4:* Tamariki experience an environment where they develop working theories for making sense of the natural, social, physical, and material worlds.

### PROCEDURES

- Tamariki will be involved as much as possible in the procedures and practices of caring for the environment.
- We will ensure our environments include the wonder that nature has to offer, for example: flowers, vegetables, and native flora and fauna.
- There will be dedicated recycling bins located around the centre to ensure kaiako and tamariki can recycle where appropriate.
- Each centre will employ strategies to recycle kai waste, for instance have a worm farm and/or compost bin.
- We will support any mātua who wishes to use cloth nappies at the centre.
- To reduce power usage, we will employ strategies such as turning off lights when not in use, installing eco light bulbs and turning off computers or electronics at night.
- To reduce paper waste, we will employ strategies such as reusing non-confidential office paper for art purposes, shred paper for pets and accept donations of paper/cardboard to reuse.
- When purchasing new resources, we will look for those which support our environmental and sustainable practices.
- Information about our environmental practices will be shared with mātua and whānau through noticeboards, e-mails, workshops, and newsletters, as well as through our daily conversations.

**LINKS TO:**

- Ngahere Education Policy
- Nappy Changing Policy
- Sustainable Practices Resource

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## EXCURSIONS POLICY

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### RATIONALE

At Childspace we recognise the importance of providing a variety of experiences. Planned or spontaneous excursions stimulate understanding and awareness of our community. It is essential that these excursions are planned for and carried out in a manner that promotes safety for all tamariki, kaiako and adults involved.

### TE WHĀRIKI

***Belonging/ Mana whenua - Goal 1:*** Tamariki and their whānau experience an environment where connecting links with whānau and the wider world are affirmed and extended.

### PROCEDURES

- All tamariki will have the opportunity to participate in some excursions, throughout their time at Childspace.
- Written signed permission is to be gained from mātua for all regular excursions at the time of enrolment.
- Regular excursions could include visits to local parks, supermarkets, ngahere walks, libraries, fire stations, and neighbouring schools, as are listed in each centre's enrolment form.
- Mātua will be notified in writing of any regular excursions for the tamariki via the excursions book, daybook, whiteboard, notice boards at the front door, Storypark or email.
- Each centre has a specific risk assessment and management plan documented for regular excursions within their local community. This is available for mātua to sight at time of enrolment and when each excursion occurs. This is reviewed by the teaching team at least annually.
- Every special excursion will have a separate risk and management plan developed for that particular event.
- All kaiako, and other adult help who are part of an excursion, will have read and are aware of their responsibilities under the RAM plan and this policy before leaving the centre.
- On site risk assessments will be carried out by the adults on the excursion to eliminate any potential hazards or harm that could be caused.
- Detailed documentation regarding each excursion, regular or special, is kept in the excursions book documenting the time, date, location, risk assessment and

management plan, list of adults and tamariki, contact number and mode of transport used.

- Before leaving on a special excursion beyond a comfortable walking distance from the centre, written signed permission is to be obtained from mātua in the excursions book specific for the purpose.
- Mātua may be asked to meet the cost of any special excursions. Notice will be given of any cost involved and this money should be kept separate from fees for the sake of good financial housekeeping.
- Mātua and whānau are invited to participate in excursions and will be counted in the adult: tamaiti ratio. Kaiako will brief mātua before leaving the centre, explaining safety rules and what to do if any tamariki get lost or groups separate.
- Kaiako will conduct regular roll calls and head counts while out on all excursions.
- Kaiako will not deviate from the planned outing route unless this route becomes unsafe. If plans do need to change while on the excursion, the designated person at the centre will be informed immediately.
- Each tamaiti will wear a tag or card that has the centre contact details on it. This will not have the child's name on it.
- Kaiako will take with them a backpack of required equipment, including first aid supplies, water, nappies, kai, any medication for tamariki and adults on the trip, current emergency contacts list, and a mobile phone.
- Tamariki will wear weather appropriate clothing.
- There will be at least two adults on each excursion and legal ratios and persons responsible requirements will be met. Exception will be made for school visits and centre to centre transitions, where one adult can drive a child to these specific places, where they will meet with other adults (person responsible requirements must still be met). The person responsible on the excursion is required to hold a current first aid certificate, have an early childhood qualification and hold a practicing certificate from the Education Council.
- Transporting tamariki from centre to centre, or centre to primary school, with kaiako is regarded as an excursion; please see the settling policy for further details.
- For tamariki remaining at the centre, legal ratios and persons responsible requirements will be maintained.
- Appropriate adult: tamaiti ratios will be maintained with consideration to the ages and abilities of the tamariki. Ratios will not exceed government regulation. As a guideline no more than 1:4 for tamariki under 2 years and no more than 1:8 for tamariki aged 2 years and over.
- Should tamariki need to travel by private motor vehicle, they will only do so in a car seat secured by a seat belt that complies with the requirements under the Vehicle

Equipment Rule and other Land Transport Rules made under the Land Transport Act 1998. The adult driving must hold a current full driver's license and the car will have a current warrant of fitness and registration.

- When tamariki are transported by any motor vehicle, at least two adults will be present when there are four or more tamariki in the vehicle.
- Should an emergency arise, a designated meeting place is decided upon prior to departure. Physical addresses of close by points to the excursion destination are also known to the persons responsible on the excursion and a designated person at the centre. (i.e., Ngaio Library is 1A Ottawa Road, Ngaio).
- If a tamaiti is lost:
  - Stay calm, alert, and focused.
  - Inform the persons responsible (qualified kaiako on the excursion).
  - Find the nearest employee or security person: give them a specific description of the tamaiti.
  - Gather as a group and go to the designated meeting place while one adult looks for the tamaiti.
  - One person must phone your centre to let the designated person know the situation and your group location (as the tamaiti will be wearing a tag with centre contact details). That way if the tamaiti is located by a member of the public the contact person at the centre can explain where your group is.
  - If a tamaiti cannot be located within 10 minutes of being separated from the group, the police must be contacted and the mātua informed.

**LINKS TO:**

- Ngahere Education Policy
- Car Seat Policy
- Settling Policy

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## FIRE LEARNING OPPORTUNITIES POLICY

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### RATIONALE

Fire can provide a wide range of learning experiences such as science concepts, cooking, health and safety, fire awareness, working together, and ethics of care. At Childspace we believe tamariki learn valuable skills and a respect for the natural element of fire when interacted with in a safe and responsible way.

### TE WHĀRIKI

*Exploration/ Mana aotūroa - Goal 4:* Tamariki experience an environment where they develop working theories for making sense of the natural, social, physical, and material worlds.

### PROCEDURES

- Using a Risk Assessment and Management Form, health and safety risks will be identified, assessed, and minimised during fire learning experiences.
- Mātua will be given information and a rationale prior to their tamaiti being introduced to fire learning experiences.
- Written permission from mātua is required for tamariki to take part in the experience.
- Wellington City Council guidelines on lighting an outdoor fire will be adhered to as well as Fire Service instructions.
- Designated fire pit areas will be assigned, and all open fire experiences will be planned, so as to isolate and minimise risks. Areas to be assessed include:
  - Wind/weather conditions
  - Kaiako availability
  - Age of tamariki
  - Time of day
  - Impending events/rituals
- During a fire learning experience, there will always be at least two kaiako closely supervising.
- For fire learning experiences the kaiako ratio will be no more than 1:4 for tamariki under 2 years and no more than 1:8 for tamariki aged 2 years and over.
- All open fires will be recorded in the day book, including the purpose, date and time.
- During a fire learning experience tamariki will have covered shoes on and will be positioned a safe distance away from the open flames. Tamariki will be taught to keep

themselves safe when near the fire, for instance, by sitting down, walking not running, and tying up long hair.

- During fire learning experiences positive learning and curriculum experiences will be promoted such as storytelling, cooking, and creating a sense of community.
- All fires will be extinguished completely before leaving the environment and will be put away in an isolated area where tamariki cannot independently access them.
- Means of extinguishing, such as water, sand, and warranted fire extinguishers will be available within easy reach whenever there is a fire experience.
- When candles are used, kaiako will ensure that the safety of the tamariki comes first. Candles will be placed in front of the kaiako and be contained in an enclosed candle holder or lantern. Lit candles will not be left unattended, which means if candles are lit on a kai table a kaiako will be sitting at the table, and if candles lit in a room there will be a specific person responsible to stay in the room and monitor the candle.
- Child proof fire lighters will be used (instead of matches) for lighting candles and fire experiences.
- Local fire services are invited to the centres to open up further learning conversations regarding fire.
- Fire exits will always be kept clear.

**LINKS TO:**

- Rituals: making the everyday extraordinary in early childhood

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## NGAHERE EDUCATION POLICY

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### RATIONALE

Learning experiences within the ngahere provide opportunities to strengthen connections tamariki have with nature and their local community. Positive learning experiences include learning about native habitats and wildlife, flora and fauna, as well as creating a sense of understanding about the world. Childspace encourages ngahere education to foster dispositional learning in tamariki, such as curiosity, imagination and wonder, as well as promoting their health, physical development and well-being in the outdoors. We also celebrate the spiritual connections tamariki have with the earth and Te Āo Māori perspectives and tikanga, for example, by acknowledging Tāne Mahuta and Papatūānuku during these experiences.

### TE WHĀRIKI

**Exploration/ Mana aotūroa - Strand:** The tamaiti learns through active exploration of the environment.

**Belonging/ Mana whenua - Goal 1:** Tamariki and their whānau experience an environment where connecting links with whānau and the wider world are affirmed and extended.

### PROCEDURES

- Before going on a ngahere walk, all communications and procedures will be completed as outlined in the Excursions Policy.
- An excursions record will be kept (by the attendance register) documenting the time, date, location, risk assessment and management plan, list of adults and tamariki, and mode of transport used.
- Each Childspace centre has a specific risk assessment and management plan for their ngahere excursions.
- Kaiako will take with them a backpack of required equipment, including first aid supplies, water, nappies, kai, any medication for tamariki and adults on the trip, current emergency contacts list, and a mobile phone.
- Mātua and whānau are invited to participate in these ngahere educational experiences and will be counted in the adult: tamaiti ratio. Kaiako will brief mātua about health and safety, the route and expectations before leaving the centre.
- Childspace will supply some wet weather gear to ensure tamariki can participate in the programme if necessary.
- Kaiako attending the trip are responsible for bringing their personal wet weather gear and any other items to ensure their comfort and wellbeing.

- On site risk assessments will be carried out to eliminate any potential hazards or harm that could be caused.
- The person responsible is required to hold a current first aid certificate and current early childhood practicing certificate from the Education Council.
- Roll calls and head counts will be carried out frequently while on a ngahere excursion.
- The group will stay together in close proximity for supervision and safety purposes.
- Should an emergency arise, a designated meeting place is decided upon prior to departure. Physical addresses of close by points to the excursion destination are also known to the persons responsible. (i.e., Ngaio Library is 1A Ottawa Road, Ngaio).
- If a tamaiti is lost the procedures outlined in the Excursions Policy are adhered to. However, due to the enormity of the ngahere, emergency services should be contacted immediately by dialling 111.
- When out on a ngahere walk experience, responsibility for caring for the environment will be promoted by respecting living and non-living things.
- Ngahere walks will actively support tamariki learning about nature promoting experiences, which develop working theories and care for the living world.

**LINKS TO:**

- Excursions Policy
- Rituals: making the everyday extraordinary in early childhood

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## KEY KAIAKO POLICY

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### RATIONALE

In order for tamariki to develop a sense of trust and security within the centre environment it is important that they have at least one kaiako with whom they can create a secure base. We believe all learning happens within the context of relationships.

### TE WHĀRIKI

*Well-being/ Mana atua - Goal 2:* Tamariki experience an environment where their emotional well-being is nurtured.

### PROCEDURES

- Each tamaiti in the centre will be assigned at least two key kaiako. Careful consideration will go into assigning kaiako to a particular tamaiti and their whānau.
- Key responsibilities of a (primary) key kaiako are to:
  - Build and maintain strong relationships with the tamaiti and whānau.
  - Learn about the child's daily rhythms and rituals at home, and ensure their day at Childspace is flowing as it should, and their needs are being met.
  - Ensure curriculum planning and assessment for this child is documented in line with our curriculum planning framework.
  - Be the first point of contact for whānau and share all relevant information with the teaching team.
- The key kaiako will be involved with the care routines and rituals of the tamaiti as much as possible.
- Key kaiako develop meaningful relationships with whānau. Kaiako respect the aspirations that whānau have for their tamariki, and work in partnership when making decisions about curriculum provided for their child.
- The key kaiako act as support to mātua and whānau, as well as the tamaiti.
- If over time whānau feel their assigned key kaiako is not a suitable match, whānau could request to change by speaking to the centre manager. The centre manager will ensure the best outcome is reached for all tamariki.
- The key kaiako approach works successfully when there is a whole team approach. This means:
  - Key kaiako will empower other kaiako to build and maintain relationships with the tamaiti and whānau, to be involved in curriculum planning and

assessment for this tamaiti and to have strong knowledge of what is important to know for this tamaiti and their whānau.

- Other team members will work collaboratively to support tamariki and their key kaiako through centre transitions as a priority, recognising this as an important time in a child's learning and development journey.

**LINKS TO:**

Respect and Relationships – a practitioner's guide to secure connections in early childhood education.

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## MĀORI AS TANGATA WHENUA

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### RATIONALE

Childspace respects the unique position of Māori as tangata whenua in Aotearoa / New Zealand. Kaiako and management at Childspace are committed to uplifting and promoting Māori pedagogy through practice, curriculum and written mahi. Childspace encourages an awareness and appreciation of the bi-cultural heritage of our country. We support Te Tiriti o Waitangi and the use of te reo Māori as a living language. We recognise the core values of Māori, such as kotahitanga, kaitiakitanga, mauritanga, wairuatanga, oranga, manaakitanga, whanaungatanga, mātauranga, rangatiratanga, akonga, tuakana/teina relationship, mahi tahi, and reflect these in our daily practice. A key to these core values is listed below:

- Kotahitanga – Oneness/Unity
- Kaitiakitanga – Guardianship
- Mauritanga – Life Essence
- Wairuatanga – Spiritual Connection
- Oranga - Health
- Manaakitanga – Hospitality/Care
- Whanaungatanga - Relationships and Connections
- Mātauranga – Knowledge
- Rangatiratanga - Leadership
- Akonga – Reciprocal Learning
- Tuakana/Teina Relationship – Reciprocal Learning
- Mahi Tahi – Collaboration and Participation

### TE WHĀRIKI

***Principals of empowerment /Whakamana; Holistic development/ Kotahitanga; Family and community /Whānau tangata; and Relationships /Ngā hononga***

***Belonging/ Mana whenua - Strand:*** Children know they belong and have a sense of connection to others and the environment.

***Communication/ Mana reo - Goal 3:*** Tamariki experience an environment where they experience the stories and symbols of their own and other cultures.

### PROCEDURES

- All team members will have knowledge of tikanga Māori and te reo Māori and demonstrate respect for tikanga Māori to work effectively within the bi-cultural context of Aotearoa.
- All team members integrate te reo me ngā tikanga Māori into all aspects of the centre's environment and curriculum, including rhythms, rituals and regular events.

- All tamariki are supported to understand, respect and appreciate te reo me ngā tikanga Māori.
- Tamariki are supported to become aware of their ancestral heritage and the history of Aotearoa.
- Kaiako will discuss and inform others of appropriate practice with regard to tikanga Māori to increase awareness of the partnership inherent with Te Tiriti o Waitangi.
- Visual aids and language prompts are displayed within and around the centres, to encourage kaiako and other adults to extend their knowledge of te reo Māori.
- Kaiako greet tamariki, mātua, colleagues and phone enquiries in both Māori and English.
- Kaiako develop meaningful relationships with whānau and respect their aspirations for their tamariki.
- Kaiako will reference Māori frameworks such as Te Whare Tapa whā (Durie, 1998), Te Wheke (Pere, 1991), Te Whatu Pōkeka (2009) appropriately within documentation.
- Professional development funds and time are made available for kaiako to extend their tikanga and te reo knowledge.
- Kaiako and management endeavour to make, find, and provide Māori and natural teaching resources.
- Where possible, each centre's curriculum is developed in partnership with Māori to provide genuine opportunities for participation and to enhance learning outcomes for tamariki Māori.

**LINKS TO:**

- Te Tiriti o Waitangi

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## PATHWAYS TO SCHOOL AND KURA POLICY

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### RATIONALE

At Childspace we recognise that primary school learning environments are quite different to early childhood settings especially in terms of expectations, structures and routines. Our aim is to prepare tamariki emotionally, socially, cognitively, and physically for school. We aim to empower tamariki with a love of learning so that the transition from Childspace to primary school is as smooth as possible.

### TE WHĀRIKI

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

### PROCEDURES

- Kaiako provide many different learning experiences which guide tamariki in their eventual transition to school. Prior to attending primary school, kaiako encourage self-help skills, concentration span, and respect for kaiako, self, peers, and equipment.
- Activities and experiences that are developmentally appropriate, stimulating, and engaging are offered, honouring what tamariki can presently do, as well as valuing the diverse skills needed when going to school.
- Our kaiako make every effort to visit the local primary schools, and new entrant kaiako are encouraged to visit Childspace. We encourage communication between centre and school.
- Kaiako share with whānau information they know or have accessed about primary schools.
- We recommend that mātua discuss school options and possible transition periods with their key kaiako at least six months in advance for planning purposes; recognising tamariki do not legally have to attend school until they are six years old. A specified leaving date will be given by mātua in writing.
- Mātua are recommended to enrol their tamaiti in their chosen primary school six months in advance of start date.
- Transitional school visits will be recorded in the daybook and on the enrolment form. When possible key kaiako will be available for the tamaiti visits to school in consultation with mātua.
- We recommend tamariki have the opportunity to bring a backpack to Childspace, so they become familiar with it prior to starting school.
- Tamariki are encouraged to bring and share photos from school visits where possible.

- Kaiako have discussions with tamariki about the differences between Childspace and primary school. Books, pictures, and excursions are also used to give tamariki some insight into what to expect.
- Tamariki take their individual discovery book as a keepsake from their early childhood years and as a tool for knowledge sharing with new kaiako, to build on the learning experiences that the tamaiti brings with them.

**LINKS TO:**

- [Going to Primary School](#) – a resource to support children’s successful transition from early childhood to primary school

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## PHYSICAL ACTIVITY POLICY

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### RATIONALE

At Childspace we promote all aspects of individual tamaiti health and well-being. Physical activity and risky play is vital for optimum growth and health.

### TE WHĀRIKI

**Well-being/ Mana atua - Goal 1:** Tamariki experience an environment where their health is promoted.

**Exploration/ Mana aotūroa - Goal 2:** Tamariki gain confidence in and control of their bodies.

### PROCEDURES

- Natural motor development is supported.
- Tamariki are encouraged to move freely on their own as their capabilities and development allows.
- Mātua are requested to provide appropriate clothing for their tamaiti that will enable full participation in physical activity in all weathers. *“There is no such thing as bad weather, only bad clothing.”* Spare clothing provided daily is also essential.
- Tamariki are provided with opportunities throughout the day for climbing, balancing, kicking, throwing, jumping, running, and other locomotor movements, both indoors and out.
- The environment will allow for space and equipment which follows the interests of tamariki and promotes free and challenging physical experiences both indoors and out.
- Funds are available to support physical activity, equipment, and professional development.
- Kaiako and mātua are encouraged to be good role models by promoting and participating in physical activity.
- Tamariki are encouraged and taught to analyse and manage their own risk within their physical play.

