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**PERSONNEL** **POLICY**

**RATIONALE**

At Flying Kiwi Preschool 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.

**Licensing** **Criteria** **for** **Early** **Childhood** **Education** **&** **Care** **Services** **2008**

**Governance,Management** **and** **Administration:** **Professional** **Practices**

● **GMA7:** Suitable human resource management practices are implemented.

**DOCUMENTATION** **REQUIRED:**

Processes for human resource management; including: selection and appointment procedures; job/role descriptions; induction procedures into the service; a system of regular appraisal; provision for professional development; a definition of serious misconduct; and discipline/dismissal procedures.

**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 Flying Kiwi Preschool Leadership and Management Handbook.
* No one under the age of 17 years old will be employed at Flying Kiwi Preschool.
* All employed at Flying Kiwi Preschool 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** **Flying Kiwi Preschool :**

* Flying Kiwi Preschool is committed to maintaining its low kaiako turnover by being good and fair employers. See Appraisal and Professional Growth Policy, Kaiako Certification Policy.
* Flying Kiwi Preschool 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.
* Flying Kiwi Preschool 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 3 years.
* Practicing certificates and first aid certificates will be displayed along with qualifications of kaiako in the foyer of each centre.
* Flying Kiwi Preschool 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,
* Flying Kiwi Preschool policies,
* health and safety,
* child protection
* professhional 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 Flying Kiwi Preschool owner. If the grievance is still unresolved outside mediation will be sought, as per employment agreement.
* Flying Kiwi Preschool 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 Flying Kiwi Preschool 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 CFlying Kiwi Preschool and within 12 months we receive a complaint about the conduct or competence of the kaiako while he or she was an employee.

· The manager is the Privacy Officer for Flying Kiwi Preschool. All confidential personnel files are kept under lock and key at the Flying Kiwi Preschool.

**LINKS** **TO:**

* Appraisal Policy
* Tmaiti Protection Policy
* Complaints Policy
* Equal Employment Opportunities Policy
* Privacy Policy
* Professional Development Policy
* Kaiako Certification Policy

Childspace Leadership and Management Handbook

**Date approved:**

**Review date:**