

# Staff Policies



The teacher policies have been put together to communicate the expectations and aspirations of Hummingbirds Early Childhood Centre. Some teacher policies may also be included in the Centre Policies manual, where there is a common purpose between Hummingbirds teachers and parents of children enrolled.

Please familiarise yourself with these policies and the Centre Policies and Procedures which can be found in each room, in the foyer, and on the intranet under Company Documents.

It is important that you understand all policies some may link to the mandatory practice required under the Licensing Criterion (2008). Should the need arise whereby a policy is reviewed and amended we will follow the Policy Review Process using the intranet for consultation if necessary. On the following pages you will find information on:

- Accident Policy
- Baby Sitting Policy
- CCTV – SeeMeTV Policy
- Cleaning and Maintenance Policy
- Computer and Cybersafety Policy
- Health and Safety Policy
- Illness and Infectious Diseases Policy
- Medicine Administration Policy
- Nappy Changing Policy
- Private Phone Calls policy
- Professional Development Policy
- Resolving Staff to Staff Concerns and Complaints
- Sleep Monitoring Policy
- Smoke Free Policy
- Staff Dress Code Policy
- Staff Harassment Policy
- Staff Meeting Attendance Policy
- Sun Protection Policy
- Teachers as Parents Policy
- Teacher Registration Policy
- Television Policy
- Union Access to Workplace Policy
- Ventilation, Heating and Noise Policy

This information is dated **July 2012** and supersedes any other versions of these policy documents.

# Accident Policy

## Background Information

Licensing Criteria 2008, Health and Safety, Child Health and Well Being

HS25, A record of all injuries and illness that occur at the service. Records include  
HS27 the child's name, date, time and description of the incident, actions taken  
and by whom and evidence of parental knowledge of the incident. .

## Purpose

At Hummingbirds Early Childhood Centre we are committed to the promotion of wellness and the provision of a safe environment. It is deemed important to record all injuries that occur at our Centre to facilitate communication with parents/caregiver and provide a record. The Health and Safety Officer will review these records to evaluate whether there are any recurring accidents;

## Procedure

The accident register has space to record the name of the child, the date and time of accident, description of accident both in terms of probable cause and effect on the child; who observed and/or investigated the accident, what actions were taken and by whom, evidence of parental knowledge of the incident.

**Minor** – Apply first aid and then record the accident in the room diary and communicate to the closing teacher if you are likely to leave before the parent arrives. **Minor** is defined as anything that does not have a visible mark at the time of the incident (excluding head injuries); If the injury develops a visible mark then complete the process for **Non-Serious**;

**Non-serious** – Apply first aid and then record the accident on the accident form and write a note on the sign sheets to see teacher. If unable to give a copy to the parent, place in their parent pocket outside the room with the blue copy put out to reception. **Non-serious** is defined as bite, scratch, graze, bruise, swelling, nose bleed or general other bleeding. It is often courteous to advise the parent so they are not surprised to see an injury at the end of the day. It is then at the parent's discretion to pick them up from the Centre earlier;

**Significant** – Apply first aid and then contact the child's parents and advise them of the situation. If unable to get hold of parent(s), contact emergency number. Record the accident on the accident form and monitor the child until the child is picked up. **Significant** is defined as deep cuts, head injuries, severe bruising, black eye, twisted ankle/wrist etc., minor burn, serious abrasions, insect sting, crush injury;

**Serious** – Comfort the child and apply first aid if practicable. Advise Centre Supervisor/Centre Director immediately. If required medical advice and/or treatment will be sought and the child's parents or the emergency contact will be advised. **Serious** is defined as head injury, loss of limb, broken limb, dislocation, serious burn, crush injury; Where the accident is defined as "serious" – needing hospitalisation for more than 24 hours, concussion, loss of eye/limb then the Department of Labour will be advised by the Centre Director no later than 5 days after the accident.

Qualified teaching staff have first aid qualifications and are trained to administer first aid in an accident;

Each room has a complete first aid kit in accordance with Appendix 1 Criterion 2008 PF28

At the Centre's discretion, any child requiring emergency care will be taken by motor vehicle in an approved child restraint to an Accident and Emergency facility. Parents are required to pay any charges incurred if this step is undertaken;

# **Baby Sitting Policy**

## **Rationale**

To ensure that our staff maintain a professional distance as well as confidentiality with families of the Centre.

To ensure the safety of our employees should any allegations arise from an employee being left with the care of a child on their own.

## **Procedures**

All employees, including permanent, part time and relievers are not permitted to babysit or nanny for families of children who attend the Centre. The reasons for this Policy are:

- To maintain a professional distance with our parents
- To ensure that no child in the Centre is given special treatment because of outside relationships with staff

Parents are encouraged to respect this policy so staff are not placed in an uncomfortable position if requested to babysit.

No staff member is to sign a child out of the Centre and take the child to their home or any other designated place.

# **CCTV - SeeMeTV**

## **Background Information**

Te Whaariki – Strand – Belonging

Te-Whaariki – Strand – Well Being

## **Purpose**

To give parents access to their child's day via the web

Enable viewing access to a room where there is concern surrounding practice or welfare

## **Procedures**

SeeMeTV is a proprietary secure webcam service delivered to parents enrolled at Hummingbirds Early Childhood Centre for 10-15 minutes during mat time. It is not available in the Kiwi Baby Room;

The primary reason that this service has been installed is to give parents insight into their child's day for a maximum of 10-15 minutes. However, access can be gained anytime during the day and this may happen if there is concern surrounding practice or child welfare.