### LINKS TO:

- Aggressive Play Policy
- Tamaiti Health Policy

**Date approved:** July 2021

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## POSITIVE BEHAVIOUR GUIDANCE POLICY

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### RATIONALE

At Childspace, adults model pro-social skills. Respect, affection, acceptance, self-confidence, and self-regulation are our daily goals for empowering each tamaiti. At Childspace we recognise that while negotiating the complex social world to communicate their needs with others, tamariki may exhibit behaviours that are not appropriate. We endeavour to support all tamariki to express themselves and their feelings in a way which ensures Childspace remains a safe environment for everybody. Our philosophy is that each tamaiti has unique individual potential which requires nurturing through effective and gentle guidance.

### TE WHĀRIKI

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

### PROCEDURES

- Developmental understandings, expectations, urges, space, and the setup of the environment, will be taken into consideration when supporting positive behaviour guidance for tamariki.
- Kaiako will support tamariki by observing them, to understand reasons, triggers and impulses behind the behaviours and support as appropriate.
- Kaiako will ensure that the physical needs of any tamaiti are being met so that behaviours are not being triggered by any form of distress - such as hunger, tiredness, or physical discomfort.
- Kaiako will work together with mātua to individualise behaviour guidance plans where appropriate.
- Kaiako will provide choices within clear and appropriate boundaries, ensuring that Childspace remains an empowering, safe, and predictable environment for all. Mātua and kaiako are encouraged to avoid unnecessary and baseless rules, or limits, which may cause friction in adult-tamaiti partnerships.
- Kaiako will always talk calmly in terms of choices and behaviour, i.e., “appropriate behaviour or unacceptable behavior”. In this way the behaviour and choices were inappropriate and not the individual child. This will ensure that the tamaiti in question remains secure in their self-worth, bonds and attachments at Childspace.
- Kaiako recognise the need for consistency in dealing with all inappropriate behaviour.

- Childspace is a “no hitting and no shouting” zone. This applies to tamariki, kaiako, mātua, whānau, and visitors to the centre.
- Tamariki and mātua are encouraged to leave toys such as guns and swords, at home. If tamariki choose imaginary weapon play, kaiako will ensure the play is adult-supported and safe.
- A calm and peaceful manner will be used by kaiako to ensure that the dignity and mana of all tamariki is upheld and respected, and behavioural expectations are role modelled.
- Literature will be made available to support whānau where requested.

## **STRATEGIES FOR GUIDING BEHAVIOUR**

- In a situation where a tamaiti may be at risk of causing emotional or physical pain to one of their peers, kaiako will intervene. This intervention will be based on an assessment of the situation and may involve:
  - Providing space and time for ngā tamariki to make appropriate choices by asking them to explain what is happening, then providing them some options of possible alternative ways of approaching the situation.
  - The promotion of peaceful problem-solving strategies, empowering all ngā tamariki involved: “You sound frustrated by \_\_\_\_\_. You could ask for some space/ them to stop/ a turn when they are finished”, etc.
  - Providing a physical barrier, “I cannot let you [push/hit/kick/bite] \_\_\_\_\_”
  - Redirection of behaviour to an appropriate learning experience, “I see you are wanting to kick, let's go find some balls/ I see you are wanting to push, let's go push a wall or tower”, etc.
- Support the tamaiti to self-regulate through co-regulation, and wait for him/her to become calm before the situation can be discussed. Ensure that the discussion is clear, concise and conveys a consistent message.
- Always offer the tamaiti an explanation of why certain behaviour is unacceptable and inform the tamaiti of the desired behaviour.
- Allow the tamaiti time to correct his/her behaviour, i.e. by approaching the situation and asking, “what’s happening here?”, then offering choices to the tamaiti on how to try things differently.
- Depending on the situation, and the age of the tamaiti, kaiako may remove the toy or object that is central to the inappropriate behaviour after a warning has been given.
- If during peer conflict a tamaiti has been hurt, the attention of the kaiako will be mainly focused on this tamaiti, in caring for them and ensuring they feel better. Kaiako will empower tamariki to build resilience and strategies to protect themselves in the future.

- Following a conflict, tamariki will be encouraged to care for or re-build the relationship with their peer through their actions as a way of apology.

Extremely inappropriate behaviour may result in one-on-one time i.e. if behaviour is distracting or upsetting other tamariki, a kaiako will go with the tamaiti and together they will have some time away from the other tamariki to regulate their behaviour.

### **AGGRESSIVE PLAY PROCEDURES**

- Kaiako will create an atmosphere in which all feelings and ideas can be safely expressed.
- Kaiako are required to intervene if play becomes (either physically or verbally) aggressive. Kaiako will ensure that all tamariki are kept safe from harm.
- Mātua will be informed of any occurrence of any extremely inappropriate behaviour or frequent behavior, and behaviour guidance techniques will be discussed.
- Kaiako will work together with mātua to individualise behaviour guidance plans/ 'Nurturing my Development' plans where appropriate.
- External guidance will be sought in the instance that strategies outlined in the 'Nurturing my Development' plan do not prove effective.

### **LINKS TO:**

- Biting Policy
- Turn it Around – a practical behaviour guidance resource for early childhood teachers
- Understanding Toddler Behaviour – looking beyond the behaviours and creating a culture of understanding

**Date approved:** July 2021

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## SETTLING POLICY

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### RATIONALE

In the early years it is vital that tamariki are supported by positive learning experiences in an environment where they feel safe and comfortable. Effective and consistent settling in procedures will ensure that this is possible.

### TE WHĀRIKI

***Belonging/ Mana whenua - Goal 3:*** Tamariki and their whānau experience an environment where they feel comfortable with the routines, customs, and regular events.

### PROCEDURES

- Mātua and tamariki are encouraged to visit as often as possible before the tamaiti is expected to attend. We suggest visiting regularly during the month prior, and for at least the fortnight prior to the official starting date.
- At these visits mātua are encouraged to get to know the kaiako and share information about their tamaiti, themselves and their whānau with their key kaiako.
- Each tamaiti will be assigned two key kaiako who will be responsible for their care routines, settling in and discovery book. (See Key Kaiako Policy for more information).
- Enrolment forms must be completed prior to the first settling visit and returned to the centre manager. Mātua are encouraged to complete additional information sheets provided in their enrolment pack during the settling in period.
- Mātua should allow time for themselves and their tamariki to settle into the new environment. Each tamaiti and mātua settles at their own pace. –Mātua are welcome to bring any special toys or cuddlies that might help their tamaiti to settle.
- When supporting tamariki to settle to sleep, kaiako follow rituals from home/s as closely as possible. However, over time tamariki are encouraged to securely and peacefully fall asleep with minimal adult interaction.
- Mātua settling tamariki into the centre are encouraged to observe at any time during the day and take part in our programme until such time as they feel secure enough to leave.
- Each centre has settling guidelines that will be given to whānau and key kaiako before children settling visits begin.
- If home visits are offered as part of the settling process, kaiako safety procedures will be planned and discussed with the kaiako concerned before the home visit.

### **Settling from another Childspace centre:**

- For each tamaiti, transitioning between groups is based on developmental readiness, availability of spaces, the best interests of the tamaiti and group, and in consultation with mātua. Mātua are notified and kept informed about the likelihood and timing of any space becoming available.
- If tamariki are making the transition to an entirely new centre, mātua are encouraged to visit that centre with their tamaiti. With permission from mātua, kaiako will arrange transition visits to their new centre for tamariki with their existing kaiako.
- Kaiako will plan for the transition (visit times, information sharing, meeting new key kaiako) and this information will be shared with whānau as soon as possible.
- Should tamariki need to travel by private motor vehicle, they will only do so in a car seat secured by a seat belt that complies with the requirements under the Vehicle Equipment Rule and other Land Transport Rules made under the Land Transport Act 1998. The adult driving shall hold a current full driver's license and the car will have a current warrant of fitness and registration.
- Any particular toys or books tamariki really enjoy will go with the tamaiti, and are returned at a later date when the tamaiti feels comfortable.
- Any security toy/blanket/cuddly can be brought from home. Depending on the age and ability of the tamaiti, kaiako will encourage tamariki to be responsible for putting these safely away when not needed, and make the comfort item available to reduce emotional stress.
- Enrolment forms for the tamaiti are to be provided to the new centre before or when the tamaiti visits the centre for the first time.
- Information about the tamaiti, including the name, date of birth, mātua names, and allergies, as well as individual and group routines are exchanged between the new and existing kaiako.
- Important relevant written information, such as their discovery book and/or their written confidential file will accompany the tamaiti to their new centre.

### **LINKS TO:**

- Key Kaiako Policy
- Mātua Induction Policy
- Settling children and families into your early childhood setting - Resource

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## TOILET LEARNING POLICY

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### RATIONALE

At Childspace we recognise that toilet learning is an important part of the development of a tamaiti. In order to support the natural development of toileting we prefer to give tamariki time to lead their own toilet learning and do not place pressure on tamariki to be using the toilet. The emotional, physical, and cognitive development of tamariki will be respected during the toilet learning process and appropriate strategies will be employed to support this learning. We are not in a rush for any tamaiti to learn how to toilet themselves and acknowledge that each tamaiti will approach their toilet learning when they are ready. The ability of a tamaiti to toilet themselves does not affect how they are viewed by kaiako or how the tamaiti participates in the programme.

### TE WHĀRIKI

*Well-being/ Mana atua - Goal 1:* Tamariki experience an environment where their health is promoted.

### PROCEDURES

- We recognise that the home of a tamaiti and the centre are different environments. A tamaiti may be interested in toileting at home before the tamaiti is interested in toileting at the centre; kaiako will respect the difference between environments and support how the tamaiti would like to toilet at the centre.
- Kaiako will follow the interest of tamariki and offer them opportunities to use the toilet.
- Kaiako will also offer gentle reminders, encouragement, and support.
- Kaiako will communicate with mātua if their tamaiti has been interested in the toilet, or what has happened in regard to toileting throughout the day.
- Kaiako will communicate with mātua about how toileting is going at home and offer guidance to mātua regarding how toileting is going in the centre. For instance, if the tamaiti still requires nappies to be available just in case, or if clothing is unsuitable.

- Kaiako will talk with tamariki about the toilet learning process and corresponding interests, i.e. body parts, using language that promotes body awareness and how to take care of themselves. This includes offering tamariki appropriate advice and hygiene support.
- Rewards such as kai or stickers will not be offered as a reward for going to the toilet at Childspace.

**LINKS TO:**

- [Navigating the way through toilet learning - Resource](#)

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# **SECTION TWO: HEALTH & SAFETY**

## **BITING POLICY**

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### **RATIONALE**

At Childspace the well-being of all tamariki enrolled is paramount. We also recognise that biting can be a normal part of young tamariki development. Consistency in behaviour guidance is essential for reducing the instances of this particular behaviour.

### **TE WHĀRIKI**

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

*Communication/ Mana reo - Goal 2:* Tamariki experience an environment where they develop verbal communication skills for a range of purposes.

### **PROCEDURES**

- Mātua will be informed if their tamaiti has bitten or was bitten.
- When a tamaiti is constantly biting, a specific behaviour guidance plan will be written by the kaiako and discussed with the mātua. Kaiako will try to recognise triggers and prevent occurrences of biting, to reduce harm to others and help tamariki learn more positive strategies for social engagement.
- Kaiako will NOT give out the name of any other tamaiti involved.
- When a tamaiti bites, our Behaviour Guidance Policy is followed. Kaiako attention is mainly focused on the tamaiti who has been bitten, in caring for them and ensuring they feel better.
- Kaiako will support tamariki who have been bitten. For instance, supporting them in developing strategies to protect themselves from harm and being bitten again.
- An explanation is given to the tamaiti who has bitten that such behaviour is not acceptable. They are encouraged to use words and/or gentle hands to communicate their feelings.
- All kaiako, both permanent and casual, will be made aware of behaviour guidance procedures for biting.

- Much has been written on the subject of biting in early childhood. Written information will be made available to mātua who are concerned.
- Mātua will be reassured that biting is a normal behaviour in young tamariki and everything is being done to reduce the instances of biting within the centre.
- Kaiako will give informal feedback to any concerned mātua regarding the progress of specific behaviour guidance strategies in place. Specific time will be made for mātua wishing to discuss issues with kaiako in more depth.
- Tamariki who bite will not be excluded from our programme.
- If the specific behaviour guidance plan written by Childspace kaiako fails to reduce the instances of biting, external support will be sought from specialist education services.

**LINKS TO:**

- Behaviour Guidance Policy
- Turn it Around – a practical behaviour guidance resource for early childhood kaiako
- Understanding Toddler Behaviour – looking beyond the behaviours and creating a culture of understanding

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## CAR SEAT POLICY

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### RATIONALE

Keeping a car seat on the premises enables mātua and caregivers to borrow it when needed. It also ensures kaiako have a safe method of transportation in case of an emergency.

### TE WHĀRIKI

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

### PROCEDURES

- If a mātua or caregiver borrows the car seat it must be returned as soon as possible to ensure it is available at the centre for when and if it is required.
- If it is possible, mātua will be contacted prior to any kaiako taking their tamaiti out of the centre in the case of an emergency.
- If the car seat is used to transport a tamaiti in the case of an emergency, proper care will be taken to ensure the car seat is correctly installed and the tamaiti is safe.
- Tamariki will only be in a car seat secured by a seat belt that complies with the requirements under the Vehicle Equipment Rule and other Land Transport Rules made under the Land Transport Act, 1998.
- Car seats will be installed by adults who have knowledge of how to install them correctly, for example the whānau of the child.
- Kaiako will check the expiration date of car seats kept at the centre annually, and ensure replacements are purchased before these expiration dates.

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## EMERGENCY PROCEDURES POLICY

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### RATIONALE

In the event of an emergency at Childspace, kaiako are aware that the safety and well-being of all tamariki and team members is paramount. Kaiako and all team members will activate emergency response plans.

### TE WHĀRIKI

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

### PROCEDURES

- Each centre will maintain an emergency plan folder which contains:
  - emergency contact details for tamariki and staff,
  - current allergy and medication action plans,
  - useful phone numbers,
  - civil defence checklists, first aid checklists,
  - communication templates for bulk messages,
  - emergency procedures for different scenarios,
  - copies of relevant policies,
  - a reunification release form,
  - a site evacuation plan of the premises,
  - risk assessment and management plans for regular excursions,
  - locations of civil defence hubs,
  - emergency drill procedures and records,
  - wellbeing information to support tamariki, whānau and kaiako following an emergency.
- Each centre will have emergency procedures for:
  - fires,
  - earthquakes,
  - flooding,
  - pandemics,

- gas leaks,
  - suspicious packages,
  - bomb threats,
  - violent intruders,
  - lockdown (stay in place),
  - serious injuries or death,
  - missing tamaiti.
- These procedures will be kept in each centre's emergency folder. Examples of fire, earthquake and lockdown can be found at the conclusion of this policy.
  - Fire, earthquake and evacuation drills are undertaken at least every three months, and must include all tamariki and adults present on the day. These are also to be documented in each centre's emergency plan folder.
  - Kaiako will discuss and teach children emergency preparedness drills for fire and earthquake response when drills are undertaken. These conversations and drills will be age appropriate.
  - A fully accessible and transportable civil defence kit will be stored on the premises. This will include kai and water supply for everyone at the centre for at least one day (but preferably three), a current phone list of all team members and whānau, and supplies in accordance with Civil Defence guidelines.
  - Each centre checks, updates paperwork and replenishes stock every six months.
  - Fire protection procedures and equipment will be reviewed annually.
  - A plan for the safe handling of fire, earthquake and lockdown emergencies, evacuation of tamariki and adults from the building, and the site evacuation plan of the premises is prominently displayed on a notice board.
  - A site evacuation plan will include the location of emergency exits, assembly point, power switch board, water toby, gas main, location of emergency food and water, location of first aid kits and emergency folder. An example site evacuation plan can be found at the conclusion of this policy.
  - In case of emergency, tamariki will be collected by an authorised adult only. In the event where mātua or caregivers are unable to collect their tamaiti promptly, they may give verbal permission for that tamaiti to leave the centre with a designated adult who is listed on their enrolment form. Tamariki who are not collected by their mātua, caregivers, or other authorised adults remain under the supervision and care of Kaiako.
  - In circumstances where it is not possible for children to return home, alternative arrangements must be made in consultation with the police or Oranga Tamariki.

- Kaiako will follow a specific reunification procedure during emergencies, to record adults picking up tamariki, the time, and the destination to which the tamaiti is being taken to.
- When possible, kaiako will advise mātua of the situation and about the well-being of tamariki and the centre as a bulk message through Discover. Whānau are also encouraged to contact the centre.
- A person responsible will make the decision to remain at Childspace by assessing if it is safe to remain and that there is no immediate danger to any team member and tamariki who remain on site. We will provide the Community Emergency Hubs with a completed Emergency Information Response Form which will include the following information:
  - Usual location
  - Current location
  - Total numbers of adults at current location
  - Total number of tamariki at current location
  - Number of people trapped
  - Number of people injured
- In the event of an emergency, we will maintain legal ratios.
- In case of evacuation, Childspace will re-locate all team members and tamariki to the nearest Community Emergency Hub, or practical shelter on the way. If possible any change in location will be communicated via Storypark and Discover, changing the phone message at the centre and a written message at the entrance.
- The nearest Community Emergency Hubs are:
  - ***For Karori:*** Karori Recreation Centre, 251 Karori Road
  - ***For Ngaio:*** Ngaio Primary School, 45 Abbott Street
  - ***For Northland:*** Northland School, 14 Harbour View Road
  - ***For Wilton:*** Northland School, 14 Harbour View Road
- If an emergency occurs outside of opening hours Childspace management will assess each centre. Whānau will be notified accordingly.
- Childspace reserves the right to close the centre in the event of a flu pandemic or other public health emergency or public health hazard i.e. chemical spills, gas leaks.

**All team members are aware of the emergency procedures per centre. Examples are as follows:**

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## FIRE

If we discover a fire...

- **Activate the fire alarm** (located in the sign in area).
- **Evacuate people from the area** (assign kaiako to take Emergency Plan folder, daily sign in sheet, excursion book, tablet, and first aid kit from the sign in area).
- **Call 111** (take phone with you to assembly point).

If the fire alarm sounds...

- **Find safest fire exit** (for evacuating \_\_\_\_\_).
- **Evacuate all tamariki and adults** (assign kaiako to check all areas are clear - including laundry, sleep room and office).
- **Assemble in \_\_\_\_\_** (if \_\_\_\_\_ not safe, then assemble in \_\_\_\_\_).
- **Check roll** (ensure all tamariki and adults are accounted for - including any visitors).
- **Do not re-enter the building(s)** (wait until the firefighters say it is safe to re-enter the centre).

