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**RELIEVERS** **POLICY**

**RATIONALE**

Flying Kiwi Preschool 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 Flying Kiwi Preschool 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.
* Manager 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.
* Flying Kiwi Preschool 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 manager 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.
* Flying Kiwi Preschool is committed to accessing the best relievers possible. Whenever possible Flying Kiwi Preschool will employ a regular qualified reliever.
* Management will intermittently check availability of relievers.

**LINKS** **TO:**

* Personnel Policy
* Child Protection Policy

**Date approved:**

**Review date:**