# Cleaning and Maintenance

## Background Information

Licensing Criterion 2008, Health and Safety – to ensure that all resources, equipment, surfaces and flooring at Hummingbirds Early Childhood Centre are kept to a high standard of cleanliness.

## Purpose

To provide a safe and hygienic environment for all children and staff.

## Procedures

A professional cleaner is employed and will clean the centre daily after closing. Professional cleaners will mop and disinfect the floors, clean and disinfect the toilets (including the pipe work) and clean and disinfect the hand basins, collect rubbish from all areas and renew rubbish bags, vacuum the floors and clean the stainless steel troughs in each room.

Toilets will be sanitised at midday using the sanitiser solution;

The nappy changing area has a procedure displayed on the wall;

Nappy bins will be changed at midday if required and then changed by the professional cleaner that night;

Food tables and chairs will be wiped down after each meal time and sprayed with Germex or equivalent;

Floors are steam mopped after the midday meal;

At the end of the day, art room benches cleared and wiped down with Germex;

Toys and equipment will be washed weekly in the **Under 3** area and fortnightly in the **Over 3** area or as necessary due to illness in the Centre;

- Hard/plastic and waterproof toys washed may be washed using the Starline cleaner and sanitiser
- Soft absorbent toys will be machine washed and completely dried before use
- Small wooden toys will be dipped in basin with sanitiser tablet, rinsed and dried thoroughly;
- Block units and blocks, shelving etc will be wiped over with Germex weekly;
- Ride on toys and storage units wiped down with a cleaning cloth using hot water and detergent;

Linen will be washed a minimum of once per week and blankets on the last Friday of each month. If a child becomes unwell while at the Centre, then his/her bedding and clothes will be washed as needed then hung out to dry in the sun;

Dress ups, dolls bedding will be washed monthly then hung out to dry in the sun;

Play dough is made each week and refrigerated with the amount required for the day taken from the container and thrown out at the end of the day. Play dough equipment will be put in a nylon wash bag and put through the room dishwasher weekly;

Sandpits will be covered each evening and checked every morning before children arrive. Staff will turn the sand in the sandpits weekly;

Carpets will be cleaned annually with spot cleaning done as required;

If a child vomits on the carpet – carpet cleaning procedure to be used. Displayed in laundry;

Kitchen benches and walls are cleaned with Germex daily;

Kitchen fridge is cleaned out weekly with disinfectant;

All utensils and plates are placed in the Starline washer/sanitiser;

Dishwasher is rinsed fortnightly ensuring all plug holes and food traps are cleaned out – surface wiped down;

Washing machines filters are cleaned weekly;

If appliances are moveable, then pulled out for professional cleaner to clean behind monthly;

#### **Cloths to be used:**

Blue – Bathroom – nappy changing/toilets

Pink – art room

Yellow – table tops used for eating

Green – floor

These are changed out and replaced at the end of each day. The dirty cloths are put in the appropriately coloured bucket which contains sanitising solution. These buckets are in the laundry area. Cloths are then washed separately according to colour;

#### **Equipment, buildings and furniture maintenance**

Equipment buildings and furniture are to be checked regularly for wear and tear and maintenance will be performed when necessary – a maintenance log is held at reception and signed off when maintenance is completed;

# Computer and Cybersafety Policy

## Background Information

Licensing Criterion 2008, Health and Safety, Child Protection

HS32 All practicable steps are taken to protect children from exposure to inappropriate material.

## Purpose

It is important that we protect ourselves and the Centre's ICT system from viruses, spy, and other inappropriate content.

The use of digital technologies and the Internet provides an unlimited educational resource and a facility to communicate, display and re-visit the results of our work. It is imperative that everybody understands their responsibilities with respect to acceptable use of ICT.

## Procedures

The Employee must comply with all systems established by the Employer with regard to email and internet use. This includes instructions relating to protection from computer viruses. The computers are to be used for business purposes but may be used for personal purposes during break times;

Computers are the property of the Centre and should be used only for legitimate business purposes. All electronic communications and transactions made or received by Employees may be inspected by the Centre, although the Centre assumes no obligation to do so.

### ***The Centre may:***

Monitor any and all aspects of its computers and systems but assumes no obligation to do so  
Monitor sites visited by temporary and permanent staff on the internet

### ***Centre computer facilities must not be used for:***

Illegal activities  
Extensive personal use

### ***Hardware usage***

Personal work or data may not be stored on business computers;

No computers, peripherals or other electronic equipment should be connected to the Centre's network without the prior approval of the Centre Director;

Computer equipment must not be removed from Centre premises without the prior approval of the Centre Director.

### ***Software usage***

Only software approved and installed by the Centre Director should be used on the Centre's computers;

Unapproved software must not be installed;

Users are responsible for complying with copyright laws and applicable licences that apply to software, files, documents, messages and any other material they wish to copy;

An inventory of software licences is maintained by the Centre Director.

