

# People Policy

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## PURPOSE:

The purpose of this policy is to attract, develop and support professional and innovative people who are committed to quality early childhood education, connected and responsive to our community.

## SCOPE:

The scope of this People Policy includes:

- Board
- Chief Executive Officer/General Manager
- All staff, permanent, fixed term or relieving
- Volunteers
- Students

## REQUIRED PROCEDURES (what actually happens):

[Code of Conduct Procedure - NZK](#)

[Complaints Procedure - NZK](#)

[Continuous Professional Development Procedure - HK](#)

[Disciplinary Management Procedure - NZK](#)

[Discrimination & Equal Employment Opportunity Procedure - NZK](#)

[Employment Procedure - HK](#)

[Fitness for Work Procedure - NZK](#)

[Gifts and Acknowledgement Procedure – HK](#)

[Grievance Procedure - NZK](#)

[Leave Procedure - HK](#)

[Medical Retirement / Incapacity Procedure - NZK](#)

[Non-enrolled Child Procedure - HK](#)

[Performance Management Procedure - NZK](#)

[Privacy and Data Protection Procedure - NZK](#)

[Professional Growth & Appraisal Procedure - HK](#)

[Protected Disclosure Procedure - NZK](#)

[Relievers Procedure - HK](#)

[Sexual Harassment – NZK](#)

[Teacher Certification Procedure - HK](#)

[Volunteers & Students Procedure – HK](#)

[Workplace Bullying - NZK](#)

## LEGISLATIVE REQUIREMENTS:

Act	Weblink
Care of Children's Act 2004	<a href="https://www.legislation.govt.nz/act/public/2000/0091/latest/DLM80051.html">https://www.legislation.govt.nz/act/public/2000/0091/latest/DLM80051.html</a>
Children's Act 2014	<a href="https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html">https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html</a>
Education & Training Act 2020	<a href="https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html">https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html</a>
Employment Relations Act 2000	<a href="https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html">https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html</a>
Harmful Digital Communications Act 2015	<a href="https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html">https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html</a>
Health and Safety in Employment Act 1992	<a href="https://www.legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html">https://www.legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html</a>
Holidays Act 2003	<a href="https://legislation.govt.nz/act/public/2003/0129/latest/DLM236387.html">https://legislation.govt.nz/act/public/2003/0129/latest/DLM236387.html</a>

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

## REGULATORY REQUIREMENTS:

Regulations	Weblink
Education (Early Childhood Services) Regulations 2008	<a href="https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html">https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html</a>
Licensing criteria for centre-based ECE services	<a href="https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/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/</a>
New Zealand Teaching Council	<a href="https://teachingcouncil.nz/">https://teachingcouncil.nz/</a>

Regulations	Weblink
NZEI Te Riu Roa Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement (KTCA)	<a href="https://www.nzei.org.nz/UploadedFiles/NZEI_KTCA_2019-2020_final_printed_version.pdf">https://www.nzei.org.nz/UploadedFiles/NZEI_KTCA_2019-2020_final_printed_version.pdf</a>
Kindergartens Associations Support Staff Collective Agreement (KASSCA)	<a href="https://www.nzei.org.nz/UploadedFiles/KASSCA2020.pdf">https://www.nzei.org.nz/UploadedFiles/KASSCA2020.pdf</a>
Individual Employment Agreement	