



TE AKORANGA ASSOCIATION ROOMS POLICY - Smoke-Free: Drug-Free

Rationale: To ensure that children are given healthy role models and kept safe from harm

Purpose: The Association Rooms will be smoke-free and drug-free.

Procedures:

1. Any adult arriving at the Association rooms affected by alcohol or any mind-altering substance will be asked to leave.
2. No smoking signs will be displayed prominently in the Association Rooms.
3. Adults who smoke may do so only in the parking area.
4. Complaints about this policy may be made to an Association Officer.
5. Office Staff will be informed of this policy upon commencement of employment.

Date Approved: July 2014

Signature: _____
(Executive)

Review Date: July 2016

ECE Regulations 2008	Related Policies
Regulation 45	Complaints
ECE Licensing Criteria:	Communication with Parents
Health & Safety: HS33	Enrolment
	Equity
	Personnel



TE AKORANGA ASSOCIATION ROOMS

PRIVACY POLICY

Purpose

To ensure files, enrolments and other sensitive information is kept confidential with legitimate access by approved persons. To ensure that breaches of confidentiality over confidential files do not occur.

Rationale

To ensure we meet our legal requirements under the 1993 Privacy Act.

Procedure:

1. At each AGM the Centre will appoint at least one Privacy Officer. The Rolls and Bulk Funding officer should be named as one of the privacy officers.
2. The Privacy Officer(s) should familiarise themselves with the 12 principles of the Privacy Act (attached).
3. All enrolment, bulk funding and attendance information will be retained for a period of at least 7 years, and shall be stored in a secured place within the Playcentre. Only the Privacy officers will have access to these files.
4. Any Playcentre contact lists or phone books should only be used for Playcentre business.
5. On receipt of an updated Playcentre contact list/phone book, any existing copies shall be destroyed.
6. Any confidential minutes relating to a conflict or complaint will be marked 'confidential' and sent to the Association Secretary (Privacy Officer), as per the Association Complaints policy. No records relating to complaints shall be retained at the Centre.
7. Legally, if a person is named in confidential documents, then they also have a right to view the documents if they request to:
 - 7.1. Requests must be made to the Centre Privacy officer(s).
 - 7.2. Upon receiving the request to view a confidential file the Privacy Officer may check the confidential file to see if the person is entitled to view the document (i.e.: are listed as present or ed in the document).
 - 7.3. If entitled, the person may be shown the document to read. NOTE: A copy of the document MAY NOT be made, however relevant excerpts may be recorded by hand. Reference to other individuals or issues will be covered over or removed before being viewed.
 - 7.4. The privacy officer(s) must remain present during the time the document is being viewed. The document may not be removed from the Centre.
 - 7.5. The Privacy officer must re-file the document immediately after use.

Destruction of Documents:

1. Any documents of a sensitive nature must be shredded after the appropriate timeframe. A shredder is available for use at the Association Rooms.

2. Centre meeting minutes should be destroyed after a period of 1-2 years.
3. Enrolment, rolls, bulk funding and financial statements should be destroyed after a period of at least 7 years.
4. Any legal documents (such as deeds, leases, code of compliance, etc.), or records of property works done should be kept securely filed forever.

Date Approved: *June 2015*

Signature: _____
(Executive)

Review Date: *June 2017*



TE AKORANGA PLAYCENTRE ASSOCIATION HAZARDS POLICY

Rationale: To ensure that adults and children are safe from harm at Playcentre.

Purpose: Playcentre will ensure that the buildings and grounds are maintained to minimise any hazards **and** regularly checked for hazards. It is the responsibility of all centre members to identify and report any hazards they encounter while at Playcentre.

Procedures:

1. Centres will carry out daily pre-session hazard checks using the Association template. Any hazards identified, or actions taken will be recorded on the daily sign-in sheet.
2. A system to regularly review and identify significant hazards is in place. Information about any hazards identified during this review will be recorded on the hazard I.D chart. The Health & Safety officer will carry out this check every three months, and include any new hazards in their monthly report to the Centre.
3. Whenever a new hazard is discovered the adult identifying it should take the following steps
 - record on the sign-in sheet
 - eliminate the hazard immediately
 - or if this is not possible, isolate it and report it to either the property, equipment, or health and safety officer as soon as possible to take any further steps needed to remove or minimise the hazard.
 - inform other centre members of the hazard and update the hazard I.D chart.

All accidents occurring at Playcentre will be recorded in the accident register. The Health and Safety officer will regularly review the accident register for recurrent or serious injuries relating to hazards.

3. For any serious accident involving employed personnel, the Association will be notified as soon as practically possible. If required, the Association will submit a written report to Worksafe New Zealand within one week of the occurrence.
4. Information on emergency/evacuation procedures, the location of first aid kits and fire extinguishers is displayed on the wall next to the fire alarm

Date Approved: 17 June 2015

Signature: _____
(Executive)

Review Date: June 2017

ECE Regulations 2008 Reg 45, 46 & 47 ECE Licensing Criteria 2008: HS 12, 13, 14, 15, 16, 17 PF 5, 6, 7, 12, 13 GMA 2 Health and Safety in Employment Act 1992 sections 2, 6-116(1), 18, 19, 25, 26	Related policies Animal care Communication with parents Emergencies Health and hygiene	Useful resource <i>3 steps: to make your business safer and healthier: an aid to implementing the requirements of the Health and Safety in Employment Act 1992</i>
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TE AKORANGA PLAYCENTRE ASSOCIATION

Policy - Sleeping children policy

Rationale: To ensure the safety and well-being of children while asleep at Playcentre.