### ***Internet access***

The internet may be used in the classrooms for educational purposes only and children must be supervised;

Employees may use the internet for incidental personal purposes and this is to be conducted during breaks;

Employees are prohibited from using online gambling, auctions, chat-rooms, social networking sites or sites that may be harassing, racist, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate

The Centre is not responsible for material viewed or downloaded by users from the internet. Abuse of Internet access may result in access being withdrawn and/or disciplinary action being taken;

### ***Email***

Employees may not send messages which are abusive, defamatory or which make discriminatory reference to a person's race, colour, religion, creed, sex, national origin, age, marital status, sexual orientation or disability, or that may otherwise constitute harassment.

Employees must follow good email etiquette - keep messages short and to the point, answer messages promptly, and not use language or punctuation that is open to misinterpretation. Please avoid "flaming" a situation with intemperate and heated responses where you feel a need to be defensive. A cooling off period is advisable to prepare a constructive response;

Messages should reflect the values and standards of the Centre. Emails are a permanent record and may be relied upon by the Centre or by the recipient after the event;

Employees may use the Centre computer system for incidental personal emails, as long as this is undertaken in break time.

No commercially confidential data should be transmitted by email outside the Centre without prior approval of the Centre Director. Unless expressly authorised, sending, transmitting or otherwise disseminating proprietary data or other confidential information about or belonging to the Centre is strictly prohibited;

### ***Downloads***

Virus protection has been installed on all Centre computers but unrecognised virus infections could occur. If a suspicious attachment to an email is received, do not open it. Do not click on internet links in a suspicious email;

Material that is fraudulent, harassing, racist, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate should not be sent by email or other forms of electronic communication (such as newsgroups or bulletin boards);

Employees that encounter or receive such material should report the incident to the Centre Director;

No staff should copy files to disk, memory stick or CD for work on a non Centre computer, ie. home computer, without the approval of the Centre Director.

### ***Use of Social Network Websites***

All employees are asked to use great care when posting information on Facebook, and other social network websites. You are not permitted to use the name of the Centre, in any format, or in any context without the express permission of the Centre Director. You are not permitted to refer to any employee, child or parent of any child at the centre except to the extent that the employee / child parent may be known to you socially. Adverse comments about the Centre, your colleagues, any child in your care, or any parent or any images that bring the Centre into disrepute may place you in breach of your employment agreement.

### ***Centre Printing Resources***

Centre printing facilities are not for personal use without the express permission of the Centre Director.

# Health and Safety Policy

## Background Information

HS12                    A hazard identification and management system. The system can be consistent with the requirements of Health and Safety in Employment Act 1992, but goes beyond consideration of significant hazards to employees to include all hazards to children.

## Purpose

At Hummingbirds we are committed to the provision of a safe environment. It is important that all employees are involved in the process of monitoring, reporting and evaluating health and safety in the workplace. It is also deemed important to record all injuries (child and adult) that occur at Hummingbirds and to engage in continuous self review. Serious injuries will be notified to the appropriate official agencies.

## Procedures

The first aid kits in each room will be checked monthly by the Head Teacher of that room. Civil Defence supplied will be checked every 3 months by the Centre Manager or designate.

All requirements under the Early Childhood Regulations (2008) in relation to heating, lighting, ventilation and water temperature will be regularly checked and adhered to:

- Heating maintained at not less than 16 degrees
- Adequate lighting
- Good cross ventilation systems
- Hot water maintained at 40 degrees for children and 60 degrees for adults
- Facility for washing sick or soiled children is provided

## Injury prevention

Providing a safe work environment, safe equipment and proper materials;

Establish and monitoring safe methods and practices at all times;

Ensuring teachers, parents and children understand and accept their responsibility to promote a safe and healthy place of work

Complete an accident report of any child injured in the Centre;

Provide procedures to deal with emergencies that may arise while people are at work, such as accidents, earthquake and fire.

Employees are required to take all practicable steps are taken to ensure their own safety and safety of others and ensure that no action or inaction of the employee while at work causes harm to any other person.

### **Injury prevention strategies**

Children will remain seated while eating and be supervised by a staff member;

Staff will be conscious of the potential danger of things such as water spills, toys in traffic ways etc;

All chemicals will be stored in marked contained and kept out of reach of children at all times. This will include cleaning agents;

Staff will wear gloves at all times when blood is present;

All teaching staff must have a current first aid certificate.

Staff must at all times follow the instructions of the Centre Manager/Centre Director regarding health and safety.

Consideration of hazards must include but is not limited to:

Cleaning agents,

Medicines,

Poisons, and other hazardous materials

Electrical sockets and appliances

Hazards present in kitchen or laundry facilities

Vandalism

Dangerous objects and foreign materials (e.g. broken glass, animal droppings)

Equipment faults

Poisonous plants

Bodies of water

Staff will promptly report any hazards within their area by completing the on-line Notification of Hazard Form(which can be found on the intranet) and writing the hazard on the whiteboard outside the respective area;

All accidents that harm or might have harmed employees must be reported using the on-line Accident Reporting Form (which can be found on the intranet). Where the accident result is defined as "serious harm" in terms of the Health and Safety in Employment Act eg. needing hospitalisation for more than 48 hours, concussion, loss of eyes or limb, poisoning, vision impairment, then the employer must notify the Department of Labour as soon as possible and provide a written report of the circumstances within seven days;

