



Recruitment and Appointment Procedure

Enquiries to:	Manager, Board of trustees
Applies to:	Management, All teachers, parents/whanau and children
Date Developed:	May 2021
Date Reviewed:	May 2022
Date Approved:	
Next Review Date:	September 2024

Reference: MOE (ECC) Regulations, Ministry of Business and Employment, EEO policy, licensing Criteria for ECE Centres, 2008, 9, professional practices, Children's Act 2014, Safer recruitment, Safer children. The Human Rights Act 1993. The Privacy Act 1993, The Employment Relations Act 2000, Child Protection and Police Vetting Policies.

Rationale

To provide clear procedures and guidelines, in relation to the recruitment and selection process, for all new Teachers and employees.

To create an organisation where a culture of child protection is one that is transparent and accountable, understands the needs of children, and makes children's safety and security a priority.

Clear policies are developed that describe best practice to keep children safe.

There shall be no discrimination because of gender, ethnicity, religion, sexual orientation, disability, age or family circumstance (see also EEO policy).

The Centre Manager and Head Teacher will undertake decisions regarding appointments of permanent employees.

Advertising a position

Advertising a role and receiving applications is the first step in recruiting workers or volunteers. An advertisement that clearly communicates the screening required for the role helps manage candidate expectations, and application forms can provide important information. A role description and some information to help guide candidates through the process should be made available. This should state the degree of child contact; the level of responsibility for children involved and should affirm the employer's commitment to child protection.

Candidates should be notified that they will be assessed to make certain that they are a safe person to work with children and told of any external checks, for example by the Police Vetting Service, that are part of the process.

Unsuitable people may be less likely to apply for a position that has a sound, consistent vetting and screening process.

Openness around the process can also actively enhance public confidence in both the organisation and the workforce.

Additionally, it will help manage candidate expectations about a sometimes-sensitive process.

Safer recruitment, safer children

- Consent or non-consent for the current employer to be contacted (some candidates may only consent to their current employer being contacted if the candidate is the preferred candidate).
- A declaration of whether or not they have been convicted of a criminal offence, which is not eligible to be concealed under the Criminal Records (Clean Slate) Act 2004 and space to provide an explanation.
- Consent to undertake a Criminal Conviction History Check or Police Vet, using the required forms.
- Any other necessary disclosures. For example, details of their professional registration status and any previous employment or professional disciplinary history that could be relevant to child safety.

CVs

While a CV can be a valuable source of information about a person, it should not be relied on in isolation. As CVs are normally prepared by the candidate, there may be an incentive to leave out unflattering details or to exaggerate accomplishments. Because of this risk, you should be very careful of simply relying on a CV and should validate a CV against an external source, such as a referee.

Induction

The new employee will have a minimum of one day when they are not included in the ratios. This will give them opportunity to talk with the team, read documentation, ask questions and meet with the Manager. The induction process will include familiarisation with the Policies and Procedures and other relevant documents, Centre routines and individual responsibilities.

- The Centre manager will be responsible for the induction of new staff.
- The new employee will be taken through the induction folder over the first couple of days of their employment. This will be done by the Centre Manager.

Every new Teacher is to be made aware and become familiar with Lower Hutt City Childcare and Education Centre policies and procedures including Health and Safety requirements and legislation.

The Centre Manager or delegate will be available to meet when needed to discuss concerns, issues, or answer questions.

One month after the appointed teacher starts the Centre Manager will meet with him/her to discuss how they are settling into their respective role and ensure all employment requirements are being met.

The Chairperson will be responsible for the induction of a new Centre Manager and ongoing appraisal as per policy.

The induction will include

Explaining any centre rules and information relating to dress code, use of telephone, parking of cars, safety procedures, routines, etc.

Job descriptions.

Information relating to lunch and tea breaks, staff meetings and management meeting times, how wages are paid and confidentiality requirements.

Centre programmes will be explained as well as leave requirements etc.

The centre manager will undertake ongoing support for new staff, including explanations of procedures and practices.

Professional Growth Cycle (Appraisal) (Refer to policy)

Staff Training and Professional Development Procedure (Refer to policy)

Performance Management Procedure (Refer to policy)

Support for Teacher Registration – Professional Learning and Development Policy

The Centre will support new employees to become fully registered teachers.

Ensure all new employees including relievers and students are screened with a safety check, and a Police Vet via the NZ Police. Police vets for all employees are to be renewed every 3 years.

Concerns/Complaints Related to Staff Performance (Refer to complaints policy)

The Centre Manager, or Centre Chairperson,

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by _____		Designation _____	Date _____