Purpose: Children who need to sleep during a Playcentre session are the responsibility of their parents/ caregivers who will ensure the sleeping child is monitored

Policy: Centres will apply procedures for the monitoring and recording of sleep as outlined in this policy. The procedure for children sleeping at Playcentre will be displayed prominently in or near the sleep-room.

Date Approved: 29 July 2015

Review Date: July 2017

Signed: _____

Procedures:

- 1) Playcentre will provide a quiet area for children who need to sleep while their parents/ caregivers are on session.
- 2) Other centre parents will give any support needed to ensure that the parent can monitor their sleeping child as they wish.
- 3) Cross-ventilation shall be maintained at all times when sleep-room is in use.
- 4) Fluctuations of temperature, noise and lighting will be minimised.
- 5) Playcentre provides linen and this is washed by the parent/ caregiver using the sleep facility.
- 6) Children are not given solid food or fluids while they are in bed (or in any other sleep or resting place).
- 7) Whilst sleeping the child will be checked for warmth, breathing & general wellbeing every 5 – 10 minutes or more frequently if required.
- 8) A sleep record will be kept for all children who sleep at Playcentre. This record shall be retained at Centre for at least 6 weeks.
- 9) Te Akoranga Playcentre Association has sought guidance from the Ministry of Education (MoE) for the following exemptions to the Licensing Criteria. Whānau can opt to rest/sleep their infants during Playcentre sessions, provided they can do so safely:
 - a) in a carrier attached to an adult body
 - b) freely attached to an adult body or;
 - c) in a buggy/pram, providing the sleeping surface is flat, the harness is securely fastened and the buggy is in a safe place.

Sleep monitoring and recording as detailed in sections 7-8 of this policy will still apply when these alternative sleep places are selected.

- 10) Due to the ECE regulations and the high risk of infants suffering harm/death, whānau are not permitted to sleep their infants:
 - a) in car capsules;
 - b) or on uneven sleeping surfaces.

Please note this is not an exhaustive list of places infants cannot sleep at Playcentre

- 11) Parents will be informed of their responsibilities under this policy upon enrolment.



TE AKORANGA PLAYCENTRE ASSOCIATION

Complaints Policy

Non Disclosure Agreement

Confidentiality:

The parties to any complaint (i.e. complainant, alleged perpetrator, witnesses and investigators) are required at all times to respect the confidentiality of the process and any information that they are given during the course of an investigation. The parties must respect the privacy of affected individuals, allow for natural justice to occur, and not disclose any information related to the investigation to third parties except insofar as it is required to further the investigation. Do not gossip about complaints. If you are unsure about whether disclosing information in respect of an investigation is or isn't required and reasonable then please ask your centre or Association President as appropriate for advice.

Rationale

Complaints are usually the result of lack of information, communication, or practice and in most cases can be resolved when the parties are brought together and the full story is revealed and a resolution is reached.

Purpose

The purpose of this policy is to give clear guidelines to be followed when complaints/concerns arise with Association and/or Centre personnel. Association personnel includes any person who is employed and/or contracted by the Association.

Outcome

Concerns and complaints will be addressed fairly, equitably, sensitively and appropriately with all members working in co-operation with each other, for the greater benefit of Playcentre functioning and for the children.

STEP 1 – Informal Discussion

In the first instance and if appropriate, the individual and/or group who has a concern or complaint should directly approach those persons involved, to engage in informal discussion at an arranged time and place.

Please do not:

1. Confront the person(s) involved in front of children or other adults to discuss the issues.
2. Interrupt the work flow of children and adults on session.
3. Complain about other children or adults involved in front of others.
4. Cause a scene in front of others or engage in obscene, profane, vulgar or hurtful language with those involved.

If a satisfactory outcome is not reached or appropriate move to step 2.

STEP 2 – Arranging a Formal Meeting

The individual and/or group to approach either the Centre President, Centre LFO or Exec Member, or invite a person they feel comfortable with to approach on their behalf. This person will then communicate with all parties concerned and arrange a formal meeting.

This person to call the meeting in writing to those concerned, stating date, time, venue, issues, and possible course of action for resolution to occur.

Any supporting, factual documentation to be attached to the confidential minutes to be taken outlining issues identified and outcome reached (copy of all documentation to be circulated to attendees and the Association Secretary [Association Privacy Officer]).

If satisfactory outcome is not reached at this formal meeting move to Step 3.

STEP 3 – Engaging Association Support

Any party involved can request Association support by, in the first instance forwarding the written Complaint Form and any other relevant supporting documentation to date, marked “Confidential” to the Association Secretary [Association Privacy Officer].