All employees must follow correct procedures for lifting equipment and children to protect their backs;

All employees must monitor their health to ensure that they are fit to work with children in line with the Early Childhood Regulations;

All visitors will be required to sign in and out of the building;

Contractors will be expected to keep tools and other equipment away from children. Where possible the area of work should be isolated;

Daily checks will be carried out using the OSH form:

- All exit ways are clear and unlocked
- Gates and fences are secured
- Sandpits are cleared of debris
- Rubbish is collected and removed
- Climbing equipment is safe
- Swings are checked for safety
- Broken equipment has been isolated or removed
- Electrical outlets are plugged
- Poisonous plants are removed

These are to be filed in the respective rooms in chronological order.

# Illness and Infectious Diseases Policy

## Background Information

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being

- HS26 All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from any disease or condition likely to be passed onto children and likely to have a detrimental effect on them. Specifically, the action specified in the Infectious Diseases Chart is taken for adult or child suffering from particular infectious diseases.
- HS26 Children who become unwell while attending the service are kept at a safe distance from other children (to minimise the spread of infection) and returned to the care of a parent or other person authorised to collect the child without delay.

## Purpose

Exclusion of children and adults with infectious diseases or illnesses from Early Childhood Centres is sometimes necessary where there is potential for further spread of infection. We wish to make the children and adults safe from infection by spelling out clearly under what circumstances a child or adult should be excluded. Exclusion is at the Room Supervisor's discretion, the Centre Director's discretion or upon the directive of the Public Health service.

We will take all reasonable steps to ensure staff are not sick and are capable of working and to exclude them if they are suffering from a specified infectious disease.

To ensure the spread of infection amongst children is minimised, we will take all reasonable steps to ensure that children do not come into contact with anyone (including staff, parents, visitors and other children) who may have any disease or condition (that is likely to have a detrimental effect) and which is capable of being passed on. At all times we will follow the Infectious Diseases chart, issued by the Ministry of Health, a copy of which is held at reception.

## Procedures

Temperature is one of the markers of the onset of child illness. If a child's temperature reaches 38 Deg C, parents will be informed. If a child's temperature reaches 38.5 Deg C, Pamol may be administered, after receiving parent's verbal approval. A child with increasing temperature will be monitored using the Health Observation Chart and the sheet and accompanying notes will be copied to parents so they can present this information to their child's doctor. The child will be taken into the Isolation Room (situated next to reception) and supervised until they are able to be picked up. If a parent is unavailable the emergency person(s) will be contacted. Common sense will prevail in all situations.

Children may be sent home at the discretion of the Centre Supervisor if the illness results in a greater need of care than we can reasonably provide without compromising the health and safety of the other children;

The child or adult has any of the following conditions:

- Fever (determined as being a temperature of 38.5deg C or higher);
- Difficulty breathing
- Persistent coughing, or other signs of possible severe illness;
- Rash with fever or behaviour change, until a doctor has determined that the illness is not a communicable disease;
- Conjunctivitis – until the child’s physician or the Public Health Service advises that the child is non-infectious;
- Impetigo – until 24 hours after treatment has started and until 24 hours after fever stops;
- Scabies, until after treatment has been completed;
- Chickenpox, until at least six days after onset of rash or earlier and all the lesions have dried and crusted;
- Mumps – until nine days

Staff and children with contagious or infectious diseases will be excluded from attending the Centre for the period of time they are infectious or until medical clearance has been given. If a child or staff member has had vomiting or diarrhoea twice within the last 24 hours they must remain at home until 48 hours after the last bout of vomiting or diarrhoea;

Public Health Service exclusion guidelines will be followed at all times;

A notice will be placed on the door of the child’s room if a contagious disease has been confirmed. A fact sheet of all contagious diseases is available at reception;

All staff members have a duty to report to the Centre Supervisor if they have reason to suspect any adult, staff member visitor or child is attempting to or has come onto the premises during Centre opening hours, that is an “infectious person” defined as any person who may come into contact with children and who has a disease or condition (that is likely to have a detrimental effect) and which is capable of being passed onto children;

Where the Centre Supervisor or the person on duty has reason to believe that an “infectious person” is attempting to come onto, or is present on the premises then the Centre Supervisor or person on duty will advise that person that their presence is unacceptable and ask them to leave immediately;

Infectious disease guides are in situ in every room;

The Centre Director or designate may require evidence of a medical certificate, after a person has been required to leave (or prevented from attending) as a result of this policy, if they wish to return.

For some vaccine preventable diseases, there is a requirement to exclude unimmunised children who have had contact with a case of the disease. This applies to Measles, Diphtheria and Whooping Cough and such exclusion will be on the direction of the Medical Officer of Health.

# Medicine Administration Policy

## Background Information

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being

HS28 A record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine as outlined in Appendix 3 to Licensing Criteria. A record of all medicine (prescription and non-prescription) given to children left in the care of the service. Records will include:

Child's name, name and amount of medicine given, date and time medicine administered and by whom and evidence of parental acknowledgement. When the same dose of Category (iii) medicine is administered on a regular basis, parental acknowledgement may be obtained weekly or every 3 months.