Following a fire...

- The continuing operation of the centre will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees, and other resources.
- The responsibility of whether or not to continue operating, rests with the Childspace Director and Principal in consultation with the Centre Manager.
- Childspace will contact the local MOE office.

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## EARTHQUAKE

If we experience an earthquake...

### Drop, Cover, Hold

- **If indoors:** move no further than a few steps then - **Drop, Cover, Hold** - encourage tamariki to be a turtle.
- **If outdoors:** move away from buildings, trees, and power lines and then - **Drop, Cover, Hold.**

Immediately after the shaking stops we will...

- **Evacuate all tamariki and adults.**
  - Assign kaiako to take Emergency Plan folder, daily sign in sheet, tablet, and first aid kit from sign in area. All kaiako to take mobile phones with them.

- Assign kaiako to check all areas are clear - including laundry, sleep room, office, and outdoor area.
- **Assemble in \_\_\_\_\_** (If \_\_\_\_\_ not safe, then assemble in \_\_\_\_\_) - in a clear outdoor space.
- **Check roll:** ensure all tamariki and adults are accounted for - including any visitors.
- **If anyone requires medical assistance,** call 111 and/or administer first aid.
- **Inform mātua:** decide if controlled whānau reunification is required, refer to Emergency Plan folder for emergency contacts.
- **Check buildings and turn off utilities:** turn off water, power, and gas; be mindful that aftershocks can cause further damage. Ensure children are kept away from areas that have become dangerous; Only turn gas back on by a registered plumber or gas fitter.

Following an earthquake we will...

- Listen to the radio for instructions from Civil Defence and other external organisations. We will check emails if possible for information from the MOE.
- Contact the Childspace principal to give an update of the situation at the centre.  
*NB: Childspace is not in a tsunami zone and is not in immediate danger of a tsunami. However, this could impact many of our whānau and their ability to come to the centre to pick up their child.*
- The continuing operation of the centre will be determined by the nature of the earthquake and the availability of resources such as buildings, staff, employees and other resources.
- The responsibility of whether or not to continue operating, rests with the Childspace director and principal in consultation with the centre manager.

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### **LOCKDOWN (Stay in Place)**

If the police contact us and request the centre go into lockdown due to a violent threat...

- **Lockdown:** alert kaiako that the centre is going into lockdown. Kaiako to take their mobile phones.
- **Safe Position:** if safe, move all tamariki and adults to safe positions to wait for the police to arrive. Bring everyone inside and into rooms that are safe.
- **Lock all** doors and windows. Assign a kaiako to take Emergency Plan folder, daily sign in sheet, and first aid kit from the sign in area.
- **Check roll:** ensure all tamariki and adults are accounted for - including visitors.

- A designated person will **inform mātua** in a bulk message through Discover, along with a timeframe of when to expect the next communication from the centre.
- Inform Childspace Principal.
- No persons are allowed to arrive or leave the centre during a lockdown, including mātua, until the all clear is given by police.
- **Keep quiet:** keep quiet and do not leave your safe position.
- **Police:** when police arrive, follow their instructions.

**If we are aware of a reason for the centre to go into lockdown, such as a violent threat outside the centre...**

- **Call 111:** identify yourself and our centre, our address and provide all details the operator requests.
- **Follow the above process.**

**If there is a group on an excursion when the centre needs to go into lockdown...**

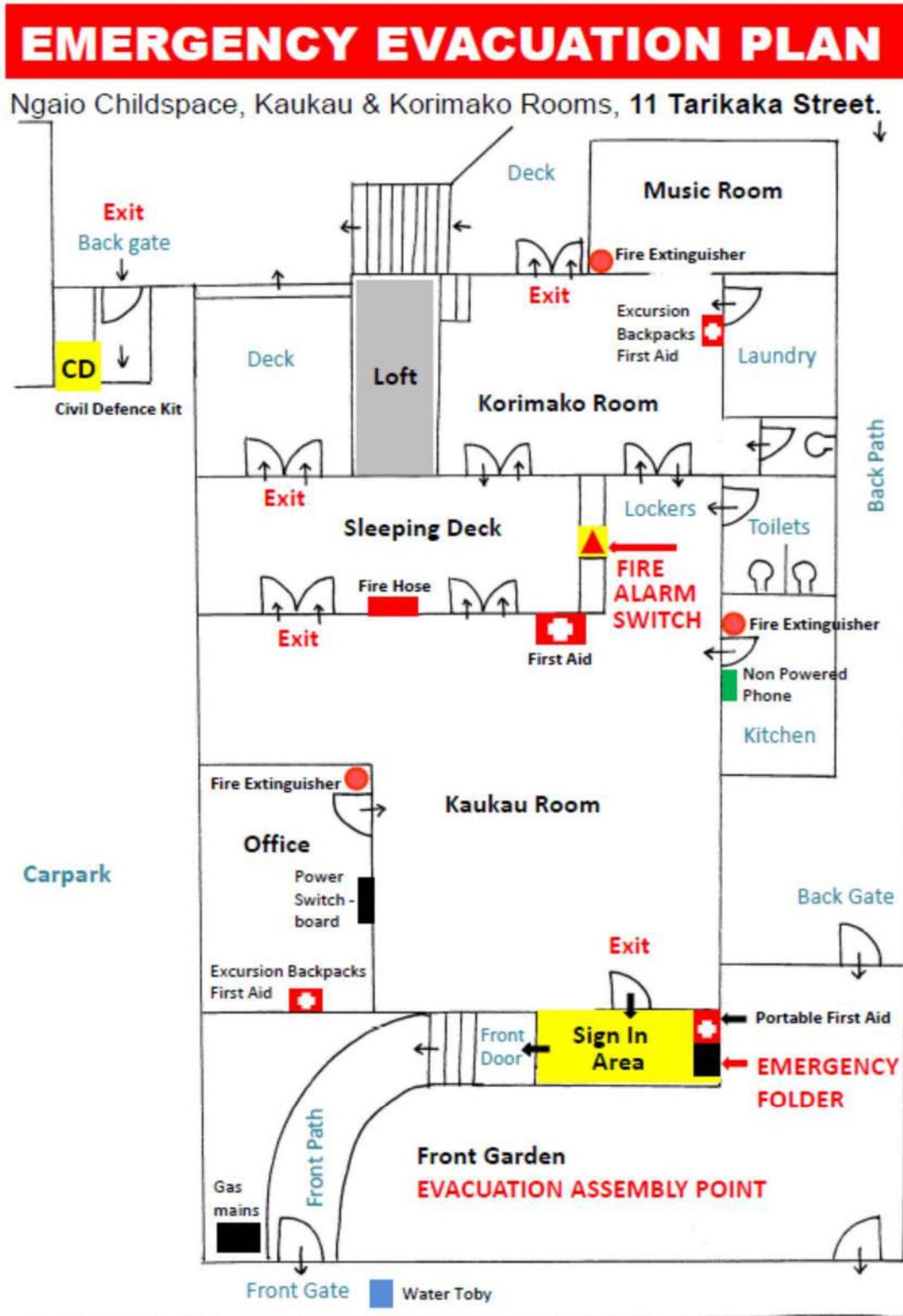
- The centre will contact the person responsible on the excursion as soon as possible. The person responsible on the excursion will contact the police and follow their advice.
- The centre and the excursion will keep in regular contact to update about their safety and wellbeing. When mātua are contacted, this information will also be shared.
- The excursion group will remain away from the centre until the police advise that it is safe to return to the centre. If the excursion was a walking trip, they will return by taxi.
- Police may specify a safe place for children on the trip to be collected. The Person Responsible for the trip will keep a written record for each child stating the time they were collected, the name and contact number/s of the person who collected them and where they were being taken.

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**EXAMPLE OF A SITE EVACUATION PLAN:**



## KAI AND NUTRITION POLICY

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### RATIONALE

Childspace encourages a healthy eating environment and culture in our centres. We consider that healthy kai and beverage choices can enhance educational outcomes for our tamariki.

### TE WHĀRIKI

*Well-being/ Mana atua - Goal 1:* Tamariki experience an environment where their health is promoted.

### PROCEDURES

- Childspace employs a kai creator to prepare and serve nutritional meals on the premises each day. This person will hold a Food Safety Certificate.
- Under the Food Act, 2014, Childspace is registered and operates under a National Programme Level 2. Food safety records and food safety audits are adhered to.
- All meals and snacks served are prepared in accordance with the Ministry of Health's Healthy Food and Drink guidance for Early Learning Services (MOH, 2020), and Reducing food-related choking for babies and young children at Early Learning Services (MOH, 2020) and the Food & Beverage Classification System.
- The menu will include at least 75 percent of foods and drink that the Ministry of Health has determined as healthy (green) options in the 'Healthy Food and Drink guidance for Early Learning Services' (MOH, 2020). For children under two years of age, all food and drink provided will be healthy options.
- The menu rotates on a four-week basis and food provided is recorded daily in the daybook (a copy of the menu is available for mātua). Detailed menu records must be kept in case of an unexpected allergic reaction, for example what type of fruit eaten or the contents of a meal. Records are kept for at least three months after the food is served.
- Food allergies, intolerances and special dietary requirements will be a shared responsibility of whānau and centre.
- All team members will be made aware of individual tamariki food allergies, intolerances, and special dietary requirements. A visual guide including a photo of the tamaiti and list of allergies, intolerances and special dietary requirements, will be kept in the kitchen or by the kai tables as most accessible for reference. For all allergies, a health management plan will be in place to ensure all team members know symptoms to be aware of and what to do in the case of an allergic reaction and emergency protocols.
- Due to the severity of nut allergies, Childspace is a **NUT FREE ZONE**. There are no nuts, or nut containing products kept on the premises. Mātua and all team members will not bring these foods into the centre.
- For each meal, there is a specific place set aside for children to sit and eat, either at a kai table, kai chair, or on a 'kai blanket'.

- When at Childspace, tamariki will sit down to eat, and a kaiako will be with them and will actively supervise them while they are eating and drinking.
- Te Whāriki/Early Childhood Curriculum guides kai and nutrition education by developing, in the context of self-help and self-care, tamariki knowledge about keeping healthy.
- Water is always available to tamariki. Tamariki are discouraged from sharing cups and bottles.
- Breast feeding is encouraged and supported by the centre. A comfortable nursing chair is provided for mothers to feed at the centre. Named and dated expressed milk can be stored safely in the refrigerator or freezer and heated when required. Breast milk will be heated with warm water.
- Infant formulas are provided by the mātua and clearly named. Infant formula should be made just before use.
- Date of opening formula must be recorded, and product returned to mātua or discarded after it has been open for four weeks.
- Kai and drinks should not be kept in bags. Kai and drinks from home will be given to a kaiako on arrival.
- Celebration kai times will be considered positive and social events. Celebrations are individual to each centre.
- Adults encourage tamariki by role modelling healthy eating when they share mealtimes together.
- If kai is refused, encouragement is offered. If kai is still refused, it is offered later when they are hungry, or an alternative healthy food option can be offered. Tamariki are empowered by having control over their kai intake, by allowing self-choice and self-service at mealtimes (when practical).
- If a tamaiti often refuses kai, a specific “nurture my development” plan will be developed in partnership with mātua, to specify agreed and consistent strategies to encourage a healthy relationship with food and physical wellbeing.
- Mealtime rituals will be a pleasurable and unhurried time together.
- There is a blessing or karakia before every meal served.
- Funds are available for resources that support nutrition education.
- Professional development is undertaken to support healthy eating for tamariki.
- If a kai creator is away, the relief kai creator will have a good level of food safety knowledge and will be told any relevant food safety procedures by Childspace Management.
- Kai creators attend regular whole organisation team meetings to promote reflective and quality practices.
- Mātua will be consulted on any major decisions regarding the kai served at Childspace.

**LINKS TO:**

- The New Zealand Ministry of Health guidelines
- The Food & Beverage Classification System
- National Heart Foundation Healthy Heart Programme
- Childspace Recipe Book

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## HEALTH AND SAFETY POLICY

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### RATIONALE

The purpose of this policy is to explain how we manage risks effectively. All kaiako at Childspace strive to provide, for the welfare of the tamariki, a safe and stimulating environment. All employees and others must also take steps to ensure their own safety at Childspace. All persons at the centre have a duty to take reasonable care for their own health and safety, and care that their own actions or omissions do not adversely affect the health and safety of others. This policy should be read in conjunction with the Health and Safety at Work Act 2015.

### TE WHĀRIKI

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

### PROCEDURES

- All team members and visitors must at all times follow the instructions of the Childspace owners, regarding health and safety.
- All new employees are briefed on / informed of this health and safety policy on induction and training is provided if necessary.
- Supervision of children will be active and focused as kaiako will continuously scan the environment. If a kaiako feels they cannot sustain active and focused supervision they will request support from another team member. Tamariki can be out of sight of kaiako if the kaiako responsible feels this is safe to do so however they will be frequently checked on.
- Supervision considerations include the physical environment, activities being undertaken, equipment being used, the group size, ages and needs of the tamariki.
- Direct, close and constant supervision by teachers, educators and kaiako will be required if a learning experience or equipment includes an element of risk. For example, climbing, cooking, using ropes, cords or tools of any kind or activities near water or fire.
- Each centre has its own health and safety risks register filed within the health and safety folder located at the entrance of each centre. The register includes identification of current and potential hazards, a thorough risk assessment, and it identifies ongoing management strategies that all kaiako and other adults must adhere to.
- Each health and safety risks register will be reviewed annually by all employees and management.
- Each visitor to the centre signs in, and confirms their understanding of high-level health and safety points identified in the health and safety folder.
- In managing risk effectively all kaiako will take every precaution to ensure tamariki, other team members, students, mātua and visitors to the centre/building are safe from harm. This includes promptly reporting any unforeseen risks to relevant person(s).

- Each centre's annual management plans indicate daily, weekly, monthly, quarterly, bi-annual, annual, and ongoing health and safety responsibilities, as well as repairs and maintenance required assigned to a named person or persons. These are located in each centre's office and reviewed periodically throughout the year by management.
- All permanent kaiako at Childspace must hold current first aid certificates. Keeping first aid certificates current is the personal responsibility of kaiako. Annual renewal opportunities are offered and kaiako are encouraged to attend these on a Saturday once every two years. All first aid kits are kept replenished.
- Emergency planning, procedures and drills are in place. See Emergency Procedure Policy.
- Poisons and hazardous chemicals/materials are not accessible to tamariki.
- Civil Defence Kits are checked and replenished if needed every 6 months.
- Kaiako check the grounds at the beginning of each day using a hazards check list. Any dangerous items are removed or isolated until they can be repaired or replaced.
- A maintenance record is kept by the Childspace workshop team recording every repair and maintenance job done on any land, buildings and equipment. Each centre also has an individual maintenance record book to record any additional repairs and maintenance carried out by other workers.
- Records are kept in the form of learning injury, medicine and illness. See Leadership and Management Handbook for templates of these.
- Any serious health and safety incidents, or near misses, will be reported to the centre manager as soon as possible. The centre manager and/or principal will investigate, file a serious incident report, decide on and document appropriate action to reduce the risk of the incident happening in future.
- Where there is a serious injury, illness, or incident while at a centre, Childspace will notify a specified agency if required, such as Worksafe or Regional Public Health. We will also notify the Ministry of Education at the same time as required.
- All kaiako must follow correct procedures for lifting equipment and/or tamariki to protect their backs.
- All kaiako must monitor their health to ensure that they are fit to work with tamariki in line with the Early Childhood Regulations, 2008.
- Childspace employs a cleaning company who ensures the centre is clean and tidy for the beginning of each day we are open, in accordance with the centre cleaning schedule.
- Childspace employs a kai creator who prepares meals in accordance with the Food Act 2014, to ensure the kai served is safe and suitable to eat. (See Kai and Nutrition Policy for more information). When at Childspace, tamariki will sit down to eat and a kaiako will be with them while they are eating and drinking. Centre kai creators hold a food safety certificate displayed in the kitchen area.
- When preparing kai, all cuts and sores will be covered with blue plasters and if cuts and sores are on hands then disposable gloves will be worn as an additional measure.
- Hand washing and general hygiene routines are observed when adults and tamariki at Childspace are handling kai.

- Water temperature for tamariki to wash their hands will be between 38-40 degrees Celsius.
- All hand washing procedures will be displayed in tamariki bathrooms and in the kitchen. Tamariki will be actively taught correct handwashing procedures following Ministry of health recommendations.
- Hand washing facilities are located for tamariki to access safely and independently. Soap and hand drying materials are made readily available.
- Sterile dish washing facilities ensure eating utensils are cleaned thoroughly.
- Kitchen and cooking facilities are designed to prevent tamariki from unsupervised access.
- A bleach solution of 1 part bleach and 10 (10ml bleach – 100ml H<sub>2</sub>O - 1:10) parts water will be used on high-risk surfaces i.e. nappy change areas and toilets. For surfaces where kai is prepared or eaten ¼ teaspoon bleach to 500ml water is used to sanitise surfaces or equivalent FSAN approved sanitiser.
- All spray bottles are labelled, clearly indicating their contents.
- If a whānau member (mātua/sibling or otherwise) is unwell and is bringing a tamaiti to the centre and there is a risk of spreading illness within the centre, a plan can be put in place to support drop offs and pickups.
- Childspace reserves the right to close the centre in the event of a flu pandemic or other public health emergency.