The Association Secretary [Privacy Officer] to advise the Executive that the complaint has been received and to then advise all parties that the complaint is still ongoing and a satisfactory outcome is yet to be sought. The Executive to manage the complaint appropriately and engage in an in-committee discussion between the Executive to determine a possible course of action and reach resolution.

The Executive must adhere to constitution Clause 12.3.6 and state Association support/responsibility of involvement.

A formal meeting is called in writing to those involved as in Step 2 (including stating Association Position). Mediation may be set up if appropriate.

In the event of a satisfactory outcome not being reached via the inaction of all of Step 3 the Association is to facilitate moving to Step 4.

STEP 4 – When no resolution is reached

In the event of no resolution or workable agreement the Association will look at a range of options to move forward i.e.:

- Seeking support outside of Playcentre
- Seeking Federation support
- Dismissal of an unjustified complaint Enact constitutional clause 5.4.2 (Termination of Membership) as a last resort if appropriate to circumstances
- Suspension of membership for serious misconduct until Clause 5.4.2 followed if complaint valid or appropriate.
- Allegations of serious misconduct i.e. theft; fraud or inappropriate behavior will be dealt with directly by the Executive
- Legal or Police involvement for serious offence or misconduct.

It is acknowledged that Whanau/family or advocate may support parties involved throughout this procedure and further actions can be made to the advocate. Should any party move the process into the legal forum, the Association shall seek advice from its own lawyer to best protect the interests of the Association/Centre and ensure that any mediation will take place without prejudice and legal implications.

For allegations of serious misconduct, fraud, etc, legal advice shall be sought by the Executive.

Confidential documentation will occur from Step 1 onwards and ensures all steps are followed before any final decisions are made. (Early Childhood Regulations, Human Rights Act, Early Childhood Education Code of Ethics for Aotearoa/New Zealand.

At all times the Privacy Act must be adhered to as well as sensible Playcentre practices where relevant i.e. Respect, communication, appropriate behaviour and reasonable time frames between steps to facilitate and work towards securing a positive outcome.

Non Compliance with ECE Regulations and Licensing Criteria 2008

Should a breach of the ECE Regulations and Licensing Criteria 2008 be identified, the Association Secretary should be notified immediately Phone: (09) 8388849

The Ministry of Education may also be notified:

**Private Bag 92644
Symonds Street
AKL 1150**

**09 632 9400
www.minedu.govt.nz**

NB: A License cannot be revoked on request, however an investigation can.

COMPLAINT FORM

Complaint made by (Complainant): _____

Complaint made about (Complainee): _____

Nature of Complaint (what is complaint about?): _____

What does Complainant want to happen? _____

Any steps taken so far? _____

Next Step or Solution Outcome: _____

Complainants Signature: _____ *Date:* _____

Complaint received by: _____ *Date:* _____

- Time and Date Received _____
- Acknowledge receipt of written complain by letter within 5 working days

If serious contact President

- All other complaints
 - write to complainee (may also phone complainee) within 5 working days.
 - Pass complaint form to appropriate Convenor or Assn President

ف Who's informed _____ Date _____

ف Notify both Complainant and Complainee of process for resolution and possible facilitators within 10 working days.

ف Negotiate / Notify process and facilitators within one month

ف Notify Complainee, Complainant and others as appropriate of outcomes and Recommendations

ف Carry out any recommended follow up action

ف File Form

Date Approved: February 2015

Signature: _____
(Executive)

Review Date: February 2017

ECE Regulations 2008 Regulation 47 – GMA1	Related Policies / Documents Privacy Policy Te Akoranga Playcentre Association Constitution Privacy Act 1993
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TE AKORANGA PLAYCENTRE ASSOCIATION

Inclusive Practice Policy - Children

Rationale: To ensure that Playcentre sessions are inclusive for all members of the community

Purpose: All families will be treated with dignity and respect, recognising and valuing the diversity and uniqueness which each individual brings to the Playcentre setting.

Procedures:

1. Once enrolled, another centre member can act as an advocate for this family should the family wish, to ensure their needs are communicated to other Playcentre members (*this does not exclude families advocating for themselves if they wish*).
2. The Inclusion Co-ordinator can liaise with family and offer support as needed.
3. The Association will assist the family to source local support services, as needed.
4. Resources needed to ensure that the learning and developmental needs of the child can be met, will be accessed through either Association networks or other providers. (*Resources means environment, people and materials*)
5. Centre members will assist with the implementation of individual education plans (*IEP*) in whatever ways are deemed necessary to meet the educational needs of the child. Where necessary a member of any IEP team will act as liaison between this group and other centre members.
6. Strategies to promote and maintain inclusion of all children are discussed during end-of-session evaluations, session evaluations and centre evaluations in conjunction with the supervision approval process and at any other time as deemed necessary.
7. Six months prior, Playcentre will assist families in their communication with schools, to prepare for the transition to school.