HS29 A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the service.

## Purpose

At Hummingbirds we want to ensure that all medicines (prescription and non-prescription) are administered and stored appropriately and safely and a record of medicines given to children and by whom will be kept.

## Procedures

If a child requires medicine, the parent/caregiver must record the following details in the medicine register of their respective room.

- Date the medicine is to be administered, Name of the Child, Type/name of medicine, Time of last dose given,
- Dosage and specific time(s) to be given
- Parent signature

Medicine can only be administered by a qualified/registered teacher. Prior to administering medicine the register will be checked to ensure that the medicine, dosage, and frequency on the bottle matches the medicine register details. We will not administer medicine above the dose stated on the prescribed bottle or if it has expired and will only administer medicine for the child the medicine has been prescribed for.

No child shall be given medicine unless there is a record entered in the medicine register;

An Individual Health Plan must be completed before blanket covers for asthma and other medications are accepted.

Medication must be signed in each day by the parents or guardians.

Pamol or equivalent will not be given to a child for more than three consecutive days unless prescribed by a doctor as this medicine can often mask underlying symptoms.

In the event of a child developing a temperature over 38 Deg C, the recommended first aid procedure will be to try and bring the child's temperature down via a cool tepid sponge bath/cool tepid bath. If deemed necessary, we may administer non-prescription paracetamol (which is held at the Centre) to reduce a child's temperature in the short term.

**CATEGORY (1)** – a non-prescription medication such as arnica, antiseptic liquid, insect bite treatment that is:

not ingested

used for the first aid treatment or minor injuries; and  
provided by Hummingbirds and kept in the first aid cabinet

**Arnica Cream** - to assist the body's natural response to injury and bruising.  
It is rubbed gently onto affected areas 3 x daily

**Anti Itch First Aid Cream** - gives fast relief from pain and itching caused by mosquitoes, bees, sand flies, jellyfish, minor burns, rashes, cuts, scratches, sunburn and windburn.

**Bonjela** Relief from teething pain – every 3 hours when necessary

**Bach Rescue Remedy** - Combination of 5 Bach Flower Remedies: Clematis, Impatiens, Rock Rose, Star and Bethlehem & Cherry Plum. In combination they are extremely helpful to assist children if they become emotionally upset.

**CATEGORY (ii)** – a prescription medication such as antibiotics, eye/ear drops or non prescription medication such as paracetamol liquid or cough medication that is:

provided by the parent for their child only and used for a specific time period for a specific condition

**CATEGORY (iii)** – a prescription medication such as asthma inhalers, or non-prescription medication such as antihistamine syrup, lanolin cream medication that is:

used for ongoing treatment of a pre-diagnosed condition and provided by the parent for their child only and forms part of an Individual Health Plan – to be updated as required

# Nappy Changing Procedure Policy

## Background Information

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being

- PF2 There are nappy changing facilities of rigid and stable construction that can be kept hygienically clean. These facilities are located in a designated area near to hand-washing facilities, and are adequately separated from areas of the service used for play or food preparation to avoid the spread of infection. The design, construction and location of the facilities ensure that:
- They are safe and appropriate for the age/weight and number of children need to use them - Children's independence can be fostered as appropriate - Children's dignity and right to privacy is respected - Some visibility from another area of the service is possible; and Occupational Health and Safety for staff is maximised

## Purpose

At Hummingbirds we want to ensure that the nappy changing facilities will be safe, hygienic and appropriate for both the child(ren) being changed and the adults who are changing them (occupational health and safety). We aim to uphold the health and wellbeing of children by ensuring that there are suitable facilities and practices for washing children who vomit or soil themselves while attending the service so that the risk of cross infection is reduced. All nappy changes are to be recorded on the Day Screen of the respective room;

## Procedures

Children are to be told that they are going to have their nappy changed before they are taken to the nappy changing area;

Staff must wear disposable gloves at all times when changing nappies. Disposable gloves are for single use only.

If children are of an age where they are able to use the pull out steps in the nappy changing area, then staff are required to utilise them to avoid back injury;

All soiled nappies, gloves and wipes are to be placed in the bin provided for nappies;

Changing mats are to be sprayed with 1:10 bleach and then sprayed with water and wiped down with paper towels after each nappy change. Staff must wash their hands after every nappy change with soap. Sanitiser (0.5% sodium hypochlorate) should be used for general sanitation of the bathroom area and toilet surfaces and used on the nappy change surfaces at the end of day clean up. Sanitiser must be inaccessible to children.

While there is a child on the nappy changing table, staff need to be able to keep one hand on the child at all times (ie. be within one arm's length). Staff must ensure everything needed is on hand so no child is left unattended while they have their nappy changed;

Permanent staff and regular relieving staff will be able to change nappies. Students on a short duration practicum are not allowed to change nappies but students who are completing their field hours over a year may, at the discretion of the Room Supervisor.

# Private Phone Calls Policy

## Rationale

To ensure staff are aware of the expectations of Hummingbirds Management in regard to the making of private phone calls and the policy surrounding the use of business resources;

## Procedures

Private phone calls should be made only at morning and afternoon tea breaks and lunch breaks;

Calls out of the Centre are charged at business rates, so calls should be kept to a minimum;

Mobile phones are not to be used in the rooms where teaching of our children is taking place or during non-contact time;

Room phones are not to be used for personal calls at any time;

There is a phone in the staff room but please be mindful of other staff having their break.