**LINKS TO:**

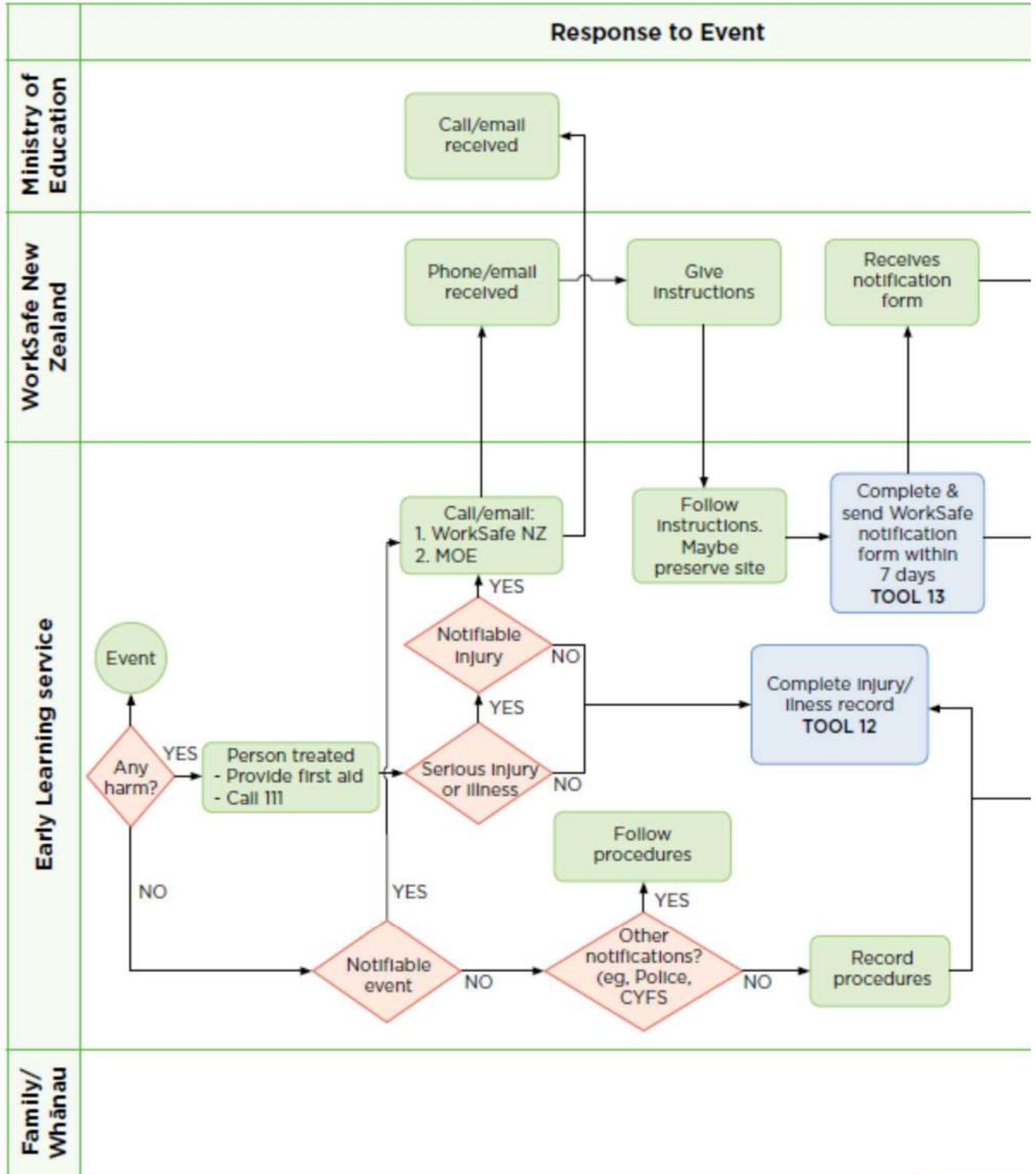
- Emergency Procedures Policy
- Medicines Policy
- Personnel Policy
- Tamaiti Health Policy
- Tamaiti Protection Policy
- Implementing the Health and Safety at Work Act 2015 - A guide for early learning services (April 2016).
- Childspace Leadership and Management Handbook (*updated annually*).

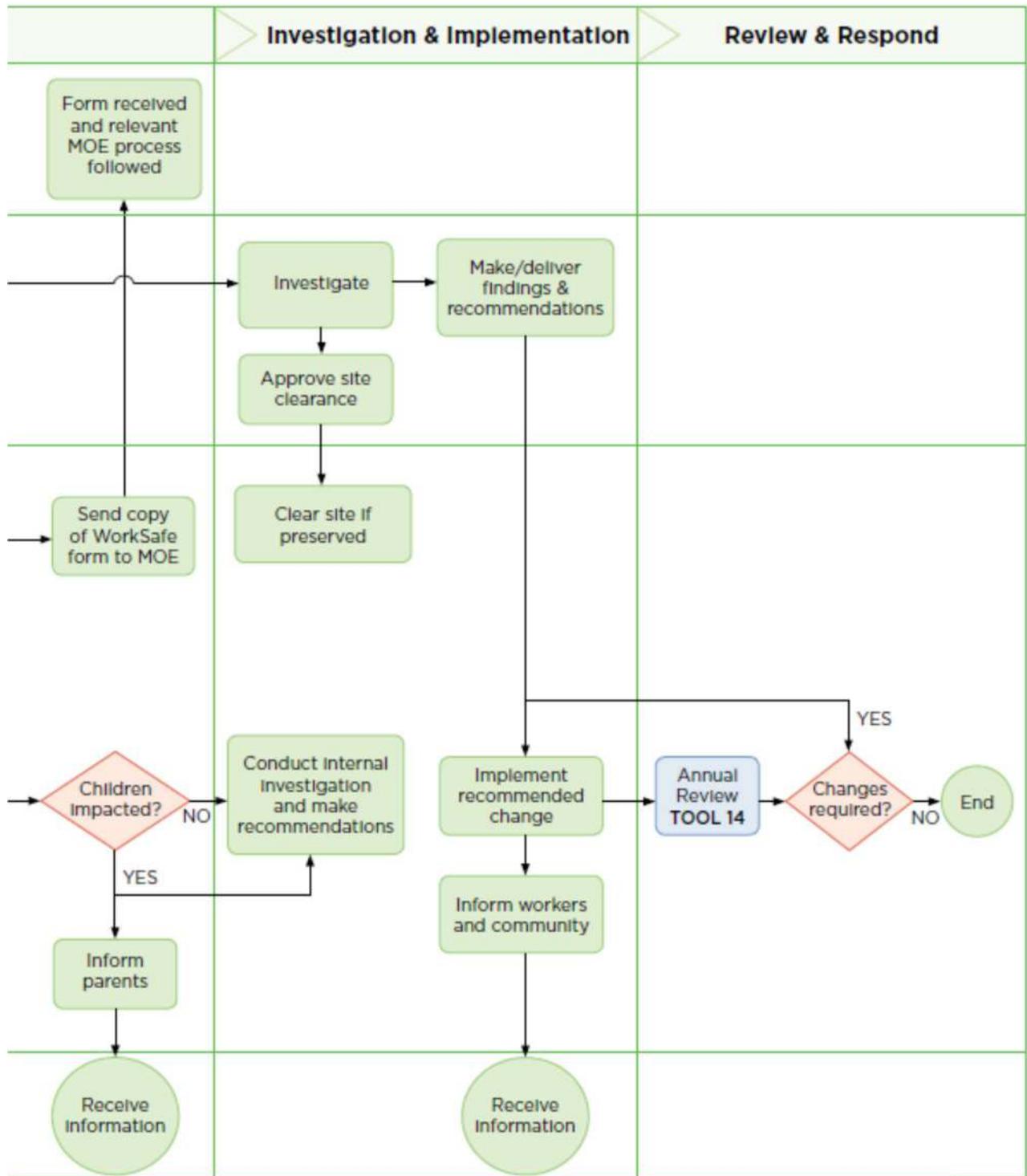
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**Tool 11: Injury and incident procedure flowchart**

This flowchart sets out the decisions and actions to be taken in the event of injury or incident.





## IMMUNISATION POLICY

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### RATIONALE

It is a government regulation requirement that Childspace holds accurate immunisation records of all tamariki on our roll.

### TE WHĀRIKI

*Well-being/ Mana atua - Goal 1:* Tamariki experience an environment where their health is promoted.

### PROCEDURES

- The Ministry of Health requires all licensed early childhood centres to sight and record every tamaiti immunisation history.
- An immunisation register will be kept. In the case of an outbreak, any tamaiti who is not immunised must be removed from the centre until the incubation period of the disease is passed and no further cases are reported.
- The immunisation register will be created on enrolment and will be updated as children receive immunisations.
- It is requested that mātua bring in immunisation records as they are updated, and Childspace will periodically audit records.
- For the well-being of your own tamaiti, it is helpful to be informed after each immunisation has been given.
- These records are confidential.
- Tamariki immunisation certificates need to be signed off by your health professional.

### LINKS TO:

- Tamaiti Health Policy

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## MEDICINES POLICY

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### RATIONALE

At Childspace the needs of each tamaiti are paramount in the decisions we make. On occasion we are required to administer medicines to tamariki in attendance.

### TE WHĀRIKI

*Well-being/ Mana atua - Goal 1:* Tamariki experience an environment where their health is promoted.

### PROCEDURES

- Any tamaiti requiring pain relief should not be in attendance at the centre. However, exceptions will be made with regard to teething (see Teething Policy).
- Kaiako need to be informed of any medication administered prior to a tamaiti arriving at the centre.
- In the case of sudden injury and possible shock our kaiako are trained in the administration of first aid and are only able to administer first aid until medical staff arrive on the scene.
- Prescribed and non-prescribed medicines are to be brought into the centre in original packaging which clearly shows the name of the tamaiti, purpose, dosage, and expiry date. Mātua must clearly label any medicines brought into the centre.
- When arriving with medicine, mātua must record the dosage and relevant details in the medicine book, and check with a kaiako for the appropriate storage place.
- Care will be taken to use the correct strength and dosage of medicine, as advised by a mātua.
- A written record of any medicine administered can be found in the medicine book. Two kaiako will check and sign the correct drug/dose and expiry date of medication.
- Non-prescription medicines and natural remedies that are not ingested, such as arnica, will be administered with written permission from mātua upon enrolment.

- A tamaiti prescribed antibiotics for any illness should not return until at least 24 hours after treatment has started or at the centre manager's discretion. Taking prescribed antibiotics does not automatically ensure your tamaiti is well enough to resume attendance. Please refer to our Tamaiti Health Policy.
- Medicine provided by Mātua that is used for ongoing treatment of a pre-diagnosed condition will be administered with written permissions from Mātua upon enrolment as part of an individual health plan. Mātua acknowledgement of this medicine administered will be obtained and recorded at least every three months.
- Records of medicine administered to tamariki will be kept for two years.

**LINKS TO:**

- Tamaiti Health Policy
- Teething Policy

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## NAPPY CHANGING POLICY

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### RATIONALE

Nappy changes are an important part of tamariki learning about their body and the self-regulation process. At Childspace, nappy changes are respected as meaningful learning experiences where tamariki are empowered to participate in their own routines. Time and attention is invested in these care moments to ensure that they are a respectful experience for tamariki and adults.

### TE WHĀRIKI

*Well-being/ Mana atua - Strand:* The health and wellbeing of the child are protected and nurtured.

### PROCEDURES

- There is a designated space with a nappy changing table for this care routine to happen. This area has been designed to foster tamariki independence and well-being, as well as supporting the backs of kaiako, as lifting toddlers is reduced.
- Nappy change spaces are visible and monitored by permanent kaiako.
- Student Kaiako will be permitted to change nappies under the supervision of a permanent kaiako as long as the tamaiti feels comfortable with them.
- 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 tamaiti feels comfortable with them.
- A nappy changing procedure will be displayed in all nappy changing areas outlining the health and hygiene guidelines. All adults new to changing nappies at Childspace will be shown this procedure by a permanent kaiako before changing nappies.
- Warm nappy cloths and occasionally wet-wipes are used for cleaning the bodies of tamariki. Used cloths are washed using a hot wash.
- All nappy changes will be recorded in the nappy changing chart which whānau can readily access each day.
- Tamariki will be supported in washing their hands after each nappy change.

- Adults will wash their hands following the Ministry of Health hand washing guidelines after each nappy change.
- After each nappy change the table will be wiped down with a bleach solution.
- Disposable gloves are not compulsory, but will be made available for adults to use during nappy changes.
- All used disposable nappies are kept in a contained bin.
- We will support any mātua who wishes to use cloth nappies at the centre.

**LINKS TO:**

➤ [Ministry of Health- Hand washing - Updated March 2018](#)

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## **PETS POLICY**

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### **RATIONALE**

At Childspace we consider animals to be an important part of the daily experiences we provide for our tamariki. Tamariki develop respect and a sense of responsibility in caring for the animals at Childspace. The well-being of any animals in the care of Childspace is of paramount importance to their inclusion in our programme.

### **TE WHĀRIKI**

*Exploration/ Mana aotūroa - Goal 4:* Tamariki experience an environment where they develop working theories for making sense of the natural, social, physical, and material worlds.

### **PROCEDURES**

- Cleanliness, kai and water supply for all animals is checked daily. Tamariki are encouraged to take part in this caring routine.
- Kaiako role-model responsibility and care of the pets. This helps tamariki to learn the skills of caring for the animals, themselves, and others.
- Kaiako are responsible for the cleaning of any animal environments.
- Tamariki experience hands on care and touch as the animals are brought into the centre environment regularly.

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## **POISONOUS PLANTS POLICY**

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### **RATIONALE**

Childspace provides, for the welfare of the tamariki, a safe and stimulating environment. Hazards such as poisonous plants are minimised while still ensuring the natural beauty of the environment is preserved.

### **TE WHĀRIKI:**

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

### **PROCEDURES:**

- Information regarding the identification of poisonous plants is kept on the premises.
- Poisonous plants will be removed when they are insignificant to the aesthetic appeal of the environment.
- Poisonous plants that are significant to the beauty and/or curriculum programme of the environment will be pruned and leaf litter and/or berries will be raked and removed to minimise the danger to tamariki.
- Tamariki will be taught about poisonous plants and mātua informed of any poisonous plants within the environment.
- Tamariki bringing plants from home will inform a kaiako on arrival.
- The nationwide Poison Centre phone number is clearly visible in the office and emergency folder.
- Daily checks are made to ensure there are no new poisonous plants on the premises.

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## SLEEPING POLICY

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### RATIONALE

At Childspace we recognise that each tamaiti is unique and comes to us with their own sleeping routine. Therefore kaiako will endeavour to follow the rhythms and routines of each individual tamaiti in a relaxed and familiar environment.

### TE WHĀRIKI

*Well-being/ Mana atua - Goal 1:* Tamariki experience an environment where their health is promoted.

### PROCEDURES

- All tamariki are provided with their own individual sleeping space and bed linen. Their bed linen is washed weekly.
- Sleep spaces are positive and peaceful to ensure undisturbed rest.
- While positive and peaceful spaces, they are not silent or dark spaces. At Childspace tamariki often sleep outside.
- Kaiako will work in partnership with mātua to develop a sleep ritual at Childspace as part of the settling process. (See settling policy for more information). When supporting settling tamariki to settle to sleep, kaiako follow rituals from home as closely as possible. However, over time tamariki are encouraged to securely and peacefully fall asleep with minimal adult interaction.
- Adequate sleeping space and ventilation is provided for the safety and hygiene of tamariki.
- A sound, accurate monitoring system is held in place by kaiako at all times. There is a kaiako present in the sleep space whenever possible, ten-minute checks are carried out for sleeping tamariki, and records of when children go to bed and when they slept are maintained.
- Kaiako are guided by the individual rhythms and routines of the tamariki, and are relaxed and unhurried.
- Mātua are encouraged to bring to Childspace any special sleeping cuddlies/toys their tamaiti may have.
- Tamariki will not have access to kai and liquids while in bed.
- For reasons of cultural sensitivity tamariki are encouraged not to stand on pillows, and tamariki sleeping near each other are positioned head to head, or feet to feet, rather than head to feet.
- If tamariki are sleeping outdoors they will be kept suitably warm.

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## **SMOKE - FREE POLICY**

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### **RATIONALE**

Childspace Early Learning Centres have a completely smoke, alcohol and illegal substances - free environment, to promote healthy living and good habits for the kaiako and tamariki.

### **TE WHĀRIKI**

*Well-being/ Mana atua - Goal 1:* Tamariki experience an environment where their health is promoted.

### **PROCEDURES**

- Smoking, e-smoking and vaping is not permitted in early childhood centres or on centre grounds.
- A notice stating that smoking and vaping within the premises is forbidden, will be displayed at the entrance to all Childspace centres.
- All team members are required to smoke (including vaping) off the premises entirely and wash their hands and freshen their breath before attending to any tamaiti after smoking.
- Any person entering the premises smoking will be required to extinguish the cigarette, pipe, etc. or they will be asked to leave.
- A copy of this policy is prominently displayed.
- Any complaints regarding this policy should be directed to the centre manager.
- This policy will comply with the Smoke - Free Environments Act, 1990 and will be reviewed annually.

### **LINKS TO:**

- Smoke-free Environments Act 1990.

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## SUN PROTECTION POLICY

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### RATIONALE

Tamariki and adults at Childspace need protection against the damaging effects of the sun. At Childspace we are adherent to the Cancer Society message of “slip, slop, slap and wrap”.

### TE WHĀRIKI

*Well-being/ Mana atua - Goal 1:* Tamariki experience an environment where their health is promoted.

### PROCEDURES

- Mātua are encouraged to bring named sunhats for their tamariki. If they are unable to, Childspace will provide spare hats.
- From October to April sunscreen is applied as required and in accordance to the sunscreen labels. This sunscreen is provided by Childspace. Any tamaiti requiring a special sunscreen due to skin allergies must provide their own.
- During summer, mātua are encouraged to sunscreen their tamariki prior to bringing them to the centre each morning.
- Kaiako role-model the use of hats and sunscreen outside.
- Tamariki who are not wearing UV protective clothing or sunscreen when UV levels are high will remain inside.
- In summer tamariki are never outside wearing less than a T-shirt and are encouraged to wear a hat.
- For tamariki who often remove their hats, sunscreen will be applied directly to their scalps.
- Every application of sunscreen for tamariki will be recorded daily. Drinking water is available at all times.
- Frequently used play areas are sheltered from the sun.

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## TAMAITI HEALTH POLICY

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### RATIONALE

Mātua and kaiako share the responsibility for creating a healthy centre environment, which will protect and nurture tamariki. Exclusion of tamariki with infectious diseases from early childhood centres is necessary where there is potential for further spread of infection. Childspace wishes to keep tamariki and adults safe from infection by clearly stating under what circumstances a tamaiti should be excluded. Exclusion is at the centre manager's discretion.

### TE WHĀRIKI

*Well-being/ Mana atua - Strand:* The health and wellbeing of the child are protected and nurtured.

### PROCEDURES

- If mātua have concerns that a tamaiti may be unwell, and unsure if their tamaiti should attend, we encourage mātua to ring the centre and discuss signs or symptoms with kaiako.
- Information should be shared with kaiako upon arrival at the centre. This means kaiako will be vigilant and alert to any changes in behaviour, or signs or symptoms of illness, and can respond to tamariki needs promptly.
- Individual health plans will be written in consultation with mātua for tamariki who suffer from Asthma, Epilepsy, specific allergies, or other medical conditions.
- A tamaiti prescribed antibiotics for any illness should not return until at least 24 hours after treatment has started or at the centre manager's discretion. Taking prescribed antibiotics does not automatically ensure your tamaiti is well enough to resume attendance. Please refer to Medicines Policy.
- Childspace reserves the right to request a medical certificate from a health professional before allowing a tamaiti to return following illness.
- If a whānau member (mātua/sibling or otherwise) is unwell and bringing a tamaiti who is well to the centre and there is a risk of spreading illness within the centre, a plan can be put in place to support drop offs and pickups, such as meeting whānau at the entrance to the centre or by their car.
- A tamaiti suffering from any of the following symptoms will be required to leave the centre. If a mātua is unavailable or unable to remove their tamaiti within the hour or as needed, the emergency contact person listed on the tamaiti enrolment form will be contacted.

- Tamariki who are ill and waiting to be collected will remain in one space and be monitored and supervised closely.
- When Childspace has many children with the same symptoms in a short period of time, they will put out a health alert notice to mātua with information of symptoms and exclusions period.
- When there is an outbreak (over 15% of the roll ill), Childspace will contact Regional Public Health for advice and support.