Date Approved: 29 October 2014

Signature: _____
(Executive)

Review Date: Term 4 2016

ECE Regulations 2008	Related Policies
Regulation 43, 46 & 37	Positive Behaviour Guidelines
Licensing Criteria:	Communication with Parents
Curriculum: C2,C4,C7,C9,C11,C12,C13	Curriculum Policies – Planning & Assessment
Health & Safety: HS3	Parent Education and Training
Governance, Management & Administration: GMA2, GMA4, GMA6, GMA10	



TE AKORANGA PLAYCENTRE ASSOCIATION

Child Protection Policy

Rationale: To ensure that Playcentre members take appropriate steps to prevent, recognize and protect children from abuse.

Purpose: The welfare and interests of the child will be the first and paramount consideration in any situation where a child appears to be at risk of harm.

Guiding Principles:

- All adults at Playcentre are responsible for the safety of the children in their care
 - If it is felt a child is in imminent danger Child Youth and Family (CYF) or the NZ police should be informed immediately
 - **For all** other cases decisions should be made using the procedure overleaf
 - Confidentiality should be maintained throughout the process governed by the Privacy Act.
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SUSPECTED CHILD ABUSE

Procedure:

1. **Record** your concerns and observations factually and accurately. Sign and date them. Store them carefully and securely in case they are needed for evidence later.
2. Do **not** investigate or interview the child. This is the role of the NZ Police, and/or Child Youth and Family (CYF). Consult Association Personnel about the next step. Refer to the notes from the Child Protection Workshop about seeking help.
3. **Consult confidentially** with the Centre's Liaison Field Officer or outside agencies such as:
 - **Parent Help**
0800 568 856 or parenthelp@xtra.co.nz or www.parenthelp.org.nz
 - **CYF**
0508 FAMILY or 0508 326 459
Fax: 09 914 1211
cyfcallcentre@cyf.govt.nz or www.cyf.govt.nz

Reporting:

- a) If it is decided concerns should **NOT** be reported at this time, continue to record observations and keep them secure.
 - b) If it is decided to report concerns, decide in consultation with the agency previously contacted who will talk to the parents/caregivers and seek support for yourself.
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DISCLOSURES OF CHILD ABUSE

Procedure:

1. If a child makes a disclosure of abuse record this factually and accurately. Sign and date this. Store the information carefully and securely in case it is needed for evidence later.
 2. Reassure them but do not make promises you cannot keep.
 3. Advise the child you will need to tell someone else who's job it is to help children in this situation.
 4. **Do not** investigate or interview the child.
 5. Consult the professionals immediately - CYF - 0508 FAMILY or 0508 326 459 or cyfcallcentre@cyf.govt.nz
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PROTECTION FROM HARMFUL/INAPPROPRIATE MATERIAL

At all times Centre members will ensure that children are protected against viewing harmful/inappropriate material contained in learning resources such as books, magazines and electronic devices. Care must also be taken when using the internet.

Date Approved: June 2014

Signature: _____
(Executive)

Review Date: May 2015

ECE Regulations 2008, Reg 45, 46 & 47 PF 9 HS 31 & 32 GMA 2	Related Policies Communication with parents Health and safety Positive behaviour guidelines Cyber Safety Policy	Te Whaariki link: Belonging: Strand 2, Goal 4 Wellbeing: Strand 1, Goals 2 & 3.
Useful Websites www.childmatters.org.nz www.cyf.govt.nz www.lead.ece.govt.nz	Useful Resources Breaking the Cycle, An interagency Guide for the Prevention of Child Abuse, CYFS, 1997	



TE AKORANGA PLAYCENTRE ASSOCIATION

Positive Behaviour Policy for Children

Rationale: To protect children and promote positive guidance of children's behaviour

Purpose: Children will be treated with respect and dignity and given positive guidance directed towards promoting behaviour appropriate for the child's stage of development.

Playcentre Limits:

- *We care for our equipment*
- *We care for each other*
- *We respect each other's play*
- *Ensuring a safe and healthy environment, eg no smoking in Playcentre grounds or buildings*
- *Role modelling alternative ways of dealing with inappropriate behaviour, eg – we do not smack, shout or use inappropriate language such as swearing*

Procedures:

1. Adults are given information on the Limits of Playcentre during the welcoming process. Information is available in the "Encouraging Desirable Behaviour in Children booklet".
 2. Discussing positive ways of dealing with children's behaviour at an appropriate time, eg Centre monthly meetings, Centre Evaluation meetings. When needed an individual positive guidance plan will be developed in discussion with parents to meet the needs of a specific child.
 3. Where necessary, in consultation with parents, specialist services will be consulted for advice and support.
 4. Association personnel are available to assist with children who display problems.
 5. Strategies/tools to support children's behaviour are discussed at the End of Session Evaluations and at Centre Evaluation meetings while being mindful of the Privacy Act and the Association's Complaints Procedure.
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Useful Behaviour Guidance Strategies:

- Use the child's name or "STOP" if necessary.
- When a child is hurting another child, take control of the situation first; then pay attention to the victim. Ensure the other child is made aware that their behaviour is unacceptable.
- Re-direct children to alternative activities if their behaviour is unacceptable, eg "let's throw the ball outside".
- Suggest a more appropriate way of behaving, eg "Pat the baby gently".
- Reinforce desirable behaviour by giving positive feedback eg "Thanks for helping".
- Observe so as to work out what triggers the undesirable behaviour.
- Describe the behaviour you want, eg "Walking inside" rather than "Don't run".
- Model for children the words they can use to negotiate with other children, eg "Say to J, can I have a turn after you please".
- Give the children time to work out their own solutions so long as it stays safe for all.
- Join the activity and suggest roles for all. Find extra equipment eg "There's another bucket over here".
- Ask others for help.

