

Staff & Educator Policy

Rationale: To ensure that one of our most valuable resources - our staff are both inducted and overseen long term in a manner that gives them the knowledge and confidence to excel in their role.

Educator

Interview and Selection Process

Prior to any confirmed engagement by KiwiEd, the parent/s will interview the Educator and if successful will be employed directly by the parent/s. KiwiEd. will not allow an Educator to be enrolled onto the program that we do not deem to be suitable or who does not meet the conditions of the 7 Step Safety Check.

Induction and Training

KiwiEd. Educators must complete the below documents associated with the induction procedure prior to being accepted onto the education programme;

- Educator Enrolment form.
- Police Vetting form.
- Police Vetting form for any person residing in the Educators home over the age of 17 years of age (only applies if care is taking place in the Educators home).
- If the Educator has lived overseas for a period of 12 months or more within the 10 years prior to becoming an Educator with KiwiEd. then a police vetting form (Certificate of Non Criminal Offence) must be obtained for each country that have resided in for 12 months or more. In circumstances where an overseas Police Vet is unable to be obtained, a Non-Criminal Record Statutory Declaration must be completed.
- Undergo the 7 Step Safety Check for further suitability - any candidates deemed unsuitable are advised of the outcome.
- First Aid Certificate (unless access has been limited; refer to the First Aid Training Policy).
- Proof of address if the Educator is a family member of the child joining the programme.
- Comply with the Home and Safety Assessment for the home intended to be used for care.
- Risk Assessment form for any intended outings.
- Fire Evacuation procedure for the home intended for the use of care.
- A copy of the Family and Educator Payment Contract.
- Two suitable child related referees contacted by KiwiEd., and the Educator assessed from these for suitability as an Educator.

Educator must have had NO criminal convictions that may directly affect the care of the children. Other offences including an driving offence will be assessed on a case by case basis in consultation with the Educator and at the discretion of the Director of KiwiEd.

Only once all the above conditions have been met will the Educator be inducted as a KiwiEd. Educator.

All new Educators will have their performance closely managed for the first two months following appointment of their role to ensure they have a clear understanding of and have been implementing KiwiEd.'s Policies and Procedures.

For continued enrolment on the programme the Educator must comply with all of KiwiEd.'s Policies and Procedures as well as complete the following documentation:

- Submitting monthly attendance records in the form of a timesheet.
- Monthly visit documentation including Educator stories.
- Child Learning Journal records.
- Maintain our Premises and Facilities requirements.
- Maintaining current Police Vetting, 7 point Safety Check and First Aid Course requirements.

- Undertaking Educator appraisals.

Appraisal, Mediation and Discipline

The performance of every Educator will be managed by their Visiting Teacher (VT) and reviewed in conjunction with the employing parents, using the Educator appraisal system located in the family visit logs.

For performance related issues the mediation and discipline procedure is as follows:

1. Discussion with VT, Educator and parent surrounding performance concerns; the Educator is given reasonable time to improve. Details are documented by the VT in the family log book. VT and parent to actively mentor and monitor the Educator performance.
2. If there is no improvement, or insufficient improvement, a written warning is issued. VT and parent to continue to actively mentor and monitor the Educator performance.
3. If there is no improvement, or insufficient improvement, a final written warning is issued. VT and parent to continue to actively mentor and monitor the Educator performance.
4. If there is no improvement, or insufficient improvement, dismissal will occur.
5. Instant dismissal may be appropriate in cases of serious misconduct. Refer to our Serious Misconduct definition below for more details.

Visiting Teacher (VT) and other KiwiEd. Staff

Interview and Selection Process

Any job positions that become available will be advertised internally and prior to being made available to the public. The job position available will be advertised in a number of ways which may include both internet and print based methods. If required KiwiEd. may employ the services of a third party such as an Educational Recruiting Agency.

CV's will be collected and reviewed, suitable candidates CV's will be kept and any unsuitable CV's will be returned with a letter informing the candidate their application was unsuccessful.

A short personality and suitability survey will be emailed to potential candidates to further gauge their suitability for the role. Successful candidates will be contacted to attend a interview. Unsuccessful candidates CV's will be returned with a letter informing the candidate that their application was unsuccessful.

Formal interview will take place with the Director either individually or in a group setting. The candidates will be assessed on criteria written for the job they are applying for including experience, manner, qualifications and team dynamics. Candidates are verbally asked questions surrounding any present mental health issues and any applicable infectious, contagious diseases or conditions. Any candidates deemed unsuitable will be informed by phone by the Director.

Any candidates that the Director deems suitable for the role (to a maximum of 3 candidates) will be offered a second interview, which will be conducted by the Manager and may include another VT in attendance. The Manager will assess the candidate on how well they will fit in with the team, how well they are suited to the caseload they are responsible for, and most importantly how likely they are to promote quality education and care advice and support.

