**PERSONNEL POLICY  
Licensing Criteria GMA 7, 10.**

**Rationale:** Sound personnel policies are critical components of quality early childhood education.

**Purpose:** To ensure Management implements the principles of being a good employer and appoints competent and capable staff who are committed to ongoing professional learning and growth.

**PROCEDURES**

**Equal Employment Opportunity**

* Management is committed to being a ‘good employer’ by appointing educators who are the best candidate to become an educator. Each educator’s will be selected without discrimination on the grounds of gender, age, ethnic group or disability.
* All employees and applicants will be treated according to their skills, qualifications and abilities, without regards to irrelevant factors.

#### **Staff Appointments**

The Homebased Network Service will use the following processes when employing staff:

* Advertise for educators and coordinators for the service in, local newspapers, Trademe and/or the Education Gazette, as appropriate to the position.
* All Educators will be self-employed; Coordinators will be employed by Family Tree Homebased Network Service.
* Position descriptions will be sent to interested applicants.
* Team member responsible for recruitment will interview all applicants.
* Team member responsible for recruitment will receive applications and make a short list according to the qualities and attributes required for the position.
* Prepare an interview format and interview applicants on short list.
* The interview will include questions that encourage applicants to talk about their experience, attitudes, values and beliefs about teaching and learning, working with families/whanau, contribution to a team and child safety.
* Referee checks will be completed for shortlisted or preferred applicants prior to the offer of employment. The referee check will include questions related to the person’s commitment to child protection.
  + Following an analysis of suitability, a service agreement and schedule 2 will be provided to Educators and a contract/job description for Coordinators. They will be given time to seek independent advice.
* Select the most suitable applicant for the position.
* Negotiate and sign with the successful applicant an employment agreement and letter offering employment before commencement.
* Contact all other applicants and advise they have been unsuccessful.
* Educator minimum home standards will be undertaken and checked by the Coordinator for all successful applicants. Any modifications necessary to the Educators home will be completed and rechecked by the Coordinator prior to any children attending the Educators home. (refer to Minimum Home Standards).

**Police Vetting**

* All new team members will complete the Children’s Worker Safety Check Process, and an offer of employment remains conditional until such time as a full check is obtained and is satisfactory. (Children’s Workers Safety Checklist see Child Protection Policy Appendix C)
* Educators and coordinators who have teacher registration must supply proof of their registration status, and Management will ensure that registration is checked using the Education Council of New Zealand (EDUCANZ) website.
* All coordinators will hold a full teacher registration and evidence of this will be placed in each educators operations manual.
* Non-registered staff will be asked to fill in a Police Vetting Application Form, and a full Children’s Worker Safety Check will be completed prior to employment.
* Non-registered staff will complete the Children’s Worker Safety Check Process every three years, on or about the third anniversary of the last completed check.
* All information related to a Children’s Worker Safety Check and Police Vetting information will be treated confidentiality and stored appropriately by Management.
* Educators and Coordinators will be clearly identified as core workers. Core workers are able to be alone with children and/or can have primary responsibility or authority over children.

**First Aid**

* All Educators will complete a Comprehensive first aid certificate before beginning as a home-based Educator.
* First aid costs will be reimbursed after being contracted to Family Tree Homebased for 3 months and 2 children enrolled.
* A copy of the certificate will be kept in each educator’s operations manual and on file by management.

## Induction Process

New Team Members employed will be inducted into Family Tree Home-based using the following process:

* They will receive a warm and friendly welcome by management, and will be introduced to the Family Tree Homebased Community.
* They will be given a folder to read which will include all relevant parent/child information, policies, and any other relevant information.
* New Educators will work closely alongside their coordinator for the first few days to become familiar with the Family Tree Home-based Network Services routines and culture.
* New Coordinators will work alongside management/Owner for the first few days to become familiar with the Family Tree Home-based Network Services routines, programme, policies, procedures and other important information about the educators, children and families for whom they will be responsible for.
* All new team members will have the opportunity to spend time going through an induction checklist, which will discuss policies and procedures and services expectations with Coordinators, Management and/or Owner.
* Upon recruitment all Educators will complete a one day workshop where they will receive professional learning development relating to aspects of Early Childhood Education. This will include information and a workbook about Te whāriki and how it can be implemented in home-based care. Other content will include basics of assessment and how to complete documentation for children’s profile books. During this workshop the Coordinator will highlight and explain some of the most relevant and important policies/procedures to the Educators from the Operations Manual.
* All new team members will be expected to read all the policies/procedures.
* All new educators and team members will be informed of the expectations that. We expect all Educators, Coordinators to dress in a neat and practical manner that enables them to work in a flexible and interactive manner with the children. The overriding consideration is that you look tidy and professional at all times and that you dress appropriately for the occasion. Please consider health and safety with any jewellery for example; dangly earrings/sharp rings.
* Family Tree Homebased Service will provide all educators with the following:
  + - * A kete of recipes, activity ideas, information regarding speech development, introducing solids, toilet training, literacy, maths, science, music, te reo Māori, gross and fine motor skills, heuristic play etc.
      * Professional learning development opportunities once a term. This will include workshops focusing on examples of further educational activity ideas.
      * Educators will have free access to the company’s toy library to allow for a variety of core curriculum activities and resources.
      * Provision of documentation that includes templates necessary for day to day operation.
      * Support and guidance through monthly visits from a qualified Early Childhood Coordinator, as well as regular phone and email conversations.
      * On-going support and guidance will be provided by a qualified professional learning team manager.
* After 2 weeks the new staff member and coordinator/Management /owner will review the induction process and address any concerns.

## Appraisal Procedures

* Management/Owner will work collaboratively with coordinators and educators to develop a robust and rigorous appraisal process that will focus on growing and improving practice.
* Management alongside the coordinator will be responsible for co-ordinating the appraisal process for all educators employed.
* The appraisal of educators is undertaken by the coordinator. The appraisal of the coordinator is undertaken by management. The appraisal of management is undertaken by Owner. The appraisal of the owner is undertaken by management. For registered teachers and in order to meet Education Council requirements for teacher registration one appraiser must be a registered teacher.
* Appraisals will be directly linked to the relevant job descriptions.
* The appraisal process will focus on growth and improvement.
* Educators, coordinators and all employees will complete a self-appraisal using the Family Tree template provided. The appraiser will complete the same assessment. Any employee may also invite another colleague to complete an appraisal to provide feedback on their practice in addition to this.
* An appraisal meeting will be held during which the employee and appraiser will develop an Appraisal Inquiry Plan to support the employee to inquire into their identified area for development.
* The appraisal will be confidential to the appraiser and the appraisee. The appraisee may choose to share their Appraisal Inquiry Plan with others.
* Formal appraisal meeting will take place three times a year. First meeting will set appraisal and areas for development. Two more follow up meetings will occur to support the employees with their area for growth and to continually grow practice.
* Competency issues will be dealt with outside of the appraisal process.

Professional Development/Learning

* A Professional Development Plan will be developed, based on needs identified through the Strategic Plan, appraisal and self-review.
* All employees will be actively encouraged to participate in on-going professional learning.
* The coordinator will access information from professional development providers to ensure educators are informed of relevant courses. All relevant course fliers will be put in the Professional Development Course Folder for all employees view.
* Management will access information from professional development providers to ensure coordinators are informed of relevant courses. Coordinators will share all new knowledge acquired with educators.
* The *Application for Professional Development Leave Form (see Forms)* will be completed by educators and employees when applying to attend professional learning courses.
* Professional development will be provided for in the Annual Budget.

**Expression of Concerns from an educator or employee**

* All concerns should in the first instance be raised with the people involved. If the concerns are between educators and are not able to be resolved then the concern should be expressed verbally or in writing to the coordinator. All other employees with unresolved issues should express the concern verbally or in writing to either the Owner or management.
* All written concerns will be addressed within 14 days of notification.
* The educators or employees involved will work with the either the coordinator, Manager or Owner to address the issue.
* If the issue is still not able to be resolved, an independent facilitator will be consulted to support a resolution.
* Resolution of the issue will be documented and signed by those concerned, including when an independent mediator is involved.