### **Reasons to exclude a tamaiti from Childspace:**

- The illness prevents the tamaiti from participating comfortably in the programme provided. This can include the following behaviours: no interest in play, have little energy, cry easily, are irritable or need constant one on one with a teacher.
- The tamaiti has any of the following conditions: fever (38 degrees Celsius and over), persistent crying, difficulty breathing, persistent coughing, persistent runny nose, or other signs of possible illness.
- If a child has persistent cold symptoms, such as a cough, runny nose or sneezing, the person responsible can request that they see a medical professional such as a doctor before returning to the centre. It is important that the doctor is informed that the child attends an early childhood service. The doctor can then determine if their symptoms are related to an infectious illness or another condition (such as hay fever) and if they pose an infection risk to other children and staff. Children are welcome to return again if they are not infectious and are able to participate comfortably in the programme.
- The illness results in greater care needed than Childspace can reasonably provide without compromising the health and safety of the other tamariki.
- No tamaiti with diarrhoea should attend Childspace. Tamariki must be symptom free for 48 hours and must have had at least one normal bowel motion before returning to Childspace.
- Public Health Service advises that if a tamaiti has a fever that is 38 degrees Celsius or over they should not return to the centre for 24 hours.
- No tamaiti with vomiting should attend Childspace. Tamariki must be symptom free for 48 hours and must be able to keep food down for those 48 hours.
- Rash with fever or behaviour change - until a doctor has determined that the illness is not a communicable disease.
- Tuberculosis - until a doctor or the Public Health Service advises that the tamaiti is non-infectious.
- For some vaccine preventable diseases, there is a requirement to exclude unimmunised tamariki who have had contact with a case of the disease. This applies

to Measles, Diphtheria and Whooping Cough, and would be arranged on the advice of the Medical Officer of Health.

- A list of further infectious diseases information and exclusion details is listed at the conclusion of this policy. This chart is taken directly from the Ministry of Health website (last revised November 2020).
- Public Health Service exclusion guidelines will be followed for any conditions not listed above. They are contactable on (04) 570 9002.
- A child is involved in an injury that is considered serious, for example, a head injury. Mātua will be informed immediately and the person responsible can request that the child is collected and seen by a medical professional before returning to Childspace. The tamaiti will be monitored closely and an ambulance called if necessary.
- Centre managers will use their discretion to make decisions in the best interests of all tamariki and kaiako present in the service.

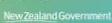
**LINKS TO:**

- Medicines Policy
- Ministry of Health List of Infectious Diseases

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# INFECTIOUS DISEASES INFORMATION AND EXCLUSION LIST:

Condition	This disease is spread by	Early Symptoms	Time between exposure and sickness	Exclusion from school, early childhood centre, or work*
<b>Rashes and skin infections</b>				
<b>Chickenpox</b> 	Coughing, sneezing and contact with weeping blisters.	Fever and spots with a blister on top of each spot.	10-21 days after being exposed.	1 week from appearance of rash, or until all blisters have dried.
<b>Hand, foot and mouth disease</b>	Coughing, sneezing, and poor hand washing.	Fever, flu-like symptoms – rash on soles and palms and in the mouth.	3-5 days	Exclude until blisters have dried. If blisters able to be covered, and child feeling well, they will not need to be excluded.
<b>Head lice (Nits)</b>	Direct contact with an infested person's hair, and less commonly by contact with contaminated surfaces and objects.	Itchy scalp, especially behind ears. Occasionally scalp infections that require treatment may develop.	N/A	None, but ECC/school should be informed. Treatment recommended to kill eggs and lice.
<b>Measles</b> 	Coughing and sneezing. Direct contact with an infected person. Highly infectious.	Runny nose and eyes, cough and fever, followed a few days later by a rash.	7-21 days	5 days after the appearance of rash. Non-immune contacts of a case may be excluded.
<b>Ringworm</b>	Contact with infected skin, bedding and clothing.	Flat, ring-shaped rash.	4-6 weeks	None, but skin contact should be avoided.
<b>Rubella (German Measles)</b> 	Coughing and sneezing. Also direct contact with an infected person.	Fever, swollen neck glands and a rash on the face, scalp and body.	14-23 days	Until well and for 7 days from appearance of rash.
<b>Scabies</b>	Contact with infected skin, bedding and clothing.	Itchy rash.	4-6 weeks (but if had scabies before it may develop within 1-4 days)	Exclude until the day after appropriate treatment.
<b>School sores (Impetigo)</b>	Direct contact with infected sores.	Blisters on the body which burst and turn into scabby sores.	Variable	Until sores have dried up or 24 hours after antibiotic treatment has started.
<b>Slapped cheek (Human parvovirus infection)</b> 	Coughing and sneezing. The virus may be passed from mother to child during pregnancy.	Red cheeks and lace-like rash on body.	4-20 days	Unnecessary unless unwell.
<b>Diarrhoea &amp; Vomiting illnesses</b>				
<b>Campylobacter</b> <b>Cryptosporidium</b> <b>Giardia</b> <b>Salmonella</b> 	Undercooked food, contaminated water. Direct spread from an infected person or animal.	Stomach pain, fever, nausea, diarrhoea and/or vomiting.	Campylobacter 1-10 days Cryptosporidium 1-12 days Giardia 3-25 days Salmonella 6-72 hours	Until well and for 48 hours after the last episode of diarrhoea or vomiting. <b>Cryptosporidium</b> – do not use public pool for 2 weeks after symptoms have stopped. <b>Salmonella</b> – Discuss exclusion of cases and contacts with public health service.
<b>Hepatitis A</b> 	Contaminated food or water, direct spread from an infected person.	Nausea, stomach pains, general sickness. Jaundice a few days later.	15-50 days	7 days from the onset of jaundice.
<b>Norovirus</b>	Contact with secretions from infected people.	Nausea, diarrhoea and/or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
<b>Rotavirus</b> 	Direct spread from infected person.	Nausea, diarrhoea and/or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
<b>Shigella</b> 	Contaminated food or water, contact with an infected person.	Diarrhoea (may be bloody), fever, stomach pain.	12 hours-1 week	Discuss exclusion of cases and their contacts with public health service.
<b>VTEC/STEC (Verocytotoxin- or shiga toxin-producing E. coli)</b> 	Contaminated food or water, unpasteurised milk. Direct contact with animals or infected person.	High incidence of bloody diarrhoea, stomach pain. High rate of hospitalisation and complications.	2-10 days	Discuss exclusion of cases and their contacts with public health service.
<b>Respiratory Infections</b>				
<b>Influenza and Influenza-like illness (ILI)</b> 	Coughing and sneezing. Direct contact with infected person.	Sudden onset of fever with cough, sore throat, muscular aches and a headache.	1-4 days (average about 2 days)	Until well.
<b>Streptococcal sore throat</b>	Contact with secretions of a sore throat. (Coughing, sneezing etc.)	Headache, vomiting, sore throat. An untreated sore throat could lead to rheumatic fever.	1-3 days	Exclude until well and/or has received antibiotic treatment for at least 24 hours.
<b>Whooping cough (Pertussis)</b> 	Coughing. Adults and older children can pass on the infection to babies.	Runny nose, persistent cough followed by "whoop", vomiting or breathlessness.	5-21 days	Five days from commencing antibiotic treatment or, if no antibiotic treatment then 21 days from onset of illness or until no more coughing, whichever comes first.
<b>Other Infections</b>				
<b>Conjunctivitis (Pink eye)</b>	Direct contact with discharge from the eyes or with items contaminated by the discharge.	Irritation and redness of eye. Sometimes there is a discharge.	2-10 days (usually 3-4 days)	While there is discharge from the eyes.
<b>Meningococcal Meningitis</b> 	Close contact with oral secretions. (Coughing, sneezing, etc.)	Generally unwell, fever, headache, vomiting, sometimes a rash. <b>Urgent treatment is required.</b>	3-7 days	Until well enough to return.
<b>Meningitis – Viral</b>	Spread through different routes including coughing, sneezing, faecal-oral route.	Generally unwell, fever, headache, vomiting.	Variable	Until well.
<b>Mumps</b> 	Coughing, sneezing and infected saliva.	Pain in jaw, then swelling in front of ear and fever.	12-25 days	Exclude until 5 days after facial swelling develops, or until well.
<p>For further information contact:</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;">Your Public Health Nurse</div> <div style="border: 1px solid black; padding: 5px; width: 45%;">Your Public Health Service</div> </div> <p style="text-align: center;">* Seek further advice from a healthcare professional or public health service.</p> <p style="text-align: center;">Vaccine-preventable and/or on National Immunisation Schedule</p> <p style="text-align: center;"> Notifiable disease (Doctors notify the Public Health Service)</p> <p style="text-align: center;"> Pregnant women should seek advice from their maternity provider or G.P.</p> <div style="display: flex; justify-content: space-between; align-items: center;">    </div> <p style="text-align: right; font-size: small;">Revised March 2016, 11/2020. Code HE3214</p>				

## TAMAITI PROTECTION POLICY

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### RATIONALE

Childspace as an early childhood education provider is committed to tamaiti protection and prevention of child abuse and neglect, and its responsibilities under the Children’s Act, 2014. The interest, safety, and well-being of tamariki is paramount, and all adults at Childspace have an obligation to ensure the wellbeing of tamariki in our care and community. We provide a safe environment free from physical, emotional, verbal or sexual abuse, and a culture where employees feel confident to raise issues of concern, keeping the tamaiti at the centre of all decision-making when responding to suspected abuse. We support whānau to protect their children.

### TE WHĀRIKI

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

### PROCEDURES

#### Definitions:

*Abuse:* the harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of any tamaiti. (Oranga Tamariki Act, 1989)

*This policy covers all types of possible abuse: emotional, physical, sexual, cyber and neglect.*

*Neglect:* the persistent failure to meet the basic physical or psychological needs of a tamaiti, leading to adverse or impaired physical or emotional functioning or development.

- Early Childhood Services Regulations state 1:5 kaiako/tamaiti ratios for tamariki 0-2 and 1:10 kaiako/tamaiti ratio for tamariki aged 2-5. Childspace maintains higher kaiako/tamaiti ratios than those specified by the 2008 Regulations.
- New kaiako will undergo required safety checks that comply with the Children’s Act, 2014. This will include: a police vet, identity verification, references where previous employers will be contacted, work history, qualifications check, and an interview. A risk assessment will be completed by the principal or centre manager. If there is any suspicion that an applicant might pose a risk to a tamaiti, that applicant will not be employed. See Personnel Policy for further details on safety checking in the recruitment and employment procedures.
- All employees at Childspace are made aware of this policy and how to raise issues of concern at the time of their induction. There is a section in the Employee Handbook titled “Child Protection Guidance” which is provided to kaiako on employment, and this is also discussed during induction. This document supports team members to identify the signs and symptoms of potential abuse and neglect in order to take appropriate action in response. Further training and support will be offered if deemed necessary.
- Possible situations of abuse in early childhood education could be:
  - Adult to Adult

- Adult to Tamaiti
  - Tamaiti to Adult
  - Tamaiti to Tamaiti
- This policy addresses adult to tamaiti abuse. The police will be contacted where appropriate for adult to adult abuse. If one tamaiti is suspected of abusing another, it may indicate that the abusing tamaiti has been abused. Treat this as an indicator and compile information about the behaviour of this tamaiti over time to look for a pattern.
  - Childspace team members have a responsibility to protect not only tamariki enrolled at Childspace, but all children in our community. Therefore, this policy relates to all children where team members are concerned for their wellbeing.
  - We require staff to be observant and if they have any concern regarding a child, to document this concern and pass it onto the centre manager immediately, who will help to decide the appropriate course of action. Written statements will be retained and kept confidential. Early identification and timely action is encouraged.
  - Staff are encouraged to professionally and constructively challenge poor practice, or raise issues of concern with their centre manager without fear of reprisal.
  - Touch and physical affection is important for children's healthy development. If a child initiates physical contact to seek affection, reassurance, or comfort, it is appropriate to respond. Physical contact for changing or cleaning bodies, is also acceptable for that task only. It is not appropriate to force unwanted affection or touching on a child. If any team members are concerned about ways other team members are interacting with tamariki, they should raise it with the centre manager as above.

Any serious incident or near incident that involves harm to a child, will be fully investigated by the centre manager and/or principal. (Please see Health and Safety Policy for more information on responding to serious incidents procedures.)

## **RESPONDING TO SUSPECTED ABUSE**

The following measures will be taken by all kaiako regarding suspected abuse:

- All allegations of tamaiti abuse will be taken seriously.
- If any team member sees a tamaiti being abused, observes signs of abuse, or a tamaiti reports being abused, we will follow the reporting process for tamaiti abuse, as detailed at the conclusion of this policy.
- If a child makes a verbal disclosure of abuse to a team member, that staff member will have a conversation with the child to reassure the child, and they will tell the child that they believe them. Team members can use open ended prompts, such as 'tell me more' to gather information, but will not interview the child, ask leading questions, put words into their mouths or ask them to give more information than they are willing to share. (More information about responding to and caring for vulnerable children can be found in our Child Protection Guidance in the Employee Handbook).

- Disclosures can also come in the form of behaviour, or through comments from other children and adults, and in these cases written observations will be recorded in the concerns book and discussed with the centre manager.
- Written documentation is kept on any issue or incident of concern kaiako may note about a tamaiti. Full, relevant, contextual factors are recorded in a confidential 'concern book' held at each centre. (Our Guidance on Child Protection in the Employee Handbook outlines what specifically should be recorded in cases of suspected abuse).
- All suspicions or observed incidents, or reports of incidents, should be reported directly to the centre manager as soon as possible. The centre manager will immediately take steps to protect the child and record the report. If the centre manager feels there is reasonable cause to believe a tamaiti is unsafe, she/he will report it to Oranga Tamariki) - 0508 FAMILY (0508 326 459).
- The centre manager will take action in the short term to ensure the immediate safety of the tamaiti. This may mean contacting Oranga Tamariki or the police immediately.
- If there is no short-term risk, time can be taken to consult thoroughly in order to make a well-informed decision. This decision making will be a priority above other mahi.
- If staff members feel they cannot go to the centre manager (for example they have concerns about the centre manager's practice or wish to make an allegation involving the centre manager), they will report directly to the principal.
- No kaiako will act alone regarding suspected tamaiti abuse. The centre manager and principal will be consulted as appropriate.
- If team members have told the centre manager about their concerns for the wellbeing of a child, but do not feel that the centre manager has taken appropriate action, they will inform the principal.
- To protect the privacy and dignity of the tamaiti and whānau, information will be kept confidential with the persons concerned.
- Childspace will offer support to all those involved in any abuse allegations.
- We realise and accept our own limitations in dealing with issues of abuse. Professional agencies such as the police and Oranga Tamariki will be involved in suspected cases of abuse. These agencies are sought for their specialised knowledge. If a child's behaviour affects other children's health and wellbeing at Childspace, a whānau meeting will be called by the centre manager to discuss the situation. The final decision of future action remains with the centre manager in consultation with the principal, and Childspace reserves the right to exclude any child if their behaviour poses a significant danger to the safety of others.

## ALLEGATIONS ABOUT CHILDSPACE EMPLOYEES

- If there are any allegations of abuse or ill-treatment of a tamaiti by a Childspace employee, the authorities will be informed immediately, and the employee will be suspended while the matter is investigated. Procedures to follow will align with the individual's employment agreement and actions stated in Childspace Employee Handbook. The child abuse issue and employment issue will be treated separately with different Childspace representatives assigned to each.
- Childspace will make a mandatory report the Teaching Council if required.

## INFORMATION SHARING

- The Privacy Act, 2020 and the Oranga Tamariki Act, 1989 allow information to be shared to keep tamariki safe when abuse or suspected abuse is reported or investigated. Any person disclosing information in good faith regarding suspected abuse, will be assured the protection afforded by law that no civil, criminal or disciplinary proceedings may be brought against them.
- The Privacy Act, 2020 allows professionals to share information about children and young people with other professionals when they have a serious concern for their wellbeing. Sharing information must contribute to prevention or reduction in harm or contribute to an assessment of risks and needs for the tamaiti.
- All information will be kept confidential with the parties concerned and concern records kept secure.
- Unless it increases the risk to the tamaiti, or places team members in a dangerous situation, then mātua will be informed if Childspace is making a report of concern. *This is not to gain consent if a report is being made as legislation allows Childspace to share information without the consent of mātua.* If parents object, facts will be recorded along with reasons for decisions made.
- There may be cases where the involvement of statutory agencies is inappropriate and potentially harmful to families. If the centre manager feels there is reasonable concern for the wellbeing of a tamaiti, they will work to respond to the needs of this tamaiti in a manner proportionate to the level or need and risk, working with external agencies and whānau as appropriate. Regulated child welfare and protection agencies are listed in the Oranga Tamariki Act and includes all health services.

## GENERAL CHILD PROTECTION PROCEDURES

- Our playground, indoor play areas, sleep rooms and tamariki bathrooms and changing areas are designed to ensure they can be readily observed by supervising kaiako.
- Office doors are to be kept open if a child is in the room with only one adult.

- Mātua at Childspace are encouraged to visit at any time during the day. Mātua settling tamariki into the centre are encouraged to observe and take part in our programme until such time as they feel secure enough to leave.
- Only adults named on the enrolment form are able to collect tamariki from the centre. If a tamaiti is to be collected by someone other than the persons on their enrolment form, mātua/legal guardians are required to give written permission to the management including their relationship to the tamaiti.
- If tamariki are picked up by anyone other than their mātua or legal guardian, mātua or kaiako are required to record this.
- Written permission from mātua is required for their tamaiti to participate in centre excursions.
- Information regarding a tamaiti will be shared to both mātua unless there are any custodial arrangements in place which will limit this. See Collaboration with Whānau Policy.
- A complaints procedure ensures issues of concern are dealt with appropriately. Mātua are encouraged to express their feelings and concerns so that the operation of Childspace can be constantly improved.
- Volunteers and student teachers will be welcomed into Childspace subject to safety checking procedures. If we are relying on the safety check completed by another organisation (for example a tertiary institution) we will obtain written confirmation of the components of the safety check completed. We will always carry out our own identity confirmation and risk assessment.
- All team members are responsible for ensuring visitors, students and volunteers know what health and safety, and child protection behaviour is acceptable.
- Any adult who has not had a safety check completed, will not be left alone with tamariki without a permanent employee, or have responsibility for tamariki.
- No visiting student or volunteer is to be left alone with any tamaiti or group of tamariki.
- No visiting student or volunteer is to change or toilet any tamaiti without supervision.
- Relievers will be allowed to change or toilet tamariki and can be left alone with groups at the discretion of the centre manager.
- Mātua will be notified of the presence of any student or reliever via the day book.
- Mātua will only change or toilet their own children when at the centre. Staff will never take photographs or videos of children's anogenital areas, even as a record of concerns.
- We value the internet as a learning tool. Childspace kaiako will only access tamaiti appropriate websites when exploring with tamariki by using Kiddle. Kiddle is a safe visual search engine for tamariki powered by Google.