# Professional Development Policy

## Rationale

We encourage staff to further their experience and qualifications.

## Procedures

Our Centre is in the 80% and above band for registered teachers and is unable to access funding for provisionally registered teachers.

### Provisionally Registered Teachers Mentoring Programme

We provide an in-house programme for our provisionally registered teachers to support them through to full registration. A requirement of this programme is that teachers are required to attend the scheduled meetings and take responsibility for their registration evidence. Observations will take place twice a year and discussion will surround the observation with a written summary.

### Professional Development

Teachers may request to go on courses that will enhance their teaching practice and if agreed to will be paid for by the Centre. Only reputable training providers that deliver recognised learning outcomes will be considered. Alternatively, the Centre may choose courses that will benefit individual/group teachers and these courses will be paid for by the Centre.

If courses are attended during a work day, teachers will be paid for their rostered hours during the day of course attendance. If courses are outside of work hours then no payment will be made.

# Resolving Staff to Staff Concerns and Complaints

## Rationale

To act as a guide to resolve staff concerns, issues and complaints and ensure professionalism and good communication is upheld between staff at the Centre.

## Procedures

If a staff member has a concern about a colleague's performance they should address that concern to that colleague in the first instance, if they feel comfortable to do so. Feedback must always be given constructively and in a manner that supports the colleague to hear, consider and act on that feedback. The objective is performance improvement and enhanced collegiality.

If, for any reason the staff member feels unable to offer feedback directly or in the manner required, they can choose to address their concern to the colleague's Room Supervisor, and if the issue is unable to be resolved at this point, it can be referred to the Centre Manager. Staff must ensure that concerns are only shared with the colleague involved and/or the person they may otherwise choose to approach.

It is expected that the recipient of the feedback will hear and reflect on the concern raised and effect performance changes where required. Management will offer support and guidance as required to ensure change is effected and sustained. Staff may be asked to attend a professional development course.

### *Right of Reply*

The employee who is the subject of the complaint shall be given the opportunity to put forth their view and may have representation if required.

### *Centre Director Intervention*

The Centre Director may intervene in a matter between employees where the matter between the employees is detrimental to the effective operation of the Centre.

# Sleep Monitoring Policy

## Background Information

Licensing Criteria 2008

- HS9 (i) A procedure for monitoring children's sleep. The procedure ensures that children:
- Do not have access to food or liquids while in bed; and
  - Are checked for warmth, breathing and general well-being at least every 5-10 minutes or more frequently according to individual needs.
- (ii) A record of the time each child left in the care of the Centre sleeps and checks made by adults during that time.
- HS10 Adults have access to at least one side of the child's bed; the area surrounding each child allows sufficient air movement to minimise the risk of spreading illness; and children who are able to sit or stand can do so safely as they wake
- HS11 If not set up permanently, beds and bedding is hygienically stored when not in use.

## Purpose

The Sleep Monitoring Policy is designed to take reasonable steps to ensure the safety and well being of children when sleeping at the Centre through regular monitoring. It will ensure that children get undisturbed rest in a secure and familiar environment. Information on child's sleep is recorded and therefore is available to all staff to communicate with the child's parents who may ask.

## Procedures

Beds will be placed so there is adequate space between beds to ensure safety, hygiene and means of access at all times;

Staff will take all reasonable steps to ensure that noisy or distracting activities by other children/adults adjacent to the designated sleep area are kept to a minimum during the time when children are sleeping or resting;

Children are assigned their own cot. If the cot is shared by another child during the week then the bedding is placed in an individual sleep bag - sheets are changed and washed weekly or as required;

The sleep chart will be initialled and updated as monitoring occurs. Sleep times will be recorded on the Day Screen of the respective room.

Each child's face will be visually checked to ensure they are breathing comfortably without restriction and are settled;

**No child has access to fluid or food while in cots or any other sleeping or resting place;**

Children are monitored every 10 minutes or as required

# Smoke-Free Policy

## Background Information

Education (Early Childhood Services) Regulations, Health and Safety Practices: General #1(a)

- Every licensed provider to whom this regulation applies will take all reasonable steps to promote the good health and safety of children enrolled in the service.

Smoke Free Environments Act #108, Workplaces and Public Areas, Part 1 #7(a):

Smoking prohibited at school and early childhood education and care centres:

- The managers of school premises or premises to which subsection (4) applies (as per rationale) must take all reasonably practicable steps to ensure that:
  - No person smokes in any part of the premises (whether an internal area or open area) at any time on any day; and
  - A notice stating that smoking within the premises is forbidden at all times is prominently displayed at or immediately inside
    - Every entrance to the premises; and
    - Every outer entrance to every building or enclosed area forming part of the premises

## Purpose

At Hummingbirds we will prevent the detrimental effect of other people's smoking on the health of all adults and children here.

