

Version 4

Effective Date: 5 December 2023

Next Review: September 2026

Document Approver: Chief Executive

Document Owner: Facilities & Services Team Leader

Applies To | Ko Wai Whakahāngaitia

All staff.

General Principles | Mātāpono Whānui

To ensure that all documents required by legislation, Education (Early Childhood Services) Regulations 2008 and Licensing Criteria for Early Childhood Education and Care Services 2008 are available in the appropriate format for all whānau.

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

All Kindergarten Taranaki Policies & Procedures listed in this document.

References | Tohutoro / Huānga ki

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Early Childhood Education & Care Services 2008

Display Document | Whakamātakitaki Pukapuka – No

Practice Statement | Whakaharatau Tauākī – Required - No

Policy Review Cycle | Kaupapa Arotake Hurihangā

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

Policy

To meet Ministry of Education Licensing Criteria, Kindergarten Taranaki requirements and any other relevant legislation, each kindergarten, at all times, will ensure that the following are available in the kindergarten for whānau and visitors.

Documents Required to be on Display

The following documents must be On Display. On Display means that the document must be pinned to a wall in the kindergarten that is easily recognised as a notice/information board/area for whānau and visitors. The Head Teacher must ensure that the old displayed document at their kindergarten is replaced with the current version.

These documents are:

- Education (Early Childhood Services) Regulations 2008
- Licensing Criteria for Early Childhood Education and Care Services 2008

Policies & Procedures on Display Procedure /Tukanga Here

- Current Certificate of License Early Childhood Education and Care Centre
- Permanent Teaching team - Full names and qualifications of each person counting towards regulated qualification requirements.
- Relieving Teachers' list of names and qualifications
- Teachers' First Aid Certificates
- Building Warrant of Fitness & Code of Compliance (Chubb)
- Food Safety Certification of Verification – Food Act 2014 (Food Service Kindergartens only)
- Annual Plan
- Strategic Plan
- Kindergarten Philosophy
- Social Competence
- Supervision Plan
- Complaint About Non-Compliance
- Concerns and Complaints

Documents required to be displayed in the kindergarten in the room that the document relates to:

Evacuation Plan (Site Maps)	By all fire exits
Hazard Management – Generic Hazards	In the areas they relate to
Hazard Management – Site Specific Hazards	In the areas they relate to
Laundry	Laundry or where the washing machine & dryer are located
Management of Illness	In the designated Isolation Area
Medical Accident & Incident – Flowchart	On the back of the teacher's office door
Sleep and Rest	In the dedicated sleep/rest area
Toileting, Nappy & Clothing Changing	Children's Bathroom & shower facilities if separate
Smokefree & Vape free signage	On front gate/bound fence, Front door

Documents Required to be Available

The following documents must be available at all times in the kindergarten for whānau and visitors to access. These documents do not have to be displayed on a notice/information board if there is insufficient room. They can be combined in a folder which is kept in the area of the notice/information board/area. The folder should be clearly identifiable as containing Policies and Procedures and a list of the contents should be on the front of the folder.

- The most recent ERO report
- Child Welfare
- Education Fees
- Emergency Management Plan

- Kindergarten Budget
- Kindergarten Taranaki Budget

Procedure

- A laminated copy of the kindergarten's license and the attached notice shall be provided by Kindergarten Taranaki to each kindergarten for display.
- All policies and other controlled documents are available for download from Kindergarten Taranaki TEAMS/Policies/General/.
- The list of Reliever's qualifications is available from the People & Culture Team.
- Kindergartens shall nominate one team member to be responsible for updating the documents listed above every time there is a revision.
- Where Kindergartens are required to have a practice statement for one of the policies included in this document, the practice statement and the policy/procedure must be displayed in the appropriate place.