Date Approved: June 2014

Signature: _____
(Executive)

Review Date: May 2016

ECE Regulations 2008 43, 46 Licensing Criteria Curriculum: C3, 4, 7, 10, 13 Health & Safety: HS31, 32, Governance, Management & Administration: GMA2, 4, 6	Related Policies Child Protection Communication with Parents Curriculum policies – Planning and Assessment Positive Behaviour Guidelines	Useful Resources Providing Positive Guidance, Guidelines for Early Childhood Service, Ministry of Education, 1998
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TE AKORANGA PLAYCENTRE ASSOCIATION

Excursions Policy - Generic

Rationale: To ensure that trips away from the centre are educational, safe and enjoyable.

Purpose: An adult / child ratio of 1:3 will be adhered to at all times for a trip away from the playcentre. This ratio will be 1:2 on trips near water.

Procedures:

1. Parents will be informed of the agreed adult / child ratio for excursions upon enrolment and asked to sign their agreement to this for spontaneous outings.
2. Further written permission will be sought where possible, on the day for spontaneous trips, or before-hand for planned centre excursions. This is recorded on the excursion consent form which is attached to the roll. Risk management is undertaken prior to any planned trip and parents/caregivers will sight and sign this document.
3. Children will wear labels giving the name of the centre and a contact phone number when on excursions (*exclude child's name is NZ Police suggestion*). Regular head counts will be done during the excursion.
4. All children will travel in approved child restraints if travelling in private vehicles. If more than three children are in a vehicle there will be two adults present. All motor vehicles used for transporting children must have a current WOF.
5. A first aid kit, sufficient water, sun protection and any necessary medication will be taken on any excursions.
6. On spontaneous outings with more than four children leaving the premises the Persons Responsible, ratios and first aid requirements must be maintained both at centre and on the outing.
7. If all adults and children leave the centre, a notice will be placed on the door giving details of the trip and possible return time.

Date Approved: 30 April 2015

Signature: _____
(Executive)

Review Date: April 2017

ECE Regulations 2008 Reg: 46 ECE Licensing Criteria 2008, HS 17, 18 Traffic Regulations 1976 (R29(a); R30(2))	Related policies Child Health Child Protection Communication with Parents Enrolment Food and Drink	
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TE AKORANGA PLAYCENTRE ASSOCIATION POLICY – MILEAGE

Rationale: To ensure personnel performing Playcentre business on behalf of the Association are compensated fairly for any personal expenditure that occur during travel.

Purpose: Mileage and other expenses incurred during travel will be reimbursed at a rate determined by the Association AGM and the expenditure is budgeted for.

Procedures:

Who can claim travel expenditure and restrictions?

- An expense claim for reimbursement of travel costs can be lodged by:
 - a) Anyone required to travel in order to carry out their job description
 - b) Anyone instructed and given prior approval to do business for the Association
- Mileage may only be claimed for the shortest or most practicable route.
- Mileage may only be claimed for travel between home and 'Place of business'. In special circumstances several 'Places of business' may be claimed on one trip when it is practicable to do so.
- It is the responsibility of the Association Officer holder and the person claiming mileage to plan the work and travel required so as to reduce as much as possible the travel claimed for.
- Petrol costs may not be claimed.
- Mileage may not be claimed in advance except in special circumstances with prior approval from the executive.
- Workshop leaders may claim mileage to and from the workshop venue and up to 2 planning trips. Mileage claim forms must be attached to the workshop registration sheet (verification that the workshop was held) and then sent to the workshop co-ordinator. Workshop leader claims must comply with Employee restrictions.
- Liaison Field Officers may claim mileage after the first 20km of a single return trip is exceeded. LFO claims must comply with Employee restrictions.
- Course leaders - Claims must comply with Employee restrictions.

Employee restrictions (governed by employment and tax regulations)

- An Employees 'Place of work' is identified on the Employment Contract.
- Employees may only claim reimbursement for travel between home and 'Place of work' for additional transport costs or when special circumstances exist as per IRD Travel allowance guidelines. (www.IRD.govt.nz)
- When an Employee is required to do Association business away from the 'Place of work' and wishes to do so by travelling from their place of residence they may only claim for the lesser number of kilometres between:
 - a) their place of residence and the place of business, or
 - b) the 'Place of work' and the place of business, or
 - c) all kilometres when special circumstances exist that enable them to claim from home to 'Place of work' (see above)

National and Regional Meetings

The following shall be approved before the National or Regional meeting

- Travel to the meeting
- Travel to the airport or other public transport facility
- Meals to be reimbursed
- Parking

When travelling by car to a National or Regional meetings representatives are required to carpool to reduce expenditure. Some National meetings will be Travel pooled by NZPF.