## Procedure

Smoking is not permitted in our Centre or on Centre grounds during opening hours;

No Smoking signs are displayed throughout the Centre;

Staff are not permitted to smoke outside the Centre or in their uniform (where visible);

Teachers are required to wash their hands and freshen their breath before attending any child after smoking;

Any person entering the premises smoking will be required to extinguish the cigarette, pipe etc. or they will be asked to leave;

Teachers who do smoke will be fully supported and encouraged if they do decide to kick the habit;

Any complaints regarding this policy should be directed to the Centre Director;

This policy will comply with the Smoke Free Environments Act, 1990 and will be reviewed annually.

# Staff Dress Code Policy

## Rationale

To encourage a professional and suitable standard of dress for Hummingbirds Early Childhood Centre;

## Procedures

When an employee commences work with the Centre they will be given a uniform kit consisting of:

- 2 x black pants;
- 2 x blue tee-shirts
- 1 x cardigan
- 1 x jacket
- 1 x cap (for Summer time use)

The Company will issue a further set of 2 x black pants, 2 x blue tee-shirts and 1 cardigan to staff who have been with the Company for one year at 1 April 20xx.

If your uniform is damaged or in a condition that is not deemed to be suitable, you will be required to buy further items at cost

Uniforms are to be kept in a clean and tidy condition

Name badges are supplied and to be worn daily

### The following is a general guideline:

- No visible body piercing;
- No visible tattoos;
- No jeans;
- No jandals;

Determination of the appropriateness of dress is at the discretion of the Centre Manager;

# Staff Harassment Policy

## Rationale

To ensure staff are aware of the expectations of Hummingbirds Management in regard to staff harassment and its tolerance level for same.

## Procedures

It is the responsibility of Management Team to maintain a work environment free of harassment involving a colleague, customer or management. Harassment is verbal or physical behaviour of a harassing nature which is unwelcome to the receiver and is embarrassing or intrusive.

*In the case of a complaint of harassment:*

- Staff may choose to deal directly with the alleged harasser by telling them that they find their behaviour unacceptable and offensive;
- Staff are requested to inform Management so that the complaint can be resolved as quickly as possible;
- It is suggested that staff keep records of events and that they limit discussion of complaint to those person(s) who are directly involved;
- Management undertakes to follow up any complaint of harassment immediately, seeking support and advice from relevant agencies;
- Behaviour, words and gestures have different meanings in different cultures. What is acceptable in one culture may not be in another. This needs to be taken into account in the workplace.

# **Staff Meeting Attendance**

## **Rationale**

For staff to keep up-to-date and informed on what is happening in the Centre and complete planning with their team.

## **Procedures**

Centre meetings are held on the last Wednesday of each month;

Staff meetings begin at 6.00pm for Centre discussion. Dinner is provided during this time;

Planning and team meetings commence at 6.30pm – 8.30pm (sometimes they may run longer if there is a lot to cover in this time).

Payment is made at a set rate of \$30.00 but attendance is required for the entire meeting.

Staff will be required to attend 80% of the meetings held throughout the year.

# Sun Protection Policy

## Background Information

Education (Early Childhood Services) Regulations 2008, 46 Health and Safety Practices standard general

- 1(a) Requires every licensed service provider to whom this regulation applies to take all reasonable steps to promote the good health and safety of children enrolled in the service.

## Purpose

As part of Hummingbird's commitment to protect children from harm it is important for us to contribute to minimising the risk of exposing children to excessive ultraviolet radiation (UVR) that causes sunburn, skin damage and increases the risk of skin cancer.

Hummingbirds recognises the importance of having a balance between avoiding an increase in the risk of skin cancer and getting enough sun exposure to maintain adequate levels of Vitamin D. Between April and August children will be encouraged to actively enjoy the sun and not wear sunhats, sunscreen or play in the shade.

## Procedures

The Centre has been designed with ample undercover area, shade sails and Fale huts to ensure that adults and children can enjoy the outdoor area all year round;

Sunhats are provided by the Centre for adults and children and are to be worn by all children and teachers throughout the year or as necessary;

Sun block is applied whenever children are exposed to the sun throughout the year. Sun block is provided by the Centre, however any child requiring a special sun block due to skin allergies must provide their own;

Parents are encouraged to sun block their children prior to bringing them to the Centre each morning;

For infants who often remove their hats, sun block will be applied directly to their scalps;

# Teachers as Parents Policy

## Rationale

Some teachers are also parents of children in our Centre. A child should not be expected to distinguish between their parent's separate roles of teacher and parent. To ensure all parties concerned are clear on their roles and expectations the following procedures apply to all teacher/parents who choose to use our service.

## Procedures

Children of teachers may attend the Centre where their parent is teaching, however they may not be in the same room. At all times management discretion will be used to monitor and review the success of each individual arrangement and take action as appropriate. If the Centre Director deems the parent/teacher/child relationship not to be working in the best interests of the Centre then an alternative room may be offered, if available or the child(ren) of the teacher may be required to attend another Centre.

Teacher/parents who are employed at the Centre may pay reduced fees and this will always be at the discretion of the Centre Director. The amount of reduction will depend on length of service, position held, space available and teacher performance. This will be negotiated between the teacher/parent and the Centre Director and any discount given is to remain confidential;

Teachers who receive discount from the Centre while their child attends will not receive payment for:

Overtime

Adhoc promotional activities

Staff meeting attendance

Children of teacher/parents will be accepted to attend only if and when there is space available;

Teacher/parents are required to complete all normal enrolment and parent procedures (i.e. application, enrolment forms, permission slips, signing of register, signing for medicine etc. Teachers are required to pay the enrolment fee but are not required to pay the bond.

