

Appointment of Staff

Responsible to:	Chief Executive Officer,
Applies to:	Vacancies within He Whānau Manaaki o Tararua Free Kindergarten Association Inc (HWM)
Purpose:	To ensure that there is a robust and transparent process for the management of staff vacancies.
References:	<ul style="list-style-type: none">• State Sector Act 1988• Employment Relations Act 2000• Current Employment Agreements• Children's Act 2014• Education (Early Childhood Services) Regulations 2008

Principles

1. He Whānau Manaaki o Tararua Free Kindergarten Association is committed to:
 - a. being a good employer under the provisions of the Employment Relations Act 2000 and the State Sector Act 1988;
 - b. Equal Employment Opportunities being applied throughout the appointment process;
 - c. ensuring the best person is appointed to the job;
 - d. fair and consistent procedures being applied throughout the appointment process;
 - e. confidentiality being maintained;
 - f. ensuring quality and safety for children through rigorous and compliant appointment processes.
2. The appointment of staff is ultimately the responsibility of the Chief Executive Officer who will generally delegate the responsibility to the Chief People Officer and Senior Teachers/Senior Leaders to manage and administer the process.
3. The appointment of staff will be managed through online systems and all applicants are required to use the process detailed in the job advertisement.
4. All applicants for all positions will have their application acknowledged.
5. All applicants who do not proceed to the next step of the appointment process will be notified in a timely way.

8. The seven step safety checking process in accordance with the Children's Act 2014 applies to all positions that become vacant within HWM which involve working with children. This process is detailed as Appendix 1 to this policy.
9. All information gathered by Whānau Manaaki through this Safety Check will be considered in the first instance by the senior staff member who authorised the Check. If there are any issues or concerns arising from this information the matter will be referred to the Chief People Officer who in most cases will make the decision as to whether to proceed with the appointment, and/or may refer to the Chief Executive Officer for decision. The decision will be relayed to the appointment panel as appropriate and if the appointment is not to proceed, the Chief People Officer will be responsible for ensuring the applicant is informed appropriately.

Policy for appointment of Teaching and Kindergarten based Staff:

Teaching Positions

1. Subject to 3 below, all permanent teaching positions, and fixed-term positions of 1 year or more, will be advertised in a nationwide publication (including on the HWM website).
2. All applicants for teaching positions must:
 - Hold an Early Childhood Teaching qualification that has been awarded in New Zealand or that has been assessed as equivalent by the New Zealand Qualifications Authority .
 - be registered as a teacher in New Zealand, and hold a current Practising Certificate, with the Education Council of Aotearoa New Zealand (Education Council) or in the case of new graduates provide evidence that registration has been applied for.
3. HWM reserves the right to transfer or redeploy permanent teachers into a position that has not yet been advertised as per the provisions of the Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Employment Agreement.
4. Applicants must supply referees who are able to comment on their teaching practice:
 - a. If currently employed by a Kindergarten Association it is preferable that one of these be a Senior Teacher;
 - b. For new graduates it is preferable that one of these be from the Teacher Education Provider.
5. All applications will be sent to the Appointments Panel, who will generally be:
 - a. A Senior Teacher with responsibility for the kindergarten; and

- b. The Head Teacher of the kindergarten if the vacancy is for a teacher or the Chief Executive Officer (or their delegated leader) if the vacancy is for a Head Teacher.
5. Head Teachers who are taking part in an appointment will be sent a Code of Conduct (attached as Appendix 2) and expected to adhere strictly to it. This will help ensure confidentiality and fairness in the appointment.
6. All information that is emailed to Head Teachers will be sent to that Head Teacher's individual work email address. This is to ensure all information remains confidential and cannot be viewed by other kindergarten team members and/or members of the Head Teacher's family.
7. Late applications will not generally be accepted.

Administrator/Teacher Aide/Kindergarten Based Students Positions

1. Head Teachers, in conjunction with their assigned Senior Teacher, will be responsible for filling any vacancies for Administrator positions in kindergartens.
2. To ensure compliance with the Children's Act all candidates will be required to have an interview with a Senior Manager or Senior Teacher.
3. All applicants for Administrator positions must undertake a Police Vet with the New Zealand Licensing and Vetting Service before their permanent appointment with HWM can be confirmed. Where this process indicates the person holds convictions other than those which are not exempted in the Children's Act, it is at the discretion of HWM as to whether employment is offered or confirmed.

Head Office Positions

1. The Senior Leader responsible for the team where the vacancy exists, in conjunction with the Chief Executive Officer, will be responsible for filling any vacancies for Head Office positions.
2. Appointees for Head Office positions which involve working with children will be subject to a Safety Check including a Police Vet with the New Zealand Licensing and Vetting Service before their permanent appointment with HWM can be confirmed. Where this process indicates the person holds convictions other than those which are not exempted in the Children's Act, it is at the discretion of the Chief Executive Officer as to whether employment is offered or confirmed.