Representatives travelling to National meetings that are Travel pool will need to supply their kilometres for the return trip.

Travel reimbursement rates

The following rates will be set during the Association budget process and confirmed at the AGM:

- Mileage rate within the Association's region.
- Mileage rate within Auckland
- Mileage rate outside of Auckland
- Maximum mileage amount per trip
- Maximum reimbursement for a meal

Mileage rates set must be within the current IRD motor vehicle reimbursement rates. These can be obtained from <http://www.ird.govt.nz>

Flat rates per kilometre can be arranged for individuals travelling over the IRD annual allowances.

These rates must:

- a) have prior approval and will be an annual rate for the individual
- b) must not exceed the general rate set for mileage at the AGM

See 'IRD Motor Vehicle Reimbursement' for information on calculating a flat rate.

How to claim expenditure

- Claim for travel expenses must be itemised on the Association Expense Claim Form with the following proof of expenditure (legally required by IRD):
 - Mileage – Date of travel, Kilometres, destination, purpose
 - Other types (e.g. meals, parking) – Itemised receipt of purchase
- Expense claim forms must be Authorised and signed by the Convenor or Team leader or Executive Officer responsible for the task.

Government regulations

Reimbursement of expenditure for volunteers and employees is heavily regulated by the Inland Revenue department. Current regulation should be check when reviewing and changing this policy.

Date Approved: 16 April 2014

Signature: _____
(Executive)

Review Date: April 2015

Relevant Regulations IRD Reimbursement Allowances	Related Policies Budget Payment Expenses Reimbursement Expenditure Approval and Processing	Useful Resources Association Bookkeeper IRD Employer Booklets
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TE AKORANGA PLAYCENTRE ASSOCIATION

Online Social Media Policy

Rationale: To ensure that members have clear guidelines about using and managing social media safely. To outline the measures we use to protect the privacy of our member families, and in particular to keep our children safe, while using social networking sites on the internet (such as Facebook).

Purpose: This policy guides the administration and maintenance of any social networking websites created by Centres of Te Akoranga Playcentre Association

Procedures:

1. Administrators

- The Secretary and President are to be assigned “Administrator” privileges (sometimes called “Moderator”) on any online social networking sites that the Playcentre initiates. This enables control of the site to be maintained by the Playcentre.
- In addition, a parent may volunteer to actively manage our online networking sites on a day-to-day basis (such as our Facebook pages/groups) and may also be given Administrator privileges.

2. Public Pages/Groups

- The intent of public pages or groups is to provide general information about Playcentre and post public notices. Photos of children or adults are not to be uploaded without written consent.
- Membership is not moderated which means anyone can join or comment, but members can be removed or blocked by the Administrator.
- The Administrator is to regularly monitor any public pages or groups in order to ensure comments are appropriate and inoffensive.
- Anyone who behaves inappropriately on the public page/group is to be warned or removed/blocked from the site.

3. Private Pages/Groups

- The intent of private pages/groups is for genuine learning and sharing in order to facilitate the quality of the programme offered at the Playcentre.
- The group is to be set up by someone who understands the privacy settings and can use them to their maximum advantage so that members have faith in the privacy of information on the page/group.
- Only current enrolled Centre members can join private pages/groups. Individuals will be removed from the page/group when they leave the Playcentre.
- Membership must be approved by the Administrator.
- Any membership requests by non-Centre families must be taken to a Centre meeting for approval and there must be a valid reason for the request (eg. Association representative, Centre Support Person, etc).

4. All photos, images, comments and other content must be closely moderated by the Administrator and removed immediately if it violates this Centre practice.

5. Photos & Images

- Photos can be uploaded by any member of the group.
- The intention of any photo should be to contribute to the learning of the group or the sharing of information within the group.
- Photos must be of current enrolled children at the Playcentre, whose parent has given permission on their enrolment form that their child can be observed for learning purposes.
- Photos must not show any child (or adult) in any state of undress, which means they must be wearing clothes such as a dress, or a top covering their chest and midriff, and trousers, shorts, or a skirt.
- Photos must not show any child (or adult) in any kind of pose which could be considered provocative. If unsure, consult the President or Secretary, or err on the side of caution.
- Photos are not to be copied or downloaded by any group members, and the Administrator must make this clear to every member on joining. The Administrator should also remind members of this rule at regular intervals.
- Photos are to be deleted by the Administrator after they have been on the site for two full terms.

