

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

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	