- There is a zero tolerance for staff members working at the centre under the influence of drugs or alcohol. If any mātua arrives to pick up their child whilst suspected to be under the influence of drugs or alcohol, staff will use their discretion to decide if the child is safe to be driven by the parent. Staff can offer to call another family member, but where drivers are non-cooperative, staff should call the police (111).

### **TAMAITI CURIOUS BODY PLAY**

- We believe that curiosity about bodies and some sex play among tamariki is healthy and normal. However, kaiako are there to provide guidelines needed to ensure that the physical and emotional wellbeing of tamariki is protected.
- Tamariki keep their underwear or nappies on, unless they are getting changed.
- Mātua will be notified of any inappropriate sex play involving their tamaiti.
- Strategies will be developed in consultation with mātua, should any tamaiti engage in unusually regular self-stimulation.
- Kaiako will ensure all team members know of instances of frequent or inappropriate sex play.
- Mātua should advise kaiako of anything their tamaiti says which may point to inappropriate sex play having occurred and vice versa. This will be recorded confidentially in the concerns book.
- We use language that promotes a positive body image and awareness, and how to take care of themselves. Tamariki will be encouraged to have ownership over their bodies and move away from play or say no if they are feeling unsafe and to inform a kaiako.
- Kaiako will intervene at any point if curious body play is inappropriate, hidden from adults, if there is any coercion, or if the play is frequent.
- Kaiako will consult with external agencies for support if required.
- We ensure children develop respect for their own and others' bodies, minds and spirits. We encourage good self-esteem, awareness of body health and such concepts as 'my body belongs to me' and 'I have the right to say no'. Our child protection guidance has references for curriculum literature.

### **LINKS TO:**

- Collaboration with Whānau Policy
- Personnel Policy
- Privacy Policy
- Health and Safety Policy

- Children’s Act, 2014
- Oranga Tamariki Act, 1989
- Family Violence Act, 2018
- The Privacy Act 2020 and
- UNCROC.

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## REPORTING PROCESS FOR TAMAITI ABUSE

You see a tamaiti being abused, OR you observe signs of abuse in a tamaiti OR a tamaiti reports being abused.

### RESPOND TO THE NEEDS OF THE TAMAITI

- Ensure the tamaiti is safe from immediate harm. Call the police if the tamaiti is in immediate danger.
- Attend to any physical or emotional distress in the tamaiti – take to hospital if appropriate.
- Listen to the tamaiti and reassure them.

CALL THE  
POLICE IF THE  
TAMAITI IS IN  
IMMEDIATE  
DANGER

Are you a  
staff  
member?

### IMMEDIATELY INFORM YOUR MANAGER

If the suspected abuser is your manager, inform the Childspace Principal or Childspace Director.  
You can also contact Oranga Tamariki on 0508 326 459 OR the Police Child Abuse Team.

Are you  
in  
charge?

### PREPARE WRITTEN RECORD

Record

- Date, time and place of observation/reporting of abuse.
- Names of anyone present.
- What happened or was alleged. Be clear.
- What the tamaiti said or did – exactly.
- Any physical or behavioural signs of abuse.
- What immediate action was taken.

GIVE THIS TO YOUR MANAGER/CONTACTED PERSON

### PERSON IN CHARGE

### GATHER INFORMATION

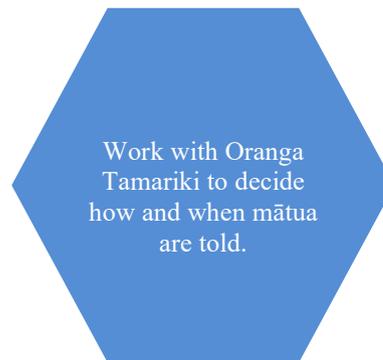
Ensure you have a full report from the person who identified the abuse. Offer them support. Get them to sign the report. Tell them what actions you will take. Ring Oranga Tamariki (0508 326 459) or the Plunket line (0800 933 92) and discuss your concerns. Oranga Tamariki will tell you if you need to do a formal report about your concerns.

### REPORT ABUSE

Ring Oranga Tamariki on 0508 326 459 and tell them:  
(If it is an emergency, ring the Police Child Abuse Team)

- Your own name and contact details.
- Name of tamaiti/tamariki (also known as/nicknames).
- Date of birth (if known).
- Ethnicity (if known).
- Name of caregivers, mātua and other family members and current living situation.
- Current legal custodians.
- Reasons why it is believed that the tamaiti has been abused.
- Other significant background information.
- Any concerns for your physical safety in making this notification.

ASK WHAT HAPPENS NEXT – get timeframe.



### OUTSIDE SERVICE

- You are most likely to suspect the abuse is by a mātua but you cannot assume this. If you are concerned about the tamaiti going home, tell Oranga Tamariki or the police this.
- While the tamaiti is in your care, ensure the tamaiti is not at risk of being further abused.

### INSIDE SERVICE

- Maintain close liaison with Oranga Tamariki/police and discuss any actions you want to take with them first.
- Discuss with Oranga Tamariki/police who will tell the suspected abuser of the allegation and whether the suspected abuser should remain on the ECE premises. \*
- Recommend the suspected abuser seeks support from their union or lawyer.
- Ensure records are kept of any comments or event relating to the complaint(s) and/or allegations and follow-up action is taken and documented.
- Get employment/legal advice where appropriate.

### ATTEND TO HEALING OF YOUR COMMUNITY

If there is disruption to the ECE service or community, negative impacts on other tamariki and/or staff, or media interest contact SPECIAL EDUCATION TRAUMATIC INCIDENT COORDINATOR for support on 0800 84 8326.

Seek support for Childspace employees and yourself.

**Note \*If a centre manager or owner knows of alleged abuse and another incident occurs by the offender at the centre, the owner of the centre is liable for failing to provide a safe educational environment for tamariki.**

## TEETHING POLICY

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### RATIONALE

Teething can be a large part of development and life for infants and toddlers. This can have a significant impact on our programme and the tamariki and kaiako in the environment. A supportive partnership between mātua and kaiako is important to minimise any negative experiences for tamariki.

### TE WHĀRIKI

*Well-being/ Mana atua - Goal 1:* Tamariki experience an environment where their health is promoted.

### PROCEDURES

- Mātua can provide teething rings and remedies for their tamaiti as necessary.
- Kaiako can administer pain relief for tamariki in accordance with our Medicines Policy. However, paracetamol such as Pamol/Paracare will only be administered for a 24-hour period before clearance from a doctor is requested to rule out the possibility that such pain relief could be masking the symptoms of something more severe.
- Symptoms such as colds, diarrhoea, raised temperature or nappy rash are not considered to be related to teething and will be treated in accordance with our Tamaiti Health Policy.
- Kaiako require open communication with mātua to ensure information regarding what pain relief has been administered to tamariki prior to their attendance each day.
- In cases where the pain from teething is so intense it impacts on the ability of the tamaiti to fully participate in the programme, the centre manager reserves the right to request that the mātua keep their tamaiti at home until they are well.

### LINKS TO:

- Tamaiti Health Policy

➤ Medicines Policy

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# **SECTION THREE: GOVERNANCE & MANAGEMENT**

## APPRAISAL & PROFESSIONAL GROWTH POLICY

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### RATIONALE

Appraisal is a process for review of current work and achievements undertaken by kaiako, kai creators, managers, and the principal. The aim of the process is to identify professional growth, achievement and responsibility for each team member and reward them accordingly, as well as to identify goals and areas of support to be provided.

### TE WHĀRIKI

**Contribution/ Mana tangata - Goal 2:** Kaiako experience an environment where they are affirmed as individuals.

### PROCEDURES

- Informal appraisal is regular and ongoing.
- Appraisal takes place through our professional growth cycle system.
- All kaiako at Childspace take part in regular six-monthly formal appraisals.
- All expectations for performance appraisals are outlined in the Childspace Professional Growth & Teacher Certification pack, and are aligned with Education Council Standards for the Teaching Profession.
- All kaiako are to be familiar with the 'quality practices document' at their centre which outlines practices expected at Childspace to meet Our Standards for the Teaching Profession. Fully certificated kaiako must be meeting these practices as part of their job description. Provisionally certificated kaiako will be working towards meeting these practices with mentoring support.
- Kaiako reflect on their practice and own learning using a 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 tamariki in current care and kaiako.
- All kaiako, managers and the principal at Childspace are responsible for regularly updating their own professional growth cycle documentation and teaching stories. The collection of information within each teaching story should be carefully thought out, and pieces of information gathered over time should be connected to professional growth cycles, celebration of professional achievements, and intended positive learning outcomes.
- Teaching stories with completed appraisal and professional growth cycle reports are handed to centre managers twice annually.
- Managers provide feedback to the principal about individual performance and all documentation for each kaiako.
- Kaiako provide written feedback to the principal on their manager, to inform the manager's bi-annual appraisal.
- Kaiako provide written feedback to their centre manager, to inform the Kaiārahi Marautanga's bi-annual appraisal.

- Managers provide written feedback to the director on their principal, to inform the principal's bi-annual appraisal.
- Kai creators' formal performance appraisals are conducted annually by the centre manager.
- Individual meeting times are made between the principal, manager and each kaiako or kai creator. At these meetings appropriate professional growth goals are negotiated. For each kaiako the meeting discussion is also linked to job descriptions and centre strategic plans.
- Centre managers' appraisal interviews are also held with the principal, and professional growth goals and rewards are negotiated.
- Kaiako, managers and the principal receive a copy of professional growth cycle documentation. A copy of these and any relevant notes relating to appraisal is retained by the principal at the Childspace Institute.
- All appraisal documentation is treated as confidential documents.
- Kaiako and management are encouraged to share goals and areas of professional growth focus with team members in order to gain support and valuable insight through the eyes of colleagues.
- Remuneration for each employee is reviewed at each appraisal by the principal and the director of Childspace.
- In accordance with the requirements of the Teaching Council, an annual summary is carried out for each kaiako holding provisional, subject to confirmation, or full certification status. See Kaiako Certification Policy.
- More than two formal observations and meetings can be carried out by Childspace management or mentors outside scheduled performance review and appraisal to enhance discussion and learning in areas of professional growth if requested by kaiako.

**LINKS TO:**

- Personnel Policy
- Kaiako Certification Policy
- Individual Employment Agreement
- Job Description
- Childspace Strategic Plan 2018-2023
- Education Council Code of Professional Responsibility and Standards for the Teaching Profession
- Childspace Performance Appraisal, Teacher Certification Pack

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## BABY-SITTING POLICY

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### RATIONALE

Childspace acknowledges that some whānau do not have relatives or friends living close by to help them with the care of their tamaiti or tamariki outside of centre opening times. Whilst we are professional kaiako, we recognise that on occasion kaiako, in particular student kaiako, may provide private childcare for tamariki enrolled at Childspace. The following procedures ensure that professional boundaries are identified and adhered to.

### TE WHĀRIKI

*Belonging/ Mana whenua - Goal 4:* Mātua and kaiako experience an environment where they know the limits and boundaries of acceptable behaviour.

### PROCEDURES

- Mātua and kaiako must be aware of these procedures before undertaking any private child caring arrangements.
- Discussions pertaining to private tamaiti caring arrangements must be made outside of the kaiako hours of employment at Childspace.
- Kaiako taking tamariki from the centre must be identified on the tamaiti enrolment form as an authorised pick-up person.
- Mātua and kaiako undertaking private child caring arrangements must not discuss Childspace business and must remain mindful of confidentiality at all times. Unprofessional or inappropriate sharing of information will not be tolerated.
- Kaiako who undertake private childcare must not allow this to affect their Childspace role.
- Childspace will not be held accountable for any issues that may arise from private child caring arrangements.

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## COLLABORATION WITH WHĀNAU POLICY

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### RATIONALE

Childspace aims to make communication with all mātua as open, regular and informative as possible. We recognise that while mātua are interested in all aspects of the centre they are often restricted by time. We have therefore introduced a variety of communication means. Mātua are encouraged to communicate with kaiako and management freely and Childspace greatly values contributions.

### TE WHĀRIKI

***Belonging/ Mana whenua - Goal 2:*** Tamariki and their whānau experience an environment where they know that they have a place.

### PROCEDURES

- Kaiako aim to verbally communicate with mātua daily.
- Whiteboards or notices are located near main entranceways to communicate necessary information to all mātua. These boards are updated daily.
- Regular information and updates specific to each Childspace centre is written. This is made available to mātua through Storypark or email.
- Childspace publishes a quarterly magazine which is made available free of charge to mātua whose tamariki attend Childspace.
- There is a daybook for recording and communicating relevant information to mātua. Likewise, mātua can leave messages or information for kaiako to read.
- Nappy changes, toileting and sleep times are recorded in information books.
- Mātua will be informed of any learning injury or serious incident that concerns their tamaiti on the same day and in a timely manner.
- A discovery book is kept for each individual tamaiti. This book documents the tamaiti learning and development. Mātua are encouraged to contribute to their tamaiti book. See Assessment, Planning and Evaluation Policy.
- Group planning books are displayed prominently and updated regularly to show learning and development following the interests of the tamariki.
- Storypark, an online communication software programme, is used to share tamariki learning and experiences with individual mātua and whānau and as a tool for corresponding centre information. This is a secure site and permission will be gained from mātua on enrolment.

- Kaiako at Childspace meet with mātua twice a year for a ‘whānau kaiako kōrero’ to discuss their tamaiti development and any issues of importance. Kaiako also invite individual meetings/discussions to take place as required.
- Information regarding a tamaiti will be shared with both mātua and/or guardians unless there is any custodial arrangement in place to prohibit this. See Tamaiti Protection Policy.
- It is the responsibility of mātua to inform centre management of any custodial arrangements upon enrolment or if custodial arrangements change while enrolled at Childspace. This will be documented in the private file of every tamaiti and shared with employees who need to be aware of the arrangements.
- For tamariki of mātua who are separated, any dispute over the day-to-day care of a tamaiti and his/her right to early childhood education needs to be settled by the mātua.
- Kaiako are bound by confidentiality of the Privacy Act 2020 and are not permitted to release any information concerning the health or behavior of any tamaiti, contact details, and the personal circumstances of the mātua or whānau without consent gained from Mātua. Exception is made when kaiako are concerned for a child’s safety. See Child Protection Policy.
- Mātua and whānau education evenings are offered on an ad-hoc basis throughout the year. We welcome suggestions for proposed topics.
- Mātua and whānau are invited to fill in an annual questionnaire to provide feedback and support for further development of each centre.
- Mātua and whānau are invited to meet with management and kaiako to share in annual policy review meetings.
- All policies are available to mātua on our website on the information for parents page, and as a hard copy at each centre.

**LINKS TO:**

- Assessment, Planning and Evaluation Policy
- Tamaiti Protection Policy
- Key Kaiako Policy
- Privacy Policy
- Strengthening the Parent Teacher Relationship Resource

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## COMPLAINTS PROCEDURE

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### RATIONALE

In dealing with complaints Childspace will be consistent in terms of fairness and procedures. Childspace believes mātua, whānau and kaiako should feel able to forward any concerns, ensuring their issues are acknowledged and dealt with.

### TE WHĀRIKI

*Belonging/ Mana whenua - Goal 2:* Tamariki and their whānau experience an environment where they know that they have a place.

### PROCEDURES

- All complaints follow the ‘complaints flow chart’ on the next page.
- Documentation relevant to the issue at hand will be gathered and accurately recorded by the centre manager or principal as appropriate.
- If a complaint is from within a centre, then advice will be sought from the principal before responding to the complainant.
- Where appropriate, all kaiako 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 practically possible (within 3 working days).
- Total confidentiality will be maintained throughout by management (and the teaching team if necessary).
- Anonymous complaints will not be actioned.
- See flow chart on the next page for a step-by-step guide towards resolution of complaints.

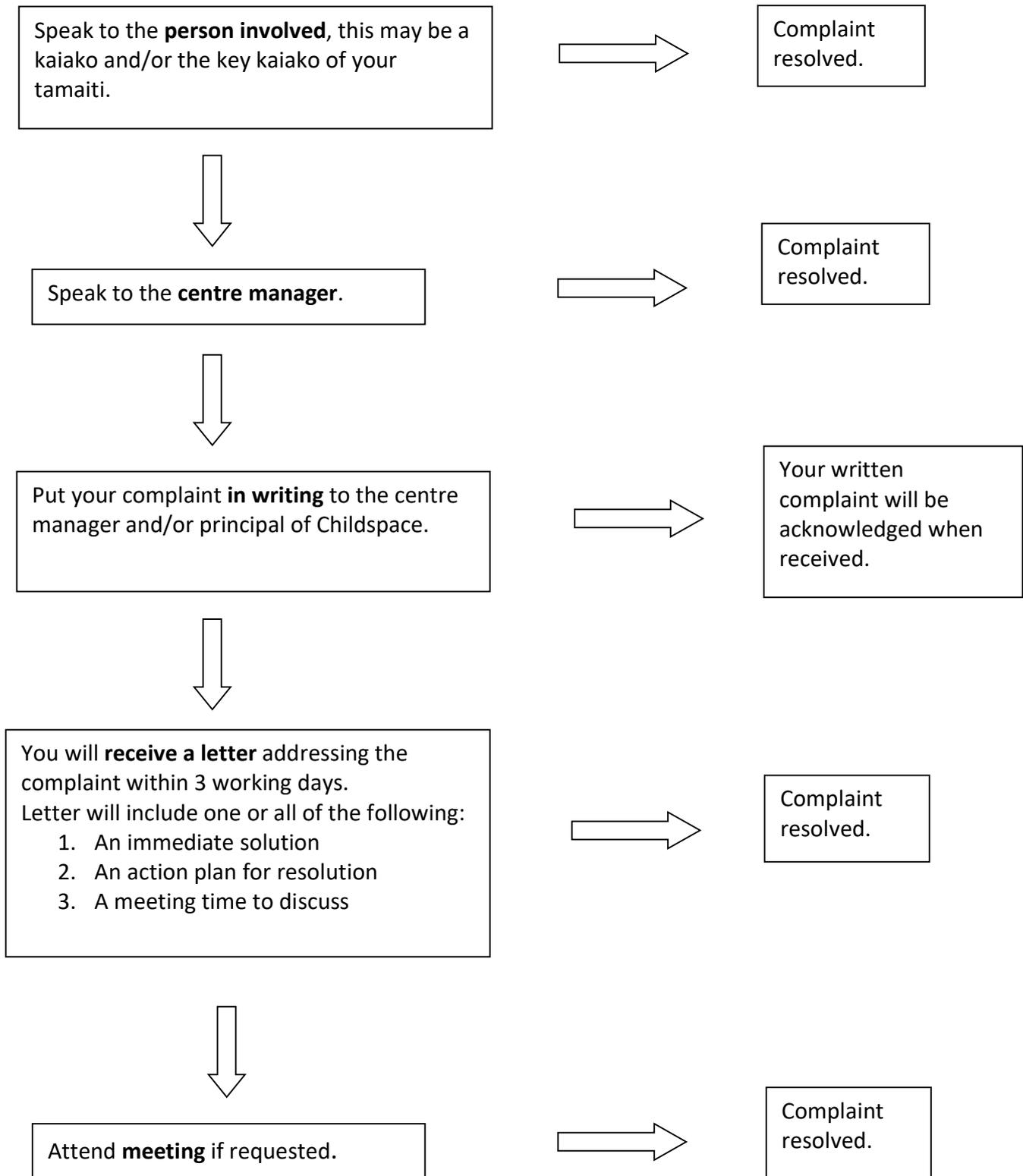
### LINKS TO:

- Collaboration with Whānau Policy
- Personnel Policy
- Individual Employment Agreement
- Employee Handbook

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## Complaints flow chart:



If required, the Ministry of Education can be contacted directly. For more information visit [www.minedu.govt.nz](http://www.minedu.govt.nz) or (04)463 8000

## EQUAL EMPLOYMENT OPPORTUNITIES POLICY

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### RATIONALE

At Childspace 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.