Specific procedures to comply with the Children's Act:

The HWM appointment processes comply with the components of a 'safety check' as per the Children's Act in the following ways:

1. **Verification of Identity.** All new employees complete a Proof of Identity form, and produce the appropriate forms of ID, in person, which are sighted. The signed and dated form is retained in the personnel file.
2. **Interview.** All potential new employees are interviewed face-to-face (sometimes this may be via Skype or equivalent) before being employed. If their work will involve working alongside children, they are asked questions about their experience and which will indicate their views and attitudes about children and how to engage in safe practice.
3. **Information About Work History.** Information about a potential employee's previous work history is requested and gathered as part of the application form. If there are significant gaps in employment which haven't been explained in other parts of the application, or the reasons for which aren't known, this may be discussed at interview.
4. **Referee Information.** All applicants are asked to provide information about people who can be a referee as to their character and suitability for the position. At least 1 referee is contacted, usually by phone, before a new employee is confirmed in a position.
5. **Information from Relevant Professional Organisation.** Applicants are asked, on the application form, for information about other professional organisations or registering authorities they belong to, including their membership/registration number. This includes the Teaching Council but also other organisations such as the NZ Associations of Counsellors or Chartered Accountants.
6. **A New Zealand Police Vet.**
 - a. All qualified teachers are required to be a Registered Teacher and to hold a current Practising Certificate. A Police Vet is undertaken as part of that process.
 - b. All employees who work with children, who do not hold Teacher Registration, have a Police Vet conducted by HWM. This occurs at least once every 3 years, and in some cases once every 2 years, depending on the nature of their work. If a vet returns a result, a decision is made by either the Chief People Officer or the Chief Executive Officer on whether they will be employed/continue to be employed. This will be determined on case-by-case basis and will depend on the nature and recency of the offending. Further information may be sought from the applicant and/or referees.
7. **Other Information for Risk Assessment.**
 - a. All employees who work in the Head Office are asked for a copy of their current Driver Licence, which is kept on their personnel file, whether or not their job involves driving on a daily basis.
 - b. Any qualifications provided for employment or pay purposes are required to be verified.

All of the information gathered as part of the above procedures is considered in order to decide whether the person will be employed/continue to be employed.

Appendix 2

Code of Conduct for Staff sitting on appointment panels:

By agreeing to be part of the Appointments Panel, you are agreeing to adhere to the following Code of Conduct.

Please read this carefully, and if you have any questions please contact the Chief People Officer or your Senior Leader or Senior Teacher. In order for you to take part in the appointment process you need to understand and be comfortable with the points below.

Code of Conduct

The Appointments Panel shall at all times:

1. Act in a way that is consistent with, and with respect for, the policies, procedures and statutory obligations of the Association.
2. Maintain collective responsibility for decisions made by the panel.
3. Ensure strict confidentiality of the process and of any information made available to the panel. This includes not discussing anything related to the appointment with any members of their teaching team.
4. Maintain fairness and impartiality in all decisions by declaring any personal or potential conflict of interest.
5. Exercise the powers of appointment in a manner that demonstrates understanding of, and commitment to, Equal Employment Opportunities (EEO) and which fulfils the intent of the Treaty of Waitangi.
6. Base all decisions solely on information placed before the panel

Proof of Identity

Name of applicant (*print full name*)

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Tick the two forms of identification presented to you in person. The applicant must be the presenter of the documents. One form of identification must be from Category A and one must be from Category B - refer to the table below. At least one of the acceptable forms of identification documents must be photographic.

Category A	Tick	Category B	Tick
New Zealand Passport	<input type="checkbox"/>	New Zealand Driver's Licence	<input type="checkbox"/>
A New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin	<input type="checkbox"/>	18+ Card (must be current)	<input type="checkbox"/>
New Zealand certificate of Identity (issued to people who have refugee status)	<input type="checkbox"/>	Community Services Card	<input type="checkbox"/>
New Zealand Refugee Travel Document	<input type="checkbox"/>	Super Gold Card	<input type="checkbox"/>
Emergency Travel Document	<input type="checkbox"/>	Veteran Super Gold Card	<input type="checkbox"/>
New Zealand Firearms License	<input type="checkbox"/>	Inland Revenue Number	<input type="checkbox"/>
Overseas Passport (with or without New Zealand Immigration Visa/Permit)	<input type="checkbox"/>	Electoral Roll Records	<input type="checkbox"/>
New Zealand Full Birth Certificate issued on or after 1998	<input type="checkbox"/>	New Zealand issued utility bill not more than 6 months earlier – enter issue date	<input type="checkbox"/>
New Zealand Citizenship Certificate	<input type="checkbox"/>		

Identification documents presented to you in person by the applicant must be from the list in the above table (one document from Category A and one document from Category B). The documents must be current and not expired and issued by an authorised agency as outlined in the *Completion Guide*. If applicable, where names or other identity information on either identification documents (Category A and B) differ please confirm you have sighted acceptable evidence (e.g. a marriage certificate or a statutory declaration). See *Completion Guide* for more information and the full list of acceptable identification documents. Please provide details in the spaces below about the identification documents you have verified.

	Document Name	Document number	Issue date (if applicable)	Expiry date (if applicable)
Category A				
Category B				
Name Change (if applicable)				

I declare that (Please tick)

- I have sighted two forms of identification (one from Category A and one from Category B); and
- I verify that the person in the photo is the person named in the Personal details section of this form.
- Name Change: I have sighted evidence of the name change (if applicable)

Identity referee's signature Date / /