Candidates are vetted using the 7 Step Employee Safety Check for further suitability - any candidate deemed unsuitable are withdrawn from the pool.

Management will review candidates and the final selection will be made. A verbal job offer is extended to the successful candidate. Unsuccessful candidates are contacted by phone and asked if we may keep their CV on file for any future positions available.

A Letter of Offer, Job Description and an Individual Employment Agreement is drafted and couriered to the successful candidate outlining job description, remuneration, start date and job role expectations.

Induction and Training

An Employee Induction Checklist is completed prior to a staff member starting to ensure the new staff member is well equipped to complete their training with required materials such as folders, computer, camera, car and visit logs.

Office based employees induction takes place as outlined in the VT Induction Checklist appropriate to the employees' position. The training procedure takes approximately 2 weeks and must include:

- Introduction to KiwiEd. and the Licensing Criteria for Home Based Education & Care Services 2008 and its amendments 2016.
- KiwiEd.'s Policies and Procedures.
- Understanding KiwiEd.'s folders, reference material and Journal Programme Planning.
- Time Management.
- Funding.
- Enrolling children and Educators.
- Home and Safety.
- Misc. paperwork as required by KiwiEd. and MOE.

Field based employee induction takes place as outlined in the VT Induction Checklist appropriate to the employee's position. The training procedure takes approximately 4 weeks and must include:

- Meeting your case load.
- Monthly visit observation with Manager.
- Sign up observation with Manager.
- Monthly visits done by staff member observed by Manager.
- Sign up visits done by staff member observed by Manager.
- Day of visits observed by Manager.
- Trips and Outings.

A comprehensive recap is undertaken to ensure the new staff member has a full understanding and that Management are happy to allow new staff member to manage their caseload. At this stage a need for further training may be identified and will be conducted if deemed necessary by a Manager and/or Director of KiwiEd..

The above interview process applies to all other office based positions we recruit for. Minor variations and changes will be made to the induction and training of staff in office or admin based roles designed to suit each job role.

Ongoing support for all staff is provided by the Manager and/or Director of KiwiEd. and performance reviews undertaken on a regular basis for all VT's and on a 6 monthly basis for non teaching staff.

Appraisal, Mediation and Discipline.

KiwiEd. staff will be appraised in a number of ways; (and may include by not limited to)

- Weekly informal staff meetings with an open discussion format.
- Weekly internal housekeeping electronic meetings with an open discussion format.
- Monthly professional develop management meetings with training provided both in house and using outside sources
- Professional growth cycle conducted once a year, which involves; reflection, self-review, planning, critical enquiry aligned with the Standards of the Teaching Profession (with 3 formal meetings reviewing these goals) and linking to the Code of Professional Responsibility and Standards for the Teaching Profession.
- Annual performance-based salary reviews.
- For performance related issues the mediation and discipline procedure for KiwiEd. employed staff is detailed within each employees Individual Employment Agreement.

Serious Misconduct

'Serious misconduct' involves serious wrongdoing.

Where, after a fair process, it is established that an employee's actions amount to serious misconduct, a parent/ employer may terminate the employee's employment without notice (sometimes referred to as "instant" or "summary dismissal"). The misconduct must be sufficiently serious that it undermines the trust and confidence that the parent/employer has in the employee. Our list of actions amounting to "serious misconduct" is not exhaustive and an employee's actions may still be considered "serious misconduct" even though it does not appear on our list of actions.

Likewise, just because an employee undertook an action listed in our list of "serious misconduct" actions it does not automatically mean that "serious misconduct" has occurred.

In every case a consultation process will take place between parent/ employer, the Employee and the KiwiEd. Management including the VT, Manager and Director of KiwiEd..

KiwiEd. Management must consider all the facts and the employee's response before it decides whether "serious misconduct" has occurred. Once this determination has been made by KiwiEd. Management any resulting decisions will be final and employment will be terminated immediately if "serious misconduct" has been identified.

List of actions considered serious misconduct;

- Smacking/hitting a child.
- Wilfully causing a child physical pain.
- Caring for children while under the influence of drugs (excluding those prescribed by a registered doctor) and or alcohol.
- Being in possession of any illegal substance.
- Willingly allowing any child to become subject to any sexual behaviour including internet, television, printed material, verbalised material and/ or physical or sexual behaviour.
- Leaving a child unattended in the home (i.e. leaving the house) for any period of time, or in a vehicle unattended.
- Any act that breaks the New Zealand Law.
- Stealing.
- Verbal/ threatening abuse of a child or adult.
- Any act in breach of the Vulnerable Children's Act 2014.
- Any act in breach of the Home Based Childcare Licensing Criteria 2008 and its amendments 2016.

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