

People Policy

Purpose

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

Scope

The scope of the People Policy includes:

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

Required Procedures (what actually happens)

Code of Conduct.

Complaints.

Disciplinary Management.

Discrimination & Equal Opportunity.

Fitness for Work.

Grievance.

Medical Retirement / Incapacity.

Performance Management.

Privacy and Data Protection.

Protected Disclosure.

Sexual Harassment.

Workplace Bullying.

Legislative Requirements

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

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

Regulatory Requirements

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