If a teacher takes maternity leave, a teacher's child may continue to receive discount if agreed with the Centre Director prior to taking maternity leave;

Teachers can only receive reduced fees for the days that they work.

The child of a teacher/parent and all other children will be treated equitably by all teachers;

# Teacher Registration Policy

## Rationale

Hummingbirds Early Childhood Centre recognises teacher registration as a means of ensuring that all registered teachers meet a national quality standard.

## Procedures

The Teachers Council provides a registration service which is mandatory for teaching staff employed in licensed early childhood services;

By providing a registration system, setting eligibility requirements and making on-going registration a requirement, professional standards are maintained;

Hummingbirds Early Childhood Centre will reimburse teachers for the initial application fee for Teacher Registration and the application to Full Registration status. A receipt will need to be provided before reimbursement can occur;

## Teacher registration lapses

Where a registered teacher's registration lapses, they may continue to be counted as registered on the Staff Hour Count from the date they submitted their application for registration renewal to the New Zealand Teachers Council. This period must not exceed three months and a copy of the completed application must be signed and dated by the Centre Director. Any teacher applying for registration renewal must provide the Centre Administrator with a copy of the completed application for their staff record.

It is a condition of employment that a current practising certificate is held at all times at the responsibility of the individual teacher. If registration lapses, the following may happen:

- the teacher may be required to take annual leave (if owing);
- the teacher's pay rate may be reduced to \$20.00 per hour to reflect the loss of qualified staff hours count; or
- a redundancy may occur if the Centre has no requirement for an unregistered teacher

# Television Policy

## Rationale

The Company provides a room computer connected to a LCD television screen. This provides access to centralised music, movies and stories

## Procedures

Movies (including songs with video content) are not to be played to placate children or played throughout the day but rather included in the curriculum to engage with the children in purposeful learning;

Movies (including songs with video content) played to the children need to have a curriculum purpose.

Movies (including songs with video content) are not to be played any time before 9.00am or after 3.30pm. Parent perception can often be taken the wrong way;

Web content must only be used for curriculum purposes and YouTube content is not to be used.

# Union Access to Workplace Policy

## Rationale

Hummingbirds Early Childhood Centre recognises the right of person(s) representing an applicable union to have access to this workplace, during normal working hours, as afforded by sections 19-25 of the Employment Relations Act 2000.

Hummingbirds Early Childhood Centre also affirms its right to continue the normal operation of its Centre, to require staff to continue in their normal activities with the children and parents and to direct union representatives (as with other visitors) not to disrupt staff whilst they are working, particularly if this involves supervision of children or other staff, or any other increased risk to safety and health.

Employees of Hummingbirds Early Childhood Centre will be protected against any unreasonable actions by union representatives which will include protection from harassing staff, discrimination or duress. Employees are under no obligation to talk to union representatives and are free to join or not to join any union.

## Procedures

Without limiting the right to access to the workplace, set out below is the policy in regard to union representation:

- Representatives are expected to identify themselves to the Centre Director immediately upon entering the workplace and to sign the visitors book;
- Representatives to ask the Centre Director if there are any staff they can talk to, which will not disrupt the operation of the centre or reduce effective supervision of children (staff will not be released to talk to union officials otherwise);
- The Centre Director should advise the Representative of a suitable place for discussion and advise union representative of any time limit if the “released” staff member is required to return to duties;
- The Centre Director will introduce the union representative to the “released” staff member(s), advising the staff members that they are allowed to talk to the union representative, but are under no obligation to do so and that if they want to, they are released and can have a discussion with union official in question (in the place and for the period of time designated by the Centre Director);
- All parties are to be professional and courteous to each other and act in a manner that allows each their legal rights and to ensure that actions related to the implementation of this policy do not result in any disruption to the normal operation of the centre or compromise any health and safety procedures and/or requirements.

# Ventilation, Heating and Noise Policy

## Background Information

Licensing Criterion (2008) – Premises and Facilities

PF12 Parts of the building or buildings used by children have:

lighting (natural or artificial) that is appropriate to the activities offered or purpose of each room;

ventilation (natural or mechanical) that allows fresh air to circulate (particularly in sanitary and sleep areas);

a safe and effective means of maintaining a room temperature of no lower than 16°C;

acoustic absorption materials if necessary to reduce noise levels that may negatively affect children's learning or wellbeing.

## Purpose

To ensure the safety and well-being of children and staff at the centre is maintained:

## Procedures

Habitable spaces and recreational rooms shall have provision for maintaining the internal temperature at no less than 16°C at all times;

All heating fittings are wall mounted and are inaccessible to children;

All heating devices used in the Centre are inaccessible to children;

Temperature monitors have been mounted to the walls around the Centre for maintaining the required internal temperature at all times;

Noise is kept to a reasonable level especially in areas designated for rest or sleep;

Activities outside the rooms designed for rest or sleep will be kept to a reasonable level of noise so as not to disturb resting, sleeping children;

To safeguard people from illness or loss of amenity due to lack of fresh air, windows will be opened in every room in the Centre used by children or staff to ensure adequate ventilation.