### PROCEDURES

- All fulltime positions at Childspace 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.
- Childspace will actively work to address any issues of exclusion and will endeavour to make Childspace a welcoming place of belonging for all employees.
- Childspace will adhere to all relevant legislation regarding equal employment opportunities.

### LINKS TO:

- [The Human Rights Act 1993](#)
- [The Employment Relations Act 2000](#)

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## EQUITY POLICY

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### RATIONALE

At Childspace we are committed to recognising tamariki as individuals and valuing their contributions. Each tamaiti is ensured the same care and education regardless of ability, gender, ethnicity, culture, or socio-economic background.

### TE WHĀRIKI

*Contribution/ Mana tangata - Goal 1:* Tamariki experience an environment in which there are equitable opportunities for learning, irrespective of gender, disability, age, ethnicity, or background.

### PROCEDURES

- All tamariki regardless of gender, ability, culture, or background can be enrolled at Childspace.
- Tamariki with special rights will not be excluded from any area of our programme unless this is the wish of their mātua.
- Kaiako will work with mātua and outside agencies to ensure a smooth transition for any tamaiti with special rights beginning or ceasing attendance at Childspace.
- Any records concerning tamariki with special rights are kept confidential.
- If we do not have the expertise required to enhance the development of a particular tamaiti, the matter will be discussed with mātua and management and left to the manager's discretion to recommend a more specialist service better able to read and meet the needs of the particular tamaiti.
- Kaiako at Childspace will encourage all tamariki to:
  - Develop good relationships with other people.
  - Appreciate other points of view.
  - Show consideration, thoughtfulness, and care for others.
  - Develop an awareness of right and wrong, fairness and justice.

- Develop a positive self-concept.
- Begin to understand the cultures and religions of other people.
- Kaiako are made aware of and respect the individual and cultural needs of each tamaiti through the information provided on their enrolment form and throughout their time at Childspace.
- Kaiako respect cultural diversity and individual needs by supporting and including them in our programme.
- Kaiako are aware of their language and behaviour when interacting with tamariki, ensuring it is non-discriminatory and positive.
- If we do not have the equipment necessary to enhance the development of a particular tamaiti, we will seek advice to ensure we acquire the appropriate resources.
- When purchasing equipment, care is taken to ensure the diversity of people and groups in New Zealand are being portrayed in posters, puzzles, books, music, etc.
- Consideration will be fostered by encouraging co-operative play. The tamariki will be encouraged to share and take turns in a supportive and meaningful way.
- Kaiako at Childspace support Te Tiriti o Waitangi and provide opportunities for tamariki to explore and experience Māori culture.

**LINKS TO:**

- Te Tiriti o Waitangi

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## FINANCIAL MANAGEMENT POLICY

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### RATIONALE

Good financial management practices ensure the long-term viability of any service.

### TE WHĀRIKI

***Belonging/ Mana whenua - Goal 3:*** Everyone experiences an environment where they feel comfortable with the routines, customs, and regular events.

### PROCEDURES

- Childspace hires an accountant who, in conjunction with the director, principal and centre manager, handles all income and expenditure.
- Monthly budgets are completed by each centre manager. These figures are checked by the accountant and principal.
- Mātua fees and government bulk funding are paid into Childspace accounts via automatic payment authority.
- Cash payments for late fees or excursions are banked weekly.
- Invoices are forwarded to mātua at their chosen e-mail address on a weekly basis. Receipts are provided at the end of the financial year by request.
- The centre's financial year ends on 31<sup>st</sup> of March and audited financial accounts can be made available on request.
- A report regarding Ministry of Education (MOE) funding is formulated at the end of the centre's financial year. This is submitted to the MOE and made available to all stakeholders of Childspace.

### LINKS TO:

- Mātua Fees Policy

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## INFORMATION AND COMMUNICATION TECHNOLOGIES POLICY

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### RATIONALE

At Childspace we recognise that Information and Communication Technologies (ICT) affects the people and environment that surround young tamariki learning. We acknowledge that appropriate use of ICT offers new opportunities that strengthen many aspects of early childhood practice. For example:

- Learning and play experiences of tamariki
- Professional learning and development of kaiako
- Strengthening relationships and communication between early childhood centres, mātua and other people connected to Childspace.

The following procedures provide guidance to all team members, mātua and visitors regarding the safe and responsible use of ICT.

### TE WHĀRIKI

*Wellbeing/ Mana atua - Goal 3:* Tamariki, whānau and employees experience an environment where they are kept safe from harm.

### PROCEDURES FOR ADULTS USING ICT

- Each centre will have a camera and a computer available for managers and kaiako to use for assessment, planning and evaluation, as well as administration and information management.
- Childspace will provide devices for taking photographs, videos and using Storypark. If kaiako choose to use their personal devices, they take personal responsibility for any damages.
- Photographic and video footage of tamariki learning experiences recorded on digital devices (either personally owned or the property of Childspace) such as mobile phone, e-pads, and other recordable electronic equipment, must be downloaded to a work computer/memory stick/Storypark or cloud-based folders such as OneDrive, and deleted from the camera card as soon as possible. Kaiako will delete photos and videos off their personal devices as soon as possible.
- Cloud-based folders and any other platform where information can be stored (for example, messaging apps) must be encrypted sites with high levels of security. Childspace recommends only Storypark, Childspace emails and OneDrive.
- Security systems are in operation on all Childspace computers including: updated anti-virus software, updated firewall software and hardware, updated anti-spyware software, and the use of passwords.

- Permission from mātua will be obtained at the time of enrolment for Childspace to take and use photos and videos of their tamaiti for the purposes of
  - assessment, planning and evaluation
  - Childspace publications, presentations, training purposes and advertising
  - sharing learning via Storypark online software
  - Childspace public social media sites such as Facebook and Instagram.
- Specific permission from mātua will be sought before external agencies use Childspace photos or videos for their social media use or other publications.
- Managers and kaiako communicate with mātua, caregivers and whānau via e-mail or Storypark, (*secure online communication software*).
- When using Storypark to communicate with mātua, photos and videos can be shared.
- Kaiako are to take responsibility to follow the terms and conditions of using Storypark.
- For information about a tamaiti to be posted on Storypark, including photos and videos, the consent form in the tamaiti enrolment pack must be signed by mātua.
- Childspace will provide relevant professional development to support all team members to feel confident in using a range of ICT equipment.
- All data about tamariki (and photos) stored on hard drives and memory sticks, excluding Storypark, must be deleted after a tamaiti leaves the centre unless stored for a specific purpose.
- All data about tamariki (written documentation, photographs and or videos), stored by kaiako on hard drives/memory sticks, mobile phones and other personal equipment must be deleted when each kaiako ceases to work at Childspace. Access to data on cloud platforms will also be ceased.
- Regarding the use of mobile phones: kaiako receiving or making personal phone calls/texting is ONLY acceptable in cases of urgency.
- Childspace recognises the importance for some whānau of having photographs from their tamariki celebrations or other events. However, in order to protect the tamariki, whānau, and team members of Childspace, we ask that any photos taken by whānau at such times are treated with respect and remain off publicly accessible websites such as Facebook, etc., or forwarded to others, unless permission is granted from each person within the photos or videos.
- The enrolment form indicates that by enrolling their tamaiti, mātua, whānau and caregivers agree data involving their tamaiti being stored on ICT equipment is part of the learning environment.

- The principles of confidentiality and privacy extend to accessing or viewing information about team members or tamariki and their whānau which is stored on Childspace equipment.
- All team members may make personal use of Childspace ICT equipment, internet and email access, provided this is within reasonable limits and does not waste or misuse work time.
- Each centre's ICT equipment is only permitted to be taken off site for the purpose of adding value to the tamariki or team members' learning experiences, and with the permission of a manager in the case of a camera/tablet/laptop.

### **PROCEDURES FOR CHILDREN USING ICT**

- Tamariki will be actively supervised by kaiako when using different ICT equipment (e-mail, internet, digital cameras, scanners, video equipment, data projectors, iPods, e-pads, mobile phones). Kaiako understand that to enhance tamariki learning it is best when interaction with technology is purposeful and led by the tamaiti - when the tamaiti is an active, rather than a passive learner.
- ICT equipment used in each centre will not expose tamariki, or give them access, to any inappropriate, dangerous or objectionable material, such as that of an explicitly sexual or violent nature.
- Kiddle, a safe visual search engine powered by Google, must be used when accessing the internet with tamariki.
- Exposure to screens (for learning purposes while at Childspace) should occur in relatively short spells, as a guideline; no more than 10-20 minutes for 3-year-olds, extending to no more than 40 minutes by the age of 8.

### **LINKS TO:**

- Physical Activity Policy
- Privacy Policy
- Social Media Policy
- Netsafe - an internet safety group that provides online safety resources for mātua and caregivers of young tamariki. Netsafe provides information to mātua and tamariki on how they can keep themselves safe in the information communication environment. For information on this topic you might visit: [www.netsafe.org.nz](http://www.netsafe.org.nz).

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## INTERNAL EVALUATION POLICY

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### RATIONALE

At Childspace we are constantly reviewing and improving our teaching, management, environments and practices. Internal Evaluation 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 tamariki.

### TE WHĀRIKI

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

### PROCEDURES

- The formal Internal Evaluation pathway is outlined in the Childspace resource on Strategic Planning and Internal Evaluation. The five steps in the pathway include:
  - Inquire
  - Investigate
  - Interact and Interpret
  - Imagine and Transform
  - Check and Evaluate Impact
- Teaching teams work together on Strategic, Regular and Emergent evaluations to review their practices. These are documented in the centre's evaluation folder(s).
- Whole organisation Internal Evaluations are carried out by the management team and documented by the principal.
- Internal Evaluation is regular and ongoing and will include the following:
  - Team meetings are held regularly at each centre and provide a forum for discussion on evaluation foci.

- Mātua questionnaires are distributed annually. Feedback guides evaluation decisions.
- Managers meetings are held between the principal and individual centre managers each month. Progress on current individual centre evaluations is shared. Support and guidance is offered through collaborative discussion. Whole organisation evaluations are also discussed in these meetings. Any decisions made will guide philosophies, planning and continued improvements.
- Kaiako only days are held twice annually. These give teams the opportunity to review practices, policies, procedures and programmes.
- Mātua meetings, workshops and the use of Storypark ensures mātua are consulted and informed on all aspects of the education of their tamariki.
- Where appropriate, tamariki will be consulted as part of the evaluation process. External agencies and wider networks with relevant information will also be sought. Performance appraisal, professional growth cycles and kaiako certification ensures kaiako are reflecting on their own practices and performance as well as gaining feedback, advice and guidance from mentors.
- An annual review of the Childspace Strategic Plan guides the focus as to what is important for review, growth and development in annual management plans. We aim to find out to what extent our vision is being realised. Strategic, Regular and Emergent evaluation processes have no time limit as these will vary depending on what is being evaluated.
- 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.

**LINKS TO:**

- [Childspace Strategic Planning and Internal Evaluation Resource](#)

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## KAIAKO AS MĀTUA POLICY

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### RATIONALE

Some kaiako at Childspace are also mātua of young tamariki who attend a Childspace centre. A tamaiti should not be expected to distinguish between their separate roles of kaiako and mātua. To ensure all parties concerned are clear on their roles and expectations the following procedures apply to all Childspace kaiako/mātua who choose to use our service.

### TE WHĀRIKI

*Belonging/ Mana whenua - Goal 2:* All kaiako, mātua and tamariki experience an environment where they know that they have a place.

### PROCEDURES

- Tamariki of Childspace kaiako may attend the centre where their mātua is teaching. Management discretion will be used to monitor and review the success of each individual arrangement and take action as appropriate.
- Tamariki of kaiako/mātua will be accepted to attend only if and when there is space available, and they will be charged full attendance fees.
- Kaiako/mātua are required to complete all normal enrolment and mātua procedures (i.e. application, enrolment forms, permission slips, signing of register, signing for medicine, paying for excursions, etc).
- The tamaiti of a kaiako/mātua and all other tamariki will be treated equitably by all Childspace kaiako.
- Other kaiako are to provide feedback to the kaiako/mātua in the same way as they might any other mātua, respect of information sharing is reciprocated between key kaiako and kaiako as mātua.
- Mātua as kaiako could be the key kaiako of their tamaiti, at the discretion of the centre manager and kaiako concerned. The tamaiti will also be assigned another key kaiako.

### LINKS TO:

- Collaboration with Whānau Policy
- Key Kaiako Policy

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## **OUT OF SCHOOL CARE POLICY**

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Children enrolled at school cannot be enrolled in early learning as well.

## MĀTUA FEES POLICY

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### RATIONALE

Childspace is a private, fee charging educational service. Failure of mātua to follow the rules regarding fee payments may lead to their tamaiti being excluded from the centre.

### TE WHĀRIKI

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

### PROCEDURES

- Fees are to be paid for the 50 weeks that Childspace is open each year regardless of statutory holidays, illness, whānau vacation times, kaiako only days (twice annually) or transfer between Childspace centres.
- All fees are GST inclusive and are to be paid by automatic payment in advance or on the Monday of the week the fees cover. Weekly payments are preferred but mātua are welcome to pay fortnightly or monthly.
- Invoices are forwarded to the e-mail address chosen by mātua on a weekly basis.
- Childspace Ngaio is full time only. This means a minimum booking of 6 hours per day *and* 30 hours per week, must be made and paid for.
- Childspace Karori, Northland and Wilton have a minimum booking of 3 days per week. This is made up of a minimum of 6 hours per day *and* 21 hours per week, which must be met and paid for.
- The government subsidises kaiako-led education and care services for all licensed centres on a rate per attending tamaiti basis. Subsidies are provided in respect of every hour a tamaiti attends up to a maximum of 30 hours per week. The fees outlined on our website ([www.childspace.nz](http://www.childspace.nz)) take all of these funding subsidies into account.
- In addition, Childspace participates in the Government's "20 Hours ECE" scheme for tamariki over 3 years of age. Mātua and guardians are required to complete an attestation form stating the days and hours (up to 6 hours per day, 20 hours per week) they want provided by Childspace under this scheme.
- Mātua of tamariki 3 years and over who have not signed an attestation form will be charged at the under three rate.
- Any fee changes will be entirely at the discretion of the management. At least two months' notice will be given when such a raise is to occur.
- Mātua agree their tamaiti is not enrolled in any other early childhood service on the same day they attend Childspace.

- From time to time, excursions will be organised further afield requiring payment of specific charges to cover transport and/or entry costs. These will be notified on a case-by-case basis and consent will be sought in each case.
- Mātua are expected to collect tamariki as per enrolled times. Negligence of this may result in a fee of \$10 for every 10 minutes and will be charged when mātua drop their tamaiti off early or are late to collect their tamaiti.
- Mātua wanting to hold a space available (while on maternity leave or holiday, etc.) need to book and pay for at least 6 hours per day to ensure the space will still be available on that day for the future.
- WINZ subsidies are available.
- Information regarding our fee schedule is always available to our whānau via our website at <https://childspace.nz/wp-content/uploads/ECE-fees-schedule-AUG-2020.pdf>
- In cases of hardship, applications for reduced fees will be considered by management.
- Childspace reserves the right to request at least four weeks written notice before a tamaiti is withdrawn from the centre or to reduce their enrolled days or hours per week. If the space can be replaced before the 4-week period a shorter timeframe can be negotiated.

**LINKS TO:**

- Financial Management Policy

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## MĀTUA INDUCTION POLICY

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### RATIONALE

Mātua and tamariki need to feel welcome and comfortable in their new environment. Childspace kaiako will encourage and support mātua and tamariki in their transition to Childspace.

### TE WHĀRIKI

*Belonging/ Mana whenua - Goal 2 & 3:* Tamariki and their whānau experience an environment where they know they have a place, where they feel comfortable with the routines, customs and regular events.

### PROCEDURES

- Mātua are taken through an induction plan by the key kaiako of their tamaiti when newly enrolled at Childspace or when a tamaiti makes a transition within the centres.
- The mātua/caregiver and tamaiti are introduced to all kaiako with a special emphasis on the key kaiako working with their tamaiti.
- The role/s of the key kaiako will be clarified.
- A designated place will be prepared for tamariki for their bags and belongings and labelled ready for their first day, and a Storypark profile set up for them.
- Mātua receive written information about the settling process, such as a copy of their induction plan or induction pack, and have a chance to read our policies. Policies can also be found on our website.

### LINKS TO:

- Settling Policy
- Settling Children and Families Into Your Early Childhood Setting - Resource

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## PERSONNEL POLICY

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### RATIONALE

At Childspace we value our kaiako and choose to employ only the best. They are the most valuable resource the tamariki in our centres have. Our kaiako deserve to be respected and nurtured in order for them to reach their full potential.

### TE WHĀRIKI

*Belonging/ Mana whenua - Goal 2:* Kaiako experience an environment where they know that they have a place.

### PROCEDURES

#### **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. This will include:
  - identity verification,
  - a police vet,
  - check of qualifications or relevant registrations,
  - an oral and practical interview,
  - a work history will be sought,
  - references and previous employers will be contacted,
  - a risk assessment.
- If there is any suspicion that an applicant might pose a risk to a tamaiti, that applicant will not be employed. More details and checklists on this can be found in the Childspace Leadership and Management Handbook.
- No one under the age of 17 years old will be employed at Childspace.
- All employed at Childspace 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.
- An induction process will be available for each new employee.

**While employed at Childspace:**

- Childspace is committed to maintaining its low kaiako turnover by being good and fair employers. See Appraisal and Professional Growth Policy, Kaiako Certification Policy.
- Childspace ensures adequate resource and workspaces are available to all kaiako.
- Management ensures employees annual, sick or bereavement leave is effectively managed and documented.
- Kaiako are given encouragement and financial assistance to further their experiences and qualifications in early childhood education.
- Childspace will ensure that consistent checks are made, and documentation is kept current and up to date;
  - For all kaiako - First Aid Certificate: Every 2 years.
  - For unqualified employees - Police Vet: Every 3 years.
  - For qualified kaiako - Practicing Certificate: Every year.
- Practicing certificates and first aid certificates will be displayed along with qualifications of kaiako in the foyer of each centre.
- Childspace has an employee handbook. At least one copy is kept in the office at all times and each kaiako is given their own copy at the time of their induction. This handbook covers:
  - philosophy,
  - job descriptions,
  - Childspace policies,
  - health and safety,
  - child protection,
  - professional conduct,
  - concerns,
  - misconduct,
  - disciplinary action and process.
- ‘Our Code’ written by the Education Council in 2017 sets out the high standards for ethical behaviour expected of all members of the teaching profession. The code is complimented by ‘Our Code of Professional Responsibility – Examples in Practices’ as well as ‘Our Standards’ which describe the expectations of effective teaching practice. Together they set out what it is, and what it means, to be a kaiako in Aotearoa New Zealand.
- Accusations of bullying and harassment are taken seriously and complaints of such a nature should follow the complaints procedure.
- Any concerns or complaints will be dealt with in accordance with the complaints procedure as per Complaints Policy and Individual Employment Agreements.