6. Membership Term

- By applying for membership to the Playcentre private pages/groups, you agree to be bound by the Playcentre Online Social Networking Policy as well as the following terms and conditions:
- Posts must be respectful and relevant to the learning programme offered at the Playcentre.
- The page/group is for the use of adults only. Please ensure your children do not have access to or post on the page/group.
- The page/group is not for venting frustrations (regarding the Centre, office bearers, other parents, or any other aspect of Playcentre), or lodging complaints.
- Any posts, comments or photographs that are deemed inappropriate will be removed by the Administrator. Repeated misuse of the page/group will result in a loss of access. If the Administrator finds a breach of these terms the process shall be as follows:
 - i. Immediately 'remove' the breach (ie. take down the photo, delete the comment - whichever is appropriate) and notify the member that they breached the terms and conditions of the Playcentre Online Social Networking Policy. Provide the parent with a copy of the Policy and point out which condition they breached. The Administrator should also report the breach to the Centre President and Secretary.
 - ii. In the case of a second breach by the same member, the Administrator should repeat Step 1 above while also warning the member that one further breach will result in their membership to the page/group being terminated. The Administrator must take care to report the second breach to the Centre President and Secretary as well.
 - iii. In the case of a third breach by the same member, the Administrator should immediately terminate the membership of that individual. The Administrator should also inform the Centre President and Secretary of this.

Date Approved: 9 December 2015

Signature: _____
(Executive)

Review Date: December 2017

<i>ECE Regulations 2008 Regs</i>	<i>Related policies</i>
ECE Licensing Criteria 2008:	Cybersafety Policy
C11	Child Protection
HS31, HS32	Communication with parents
GMA7 <i>Privacy Act 1993 – see privacy Principles 1-12</i> <i>Health & Safety in Employment Act 1992</i> <i>Netsafe Kit for ECE (MoE)</i>	Privacy



TE AKORANGA PLAYCENTRE ASSOCIATION

Cybersafety Policy

RATIONALE

- 1) The Executive of Te Akoranga Playcentre Association acknowledges that the Internet, and Information and Communication Technologies (ICT) play an increasingly important role in the documentation of children's learning in the ECE sector, and in the administration of ECE services
- 2) The policy document and related use agreements are not intended to be exhaustive documents containing all relevant rights and obligations that may exist in legislation to regulate use, storage and dissemination of information.
- 3) Children's use of ICT on session is guided by Playcentre philosophy, actively supervised, and age appropriate. ICT use should be used to enhance children's 'real life' learning and development e.g. research, children documenting their own learning."

This policy will assist Te Akoranga Playcentre Association to:

- a) meet its legal obligations as outlined in the previous section
- b) provide guidance to Playcentre members, staff and visitors regarding the safe and responsible use of ICT at Playcentre or at Playcentre related activities
- c) educate members of the Te Akoranga Playcentre Association community regarding the safe and responsible use of ICT.

DEFINITION OF CYBERSAFETY

The Association uses the following definition of Cybersafety at the centre:

- a) the safe and responsible operation/use, at any time, on *or* off the centre site, and by any person, of the *centre's* Internet facilities, network, and associated ICT equipment/devices, such as computers and laptops, digital cameras, mobile phones, and other devices noted on the cover of this document
- b) the safe and responsible use by anyone, of any *privately-owned* ICT equipment/devices on the centre site, or at a centre-related activity.

Note that examples of a 'centre-related activity' include, but are not limited to, a field trip, camp, sporting or cultural event, *wherever its location*.

Date Approved: 9 December 2015

Signature: _____

(Executive)

Review Date: December 2017

<i>ECE Regulations 2008 Regs</i>	<i>Related policies</i>
ECE Licensing Criteria 2008:	Financial Management
C11	Child protection
HS31, HS32	Communication with parents
GMA7 <i>Privacy Act 1993 – see privacy Principles 1-12</i> <i>Health & Safety in Employment Act 1992</i> <i>Netsafe Kit for ECE (MoE)</i>	Privacy
	Social Media Policy

CYBERSAFETY PRACTICES AT TE AKORANGA PLAYCENTRE ASSOCIATION

1) In accordance with good practice, Playcentre shall implement:

- a) security systems which represent good practice including;
 - i) updated anti-virus software
 - ii) updated firewall software or hardware
 - iii) updated anti-spyware software
 - iv) regularly patched operating systems
 - v) secure storage of ICT equipment/devices
- b) Cybersafety education for the centre's community (e.g. NetSafe pamphlets, and NetSafe training modules developed specifically for the ECE sector).

2) Permitted use

Use of the Playcentre computer network, Internet access facilities, computers and other centre-owned ICT equipment/devices (including mobile phones) on or off the centre site, is restricted to:

- a) Centre staff – Session Support Workers, Liaison Field Officers, etc.
- b) Parents/Caregivers of enrolled children who have sighted this policy
- c) Persons contracted to carry out work at the such as trades people or technicians
- d) centre-related activities

3) Parents/caregivers consent for children to use ICT

The enrolment procedure clearly indicates that by enrolling their child, parents and caregivers agree to their child being involved with the use of ICT as part of the learning environment.

4) Privately-owned/leased ICT equipment/devices

Use of *privately-owned* ICT equipment/devices (including mobile phones) at the centre or any centre-related activity is restricted to activities which are appropriate to the centre learning environment. This includes storage of any images or material on such devices.

5) Appropriateness of use and content to Te Akoranga Playcentre Association learning environment

The Centre will discuss guidelines as to what is considered appropriate to the centre learning environment, including the taking of photographs or video.

