



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: November 2018  
Review Date: April 2020

## Staffing Support

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Responsible to:	Chief Executive Officer
Applies to:	All Staff
Purpose:	To provide guidelines for the employment/provision of additional staffing on the occasions when this is required to ensure the maintenance of an effective and positive learning environment at the kindergarten.

## Policy

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1. The Team Leader Senior Teachers shall administer the policy.
2. In the event that the learning environment of the kindergarten is adversely affected, the Senior Teacher may request additional staff support for that kindergarten.
3. Reasons for application may include but are not limited to:
  - a high number of children exhibiting challenging behavior
  - a high number of children requiring intensive support to settle
  - a high number of children requiring extensive support with self-help skills.
4. Additional staffing support will generally be put in place for a limited period of time, agreed at the time of the Team Leader Senior Teachers' decision.
5. Additional staffing support will usually be in the form of a Teacher Aide, which will enable the qualified Teachers to work more closely with children requiring support.
5. The success of any application shall depend on the nature and scope of the need.

## Procedures:

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1. Requests for staffing support shall be made to the Team Leader Senior Teachers from the Senior Teacher concerned.
2. Details of approved staffing support shall be recorded at the regular Staffing Meeting and the finance team will be informed of the details.