- Any personal grievance should be in writing addressed to the Childspace principal. If the grievance is still unresolved outside mediation will be sought, as per employment agreement.
- Childspace has an obligation to inform the Teaching Council and Ministry of Education of concerns relating to conduct or competence when:
  - We have reason to believe the employee has engaged in serious misconduct,
  - Despite undertaking competency procedures with the kaiako, they have not reached the required level of competence,
  - A kaiako is dismissed for any reason,
  - A kaiako resigns from a teaching position, if within the 12 months preceding the resignation Childspace had advised the kaiako that it was dissatisfied with or intended to investigate any aspect of the conduct of the kaiako or the competence of the kaiako,
  - A kaiako ceases to be employed by Childspace and within 12 months we receive a complaint about the conduct or competence of the kaiako while he or she was an employee.
- The principal is the Privacy Officer for Childspace. All confidential personnel files are kept under lock and key at the Childspace Institute.

**LINKS TO:**

- Appraisal Policy
- Tamaiti Protection Policy
- Complaints Policy
- Equal Employment Opportunities Policy
- Privacy Policy
- Professional Development Policy
- Kaiako Certification Policy
- Childspace Leadership and Management Handbook
- Worksafe NZ Preventing and Responding to Bullying at Work Good Practice Guidelines, March 2017

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## PRIVACY POLICY

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### RATIONALE

At Childspace we recognise and respect individual rights of whānau and kaiako in protecting their privacy. It is important for all Childspace employees to be aware of the requirements of the Privacy Act 2020, and take all necessary steps to prevent a privacy breach from occurring.

### 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

- When collecting, using, disclosing, or otherwise dealing with any personal information, we will always consider and adhere to the information privacy principals as outlined at the conclusion of this Policy (Section 22 of the Privacy Act 2020).
- Key privacy principles for Childspace employees to adhere to are:
  - We will only collect, create and retain personal information that we reasonably require for the purpose of carrying out Childspace activities.
  - We will always be transparent about the personal information we collect as well as how we may use, store and disclose it.
  - We will always take reasonable steps to ensure that personal information is adequately protected against loss and unauthorised access, use and disclosure.
  - We will only ever use and share personal information in ways agreed with the person the information is about, and only where necessary to meet our lawful purposes.
  - We will ensure the privacy rights of others, including the right to know in advance, and to consent to how their personal information is used and shared, as well as the right to access and correct their information.
- Childspace is committed to keeping children healthy and safe. We may share information with appropriate agencies (such as health and education providers or other agencies involved with your child's life) if sharing that information will protect or improve the safety, health or well-being of a child. Our agency by law can always share information

with Oranga Tamariki and the police. Further information can be found in our Child Protection Policy.

- The Childspace principal and centre managers are the Privacy Officers for Childspace. The Privacy Officers are responsible for ensuring all privacy law obligations are met when it comes to our collection, use, storage, security and retention of personal information of employees, children and others. In the case of a serious privacy breach, the Childspace principal and director are responsible for reporting to the Privacy Commissioner.
- Kaiako must be aware of Childspace policies and procedures and their responsibilities to keep private information secure, including all written information and photographs. See ICT and social media policies.
- If kaiako are made aware of any privacy breaches, they must notify the privacy officers as soon as possible, preferably within 24 hours of the breach being discovered. The privacy officer will complete a privacy breach report (a template for this is kept with the principal).
- All records of privacy breaches or near misses is kept with the Childspace principal and if appropriate, discussed at monthly kaiwhakahaere hui.
- The Privacy Act 2020 makes it compulsory to report any privacy breaches “that have caused serious harm or are likely to do so”. In the event that a breach of this nature does occur, Childspace will notify the Privacy Commissioner of the privacy breach. If we are unsure as to whether the breach is a serious one, we will contact the Privacy Commissioner and seek guidance.
- If there is a privacy breach, we will always notify the affected individuals promptly so that they can take steps to protect themselves and regain control of their information as soon as possible.
- Personal employee information will be collected and generated. What information and how this is used, can be found in the Childspace Employee Handbook.
- When a family seeks to enrol their tamaiti at Childspace, we will need to collect a range of personal information from the family and third parties where relevant. Personal information about a tamaiti and their family will also be generated over the course of their enrolment. Information and what is collected, who it is shared with and how it is used, can be requested from the centre manager.
- All individuals have the right to request copies of their own personal information or to know what information Childspace has. On occasion some information may need to be withheld and if that is the case an explanation will be offered.
- All individuals have the right to correct any personal information Childspace holds about them.

- All individuals have the right to make a complaint about the way Childspace has collected, processed and used their personal information. (See complaints policy.) If this process is unsatisfactory, individuals can make a complaint to the Officer of the New Zealand Privacy Commissioner at: [www.privacy.org.nz](http://www.privacy.org.nz).
- At times we will need to share personal information with external agencies. Where possible, we will seek consent to disclose personal information to third parties. Where this is not possible, we will only disclose personal information if we have a lawful and reasonable basis for doing so.
- Permission is sought on enrolment via a signed enrolment form for the use of digital images of tamariki for the purposes of:
  - Assessment and planning,
  - Childspace publications (*The Space* magazine, resource books, conference handouts, etc.),
  - Childspace events (workshops, conferences, etc.),
  - Storypark secure online communication software,
  - Facebook and other social networking sites such as Instagram.
- Visitors and student kaiako not employed by Childspace, are required to seek and gain signed permission from mātua for assignments when documenting and photographing their experiences with tamariki at Childspace.
- Separate written consent will be sought for any tamariki involved in research undertaken in Childspace centres.
- All members of the Childspace community, whānau, kaiako and all other employees, recognise the privacy of the whānau attending Childspace. They will seek consent before using images of employees, tamariki or whānau on any social networking site.
- All confidential personnel files are kept under lock and key.
- Where personal information is particularly sensitive (e.g. it is financial or health related) Childspace will take additional steps to ensure the information is secure and can only be accessed by those at Childspace who have a legitimate need to access and use it.
- We use some third-party services to store personal information that is provided to us by children/families and others. Such third-party services include Storypark and Discover. Mātua are informed and agree to this upon enrolment.
- Childspace is required to keep some information for specific periods of time. After such time Childspace will take all reasonably practicable steps to delete and destroy this information.
- Childspace employees understand that photographic and video footage of tamariki learning experiences recorded on digital devices (either personally owned or the property of Childspace) such as mobile phone, tablets, and other recordable electronic equipment will only be used within the context of learning stories, centre documentation, group

planning and on Storypark. Childspace employees are able to use Childspace internet, computers and devices. Childspace reserves the right to monitor internet and system use noted above to ensure adherence to the requirements of our relevant policies. While Childspace will always apply the privacy principles outlined at the beginning of this policy when doing so, there should be no expectation of privacy in respect to employee use of Childspace's computer devices, software and other systems. In the event that employees choose to store personal information on such devices, software and systems, they do so at the risk that it may be accessed at some point in time.

- While performing Childspace duties, employees may be required to use technology that is capable of generating location information, such as mobile phones, tablets and laptops, and rental vehicles. We do not generally collect or use the location information these devices generate. However, we may use such location information for the purposes of ensuring health and safety or investigating incidents.

**LINKS TO:**

- Collaboration with Whānau Policy
- Information and Communication Technologies Policy
- Social Media Policy

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## **Information privacy principals (Section 22 of the Privacy Act, 2020)**

### **Principle 1: Purpose for collection**

*Personal information must only be collected when it is for a lawful purpose and necessary.*

### **Principle 2: Source of information**

*Personal information must usually be collected from the person the information is about, with some exceptions.*

### **Principle 3: What to tell an individual**

*When collecting personal information, inform the person of why it is being collected, who will get the information, whether the person has to give the information (or whether it is voluntary), what will happen if the information isn't provided.*

### **Principle 4: Manner of collection**

*Personal information must not be collected by unlawful means or by means that are unfair or unreasonably intrusive in the circumstances.*

### **Principle 5: Storage and security**

*Reasonable safeguards must be in place to prevent the loss, misuse or disclosure of personal information.*

### **Principle 6: Access**

*People usually have the right to ask for access to personal information that identifies them, although there are some instances when agencies can refuse.*

### **Principle 7: Correction**

*People have a right to ask an agency to correct information about themselves if they think it is wrong. If the agency does not want to do this, a person can ask the agency to add their views to the information kept about them.*

### **Principle 8: Accuracy**

*Before personal information is used or disclosed, an agency must take reasonable steps to check that the information is accurate, complete, relevant, up to date and not misleading.*

### **Principle 9: Retention**

*An agency that holds personal information, must not keep that information for longer than is necessary for the purposes for which the information may be lawfully used.*

### **Principle 10: Use**

*Agencies must use personal information for the same purpose for which they collected that information. (Other uses are occasionally permitted.)*

### **Principle 11: Disclosure**

*Agencies can only disclose personal information in limited circumstances, e.g. when required by law, the information is going to be used in a form that does not identify the person concerned, when the person concerned has given authorisation, etc.*

### **Principle 12: Disclosure outside New Zealand**

*Agencies can only disclose personal information to a person outside New Zealand if, in addition to meeting the requirements of Principle 11, that person overseas is subject to comparable privacy safeguards to those in the Privacy Act 2020 or one of the other exceptions listed in Principle 12 apply.*

### **Principle 13: Unique identifiers**

*Some agencies give people a unique identifier instead of using their name. e.g. IRD number, drivers licence number. An agency cannot use the unique identifier given to a person by another agency.*

## PROFESSIONAL DEVELOPMENT POLICY

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### RATIONALE

At Childspace we encourage our kaiako to further their experience and qualifications. Funding for the professional development of kaiako is built into the budget.

### TE WHĀRIKI

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

### PROCEDURES

- A generous budget is allocated for professional development requirements at each centre.
- Kaiako wishing to embark on training of any kind must apply to their centre manager for assistance.
- Childspace kaiako have free access to the Childspace Early Childhood Institute library, resource room, courses, environment design and publications.
- The success of any application from kaiako for financial assistance will be performance, needs, and costs based.
- Professional development requirements are identified through our six-monthly appraisal, and through kaiako certification process. They are then highlighted in annual management plans.
- All decisions regarding the allocation of budgeted team members training funds will be entirely at the discretion of the centre manager and the principal.
- All information received on courses will be circulated.
- Childspace kaiako are given opportunities to write, publish and present for the Childspace Institute.
- A student contract will be drawn up between the individual kaiako and the centre management in the case of long term ECE qualification training.
- Kaiako are encouraged and supported in making applications for professional development release days. These days can be spent at the Institute or at other centres.

### LINKS TO:

- Appraisal and Professional Growth Policy
- Personnel Policy

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## RELIEVERS POLICY

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### RATIONALE

Childspace 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 Childspace 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.

### PROCEDURES

- All prospective relievers will go through similar recruitment and selection processes as outlined in the Personnel Policy – with the addition of clarifying availability.
- Managers will ensure that relievers are given a brief induction before commencing work with the tamariki.
- 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.
- Childspace compiles a list of preferred regular relievers for all centres to access. Relievers are added to this list once all required safety checks that meet the Children’s Act 2014 are complete.
- If a relieving kaiako is present in the environment this information will be communicated to mātua via the daybook, or Storypark.
- Centre managers 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 tamariki 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 tamaiti feels comfortable with them.
- No reliever is authorised to administer first aid or medicine to any tamaiti.
- Childspace is committed to accessing the best relievers possible. Whenever possible Childspace will employ a regular qualified reliever.
- Management will intermittently check availability of relievers.

**LINKS TO:**

- Personnel Policy
- Child Protection Policy

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## SOCIAL MEDIA POLICY

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### RATIONALE

How social media is used, can have a significant influence on the reputation of an early childhood centre and the safety of early childhood centre participants. Content shared can receive a greater audience than initially intended. Childspace recognises that social media technologies, if used appropriately, can become an excellent way to broaden and increase opportunities for communication with mātua, whānau and communities, as well as being a powerful marketing tool.

### 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

- All team members understand that photographic and video footage of tamariki and/or learning experiences recorded on digital devices (either personally owned or the property of Childspace) such as mobile phone, e-pads, and other recordable electronic equipment, will only be used within the context of learning stories, centre documentation, group planning and on Storypark.
- All team members recognise the privacy of the whānau attending Childspace, and will not use images of tamariki attending Childspace on personal social networking websites such as Facebook, unless they are their own tamariki.
- Permission is sought on enrolment via a signed enrolment form for the use of digital images and videos of tamariki on Facebook and any other social media platforms i.e. Instagram.
- A person responsible at each centre will ensure all communication on centre Facebook pages is appropriate and suitable for its purpose.

- Kaiako will take into consideration that they are viewed as role models by our wider society. They will think carefully about how they represent themselves when using social media. Kaiako will understand and use privacy settings where available on social networking websites, to ensure that personal information is kept private.
- Kaiako will remain professional when interacting with mātua on social networking sites such as Facebook, Twitter, My Space, Instagram and LinkedIn, etc. and will comply with the professional conduct expectations outlined in the Childspace Employee Handbook.
- Online activity will not interfere with the ability of the kaiako to perform their job responsibilities or commitments.
- All team members recognise the privacy of their colleagues and will seek consent before using images of their colleagues on social networking sites such as Facebook.
- Childspace recognises the importance for some whānau of having photographs or videos from their tamariki celebrations or other events. However, in order to protect everyone's privacy, we ask that any photos taken by whānau at such times are treated with respect and remain off publicly accessible websites such as Facebook, etc. unless permission is granted from each person within the photographs or videos.

**LINKS TO:**

- Information and Communication Technologies Policy
- Privacy Policy

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## STUDENT KAIAKO POLICY

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### RATIONALE

At Childspace we enjoy the input that student kaiako have to offer our centres, kaiako and tamariki. Kaiako appreciate students who are able to get down to the level of each tamaiti, use their initiative, and respect all tamariki and the knowledge and experience of our kaiako. Most importantly, we enjoy seeing students playing with the tamariki at their level and enjoying their work. The following procedures have been formulated to offer each student guidance in their practices and to protect them against any allegations of tamaiti abuse.

### TE WHĀRIKI

*Belonging/ Mana whenua - Goal 2:* Students experience an environment where they know that they have a place.

### PROCEDURES

- Kaiako employed at Childspace who happen to be in centre-based training courses are considered ‘kaiako’ and not ‘students’.
- Student kaiako will be welcomed into Childspace subject to safety checking procedures. If we are relying on the safety check completed by another organisation (for example a tertiary institution), we will obtain written confirmation of the components of the safety check completed. We will always carry out our own identity confirmation and risk assessment.
- No student is to be left alone with any tamaiti or group of tamariki.
- No visiting student is to change or toilet any tamaiti without supervision.
- No student is authorised to administer first aid or medicine to any tamaiti.
- All students are to be made to feel welcome and part of our team for the duration of their teaching experience.
- Students are to be made aware of emergency procedures.

- Students are to be made aware of any allergies or special care requirements for individual tamariki.
- Students are required to refer all problems, queries or suggestions to permanent kaiako.
- All kaiako are to make themselves approachable to students.
- Students need to familiarise themselves with Childspace policies and procedures.
- Students sign an individual contract with their associate kaiako which outlines details such as start and finish times. Breaks for lunch are negotiated with the student's associate kaiako and morning and afternoon tea breaks are ten minutes.
- A folder with information specific to students is available in the office and students should make themselves familiar with this folder.
- Students are permitted to use the phone at breaks or lunch time, but are to be respectful of the fact that mātua are often trying to phone in.
- Students must notify their associate kaiako if they are ill and unable to come to work.
- Mātua are notified of the presence of any student via the daybook.
- All students are required to display a personal profile intended as an introduction for mātua to read.
- Mātua will be informed and when possible introduced to students who are in the centre.

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## KAIAKO CERTIFICATION POLICY

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### RATIONALE

Childspace recognises kaiako certification as a means of ensuring that all qualified kaiako meet a national quality standard.

### TE WHĀRIKI

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

### PROCEDURES

- Childspace will meet all costs involved in gaining and renewing kaiako certification.
- Provisionally certificated kaiako at Childspace will take part in our own induction and mentoring programme towards full certification. This is aligned with our Professional Growth Cycle but commits to additional mentorship, observation and feedback opportunities for the provisionally certificated kaiako.
- Fully certificated kaiako will be responsible for keeping their certification practicing certificate current.
- Fully certificated kaiako will provide mentorship and induction to provisionally certificated kaiako at Childspace.
- All expectations for certification mentors as well as certificated kaiako are outlined in the Childspace *Professional Growth and Teacher Certification pack*.
- Newly qualified kaiako will receive an increase in pay only once their provisional certification is confirmed.
- All kaiako are to be familiar with the ‘quality practices document’ at their centre which outlines practices expected at Childspace to meet Our Standards for the Teaching Profession. Fully certificated kaiako must be meeting these practices as part of their job description. Provisionally certificated kaiako will be working towards meeting these practices with mentoring support.

- Childspace mentoring kaiako will only endorse provisionally certificated kaiako in the completion of the certification process if they successfully meet the New Zealand Education Council's Code of Professional Responsibility and Standards for the Teaching Profession.
- Annual summary is required for all kaiako on provisional, subject to confirmation or full certification status by centre manager and principal. This summary will state if kaiako have or have not met the standards for the teaching profession as set out by the Education Council.

**LINKS TO:**

- Appraisal and Professional Growth Policy
- Performance Appraisal, Teacher Certification Pack
- Education Council – Our Code and Standards for the Teaching Profession.

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## **KAIAKO ONLY DAY POLICY**

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### **RATIONALE**

Quality programmes in education require a great deal of planning and preparation time. Most of this time falls outside our regular hours of operation. Kaiako only days are an essential part of our planning and professional development.

### **TE WHĀRIKI**

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

### **PROCEDURES**

- Childspace has two kaiako only days per year.
- Mātua are required to pay full fees on kaiako only days.
- Kaiako only days are planned where possible during primary school term holidays, and where possible the days are attached to a long weekend such as Easter or Labour weekend.
- Plenty of notice is given to mātua. Mātua will be informed of the kaiako only day details at the beginning of the year and at least one month before each kaiako only day, via the newsletter, whiteboards, Storypark or e-mail.
- Kaiako attend professional development workshops and/or rejuvenate the environments for continued improvement to the quality of the teaching and learning at Childspace.
- Government bulk funding is not claimed for the attendance of tamariki on these days.

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