6) User accounts and passwords

Access to the centre's computer network, computers, and Internet access facilities, requires a password protected personal user account. It is important that passwords are strong. It is recommended that a password:

- a) uses a combination of upper and lower case letters, numbers and other characters
- b) is a minimum of 8 characters in length
- c) is changed regularly.

7) Filtering and monitoring

- a) The centre may utilise filtering and/or monitoring software where appropriate, to restrict access to certain websites and data, including email
- b) The centre reserves the right to monitor, access, and review all use of centre-owned ICT equipment/devices. This includes personal emails sent and received using the centre's computers and/or network facilities, either during or outside centre hours.

8) Ownership of electronic files or data

Any electronic data or files created or modified for the purpose of completing work on behalf the Playcentre on any ICT, regardless of who owns the ICT, are the property of the Playcentre. Centres should have a centralised source for keeping electronic information e.g. cloud based

software, to ensure continuity of information and maintain privacy. No files should be kept on members personal devices.

9) Auditing

- a) The Playcentre may from time to time, at its discretion, conduct an audit of its computer network, Internet access facilities, computers and other centre ICT equipment/devices.
- b) Conducting an audit does not give any representative of the Playcentre the right to enter the home of any Playcentre member/employee nor the right to seize or search any ICT equipment/devices belonging to that person.

10) Performing work-related duties at home using privately-owned equipment/devices

Where it is necessary for Playcentre members/employees to regularly perform centre-related duties (e.g. centre accounts or official correspondence) on privately-owned ICT equipment/devices at home, this work should be authorised by the Centre.

11) Inappropriate activities/material

- a) The centre will take all reasonable steps to filter or screen all material accessed using the centre's network or Internet access facilities. However when using a global information system such as the Internet, it may not always be possible for the centre to restrict access to all such material. This may include material which is **inappropriate** in the centre learning environment, **dangerous**, or **objectionable** as defined in the Films, Videos and Publications Classification Act 1993.
- b) While using the Playcentre network, Internet access facilities or ICT equipment/devices, **or using any privately-owned ICT equipment/devices at the centre or at any centre-related activity**, no person may:
 - i) initiate access to, or have involvement with, inappropriate, dangerous, illegal or objectionable material or activities
 - ii) save or distribute such material by copying, storing or printing
- c) Accidental access to inappropriate material:
 - i) In the event of accidental access of inappropriate material at the lower range of seriousness (e.g. Spam) the member should delete the material.
 - ii) If the nature of such material is somewhat more serious, (e.g. spam containing inappropriate but not illegal images), delete it and also minute the incident at the next Centre meeting. If uncertain as to the seriousness of the incident, the Association should be consulted.
 - iii) In the event of accidental access of inappropriate material clearly of a much more serious nature, or of material which appears to be illegal, users should:
 - 1. remove the material from view (by closing or minimising the window, or turning off the monitor)
 - 2. Report the incident immediately to the Association who will take such further action as may be required under this policy.

12) Unauthorised software or hardware

Approval at a monthly meeting must be gained before any attempts to download, install, connect or utilise any unauthorised software or hardware onto or with any Playcentre ICT equipment/devices. This includes use of such technologies as Bluetooth, infrared, and wireless, and any similar technologies which have been, or may be developed.

13) Children's use of the Internet and email.

It is not advised that children attending Playcentre will have access to internet or email, however in the case that this does occur, the following will be strictly adhered to :

- a) Children will be actively supervised by a parent/caregiver when accessing the Internet on the centre's site or at any centre-related activity
- b) Children may create and/or send email only under the active supervision of a parent/caregiver

14) Confidentiality and privacy

- a) The principles of confidentiality and privacy extend to accessing or inadvertently viewing information about personnel, or children and their families, which is stored on the centre's network or any device
- b) No child's image or work shall be published without written consent of the parent/caregiver.

15) Posting material

Ministry of Education guidelines should be followed regarding issues of privacy, safety and copyright associated with the online publication of children's personal details or work.

- a) All material submitted for publication on the Association website should be appropriate to the centre's learning environment
- b) Involvement as a representative of Playcentre with any non-centre website must be with the approval of the Association Promotions Convenor.

16) Breaches of this policy

- a) Breaches of this policy can undermine the values of the centre and the safety of the learning environment
- b) Any breach which is deemed harmful to the safety of the centre (for example, involvement with inappropriate material, or the use of ICT to facilitate anti-social behaviour such as harassment), may constitute serious misconduct. The centre will respond to any breach of the use agreement in an appropriate manner, taking into account all relevant factors, including any enrolment agreement, and any contractual and/or statutory obligations
- c) If there is a suspected breach of this policy involving privately-owned ICT on the centre site or at a centre-related activity, the matter may be investigated by the Association. The Association may request permission to audit that equipment/device(s)
- d) Any breach concerning involvement with material which is deemed 'age-restricted', or 'objectionable' under the Films, Videos and Publications Classification Act 1993, is a very serious matter. In such situations, it may be necessary to involve law enforcement agencies in addition to any response made by the centre as a result of its investigation
- e) The Centre is required to immediately report to the Association Secretary any serious cybersafety incident or issue arising from the situations detailed in (e).