**Discipline and Dismissal Procedures**

* Management will receive all complaints as per the Complaints Procedure Policy.

**Concerns/Complaints Related to an Educator or employee Performance**

* Any concerns regarding the non-performance of an educator or employee will be addressed informally when the matter arises and discussion recorded. If this concern continues to be an issue, competency proceedings will be enacted
* The educator or employee will be made aware of the concerns and a plan developed to assist the team member to improve their practice (‘Warning’).
* If the plan for assistance and improvement is not successful the following actions should be taken:

The educator or employee be advised in writing of

1. the specific matters causing concerns,
2. the process the employer will follow to address the concerns,
3. the corrective action required by the staff member to address the concerns,
4. a timeframe for undertaking the actions and addressing the concerns,
5. the right to have a support person.

Any action taken by the employer must be fair and in accordance with the staff member’s employment agreement.

## Misconduct *Criteria for Misconduct shall include but not be limited to:*

## Failure to comply with time recording procedures.

## Failure to report lateness, sickness or absence from work to the Supervisor by the required time.

## Persistent lateness or absences from work.

* Failure to attend to rostered and/or prescribed duties.
* Failure to keep information confidential.
* Acts of negligence, which adversely affects hygiene, quality or safety of children or other team members.
* Failure to observe safety rules and report accidents in the accident form and register.
* Using abusive or threatening language on the services premises or while on excursions/outings with children.
* Failure to meet professional dress and hygiene standards.
* Sleeping during working hours.
* Non-compliance with the Centre policies and procedures.

## Serious Misconduct *Criteria for Serious Misconduct shall include but not be limited to:*

* Working under the influence of drugs or alcohol.
* Mistreating children, including isolation, corporal punishment, deprivation of food, etc.
* Physical violence towards other team members, children and visitors to the home.
* Verbal abuse towards staff, children and visitors to the home or playgroups.
* Theft of other team members or children and parents’ belongings.
* Intentionally damaging playgroup or other educators property.
* Displaying inappropriate behaviour towards the homebased service, coordinator, owner or Management in public.
* Acts of negligence, which seriously affect the quality of care and education or safety of the children or other team members
* Sexual harassment.
* Conviction of a serious criminal offence while being employed or associated with Family Tree Homebased.
* Falsifying documentation.
* Failure to follow cash handling procedures.

## Privacy Procedures

* Owner will be responsible for the appointment of a Privacy Officer.
* Information will be collected only for a specific purpose. All forms requesting information will explain why it is being collected.
* All staff will have access to information relating to them.
* All parents/guardians will have access to information relating to their child.
* Parent/guardians’ approval will be sought prior to any information being shared with a third party or agency.
* All documents requesting information relating to children, families or staff will clearly identify the name and address of the Homebased Service.
* All requests for information on staff or children which is held on file, must be referred to the Privacy Officer.
* Only accurate and up-to-date information is held on file. Educators or coordinators may alter information on their own file and parents/guardians may up-date information on their child's file at any time.
* Parents will be told that their child's enrolment form will be held for 7 years as this is a requirement of the Education (Early Childhood Centres) Regulations 2008.
* All personal details of staff and children will be stored in secured cabinets.

**Teacher Registration**

* Provisionally Certificated Teachers (PCT) undergoing the support and mentoring programme for Teacher Registration will be allocated a support person to oversee this programme.
* Time may be allocated during normal rostered hours for meetings, observations and any other relevant activity connected with the PCT process. This will be decided in consultation with Management and owner.
* It is the responsibility of a Coordinator, Provisionally Corticated or Fully Certificated, to maintain their registration. The Management and the owner will be available for support if required.

**Educators and Employees Leave**

* All leave will be provided as stated in each teacher’s Employment Agreement.
* A clear process will be provided for applying for Annual Leave. (Sample See Forms)
* Procedures will be provided for educators and employees to inform the Manager/Supervisor when they take Sick, Bereavement or any other discretionary leave.

***Links:*** [***http://childrensactionplan.govt.nz/whats-new/childrens-workforce-guidelines-available/***](http://childrensactionplan.govt.nz/whats-new/childrens-workforce-guidelines-available/)