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Health and Safety Policies

Procedure Number:	101
Procedure Name:	<i>101 - Safety and Hygiene Policy</i>
Document version:	7
Date of Issue:	Issued 29 July 1999. Revised 25 May 2001, 15 Oct 2007, 17 Dec 2008, 21 July 2010 16 th July 2014 18 th September 2018
Authorised by:	Management Committee
Activity Description:	Sets out how play areas will be kept safe and hygienic.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Teachers are responsible to ensure all safety and hygiene requirements are met on a daily basis. ▪ Manager is responsible for instructing cleaners on cleaning requirements and storage of cleaning products.
Legislation:	<p><i>Health and safety practices standard: general</i></p> <ul style="list-style-type: none"> • (1) The health and safety practices standard: general is the standard that requires every licensed service provider to whom this regulation applies to— <ul style="list-style-type: none"> ○ (a) take all reasonable steps to promote the good health and safety of children enrolled in the service; and ○ (b) take all reasonable precautions to prevent accidents and the spread of infection among children enrolled in the service; and ○ (c) take all reasonable steps to ensure that the premises, facilities, and other equipment on those premises are— <ul style="list-style-type: none"> ▪ (i) kept in good repair; and ▪ (ii) maintained regularly; and ▪ (iii) used safely and kept free from hazards; and ○ (d) take all reasonable steps to ensure that appropriate procedures are in place to deal with fires, earthquakes, and other emergencies. (2) Each licensed service provider to whom this regulation applies must comply with the health and safety practices standard: general.
Aoga Procedure/Policy	<p><i>Management will ensure that the health and well - being of the child are protected and nurtured while she / he attends the Centre.</i></p> <p>Any birds or animals will be kept in a clean safe environment. Their cages will be cleaned each week and water and food will be given as needed.</p> <p>All cleaning agents and hazardous materials will be stored in the cleaners cupboard or on high shelves out of the reach of children.</p> <p>Toys mouthed by children will be sterilised after use and at the end of the day.</p> <p>Play equipment -- brushes, pots, easels, finger paint table, play dough equipment -- will be cleaned daily.</p> <p>The sandpit will be covered when not in use. It will be raked over before and at the end of each day and any hazardous materials removed. It will be sprayed with disinfectant in the morning after raking, before use.</p> <p>All carpets will be vacuumed daily. Vinyl and polished floors will be swept and cleaned daily and as needed. Vinyl floors will be polished weekly.</p>

	A cleaning company will be contracted to ensure cleaning is done daily.
Measurements/ Control:	Cleaner employed for daily cleaning. Buckets of sterilising solution made up for infant area stored in wash shub out of reach of children.

Procedure Number:	102
Procedure Name:	<i>102- Sleeping Policy</i>
Document version:	7
Date of Issue:	Issued 24 July 1998, Revised 21 May 2001, 5 Sept 2006, 19 Mar 2008 July 16 th 2014 16 th October 2018 9 th August 2022
Authorised by:	Management Committee
Activity Description:	Sets out children's sleeping facilities and routines for settling children into sleep and monitoring during sleep.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Teachers responsibility to settle children into sleep routine and to monitor children during sleep. They will also record sleeping times onto whiteboard and signing-in books for parents attention.
Legislation:	Education (Early Learning Services) Regulations 2008, Regulation 46 Health and safety practices standard: general, and Licensing criteria for centre – based ece services HS9-HS11, and Education (Early Learning Services) Regulation 2008, Regulation 45 Premises and facilities standard: general, and Licensing criteria for centre based ece services PF29;PF30;PF31;PF33;PF34;PF37 & PF38
Aoga Procedure/Policy	<p>The sleeping policy at A'oga Fa'aSamoa is based on the Principle and aims from Te Whariki: Faatamaoigaina : <i>To empower children to learn to grow. Soifualalelei : Sleeping routines should be flexible and calm and unhurried so developing a positive attitude towards sleep.[Well Being Goal 1]</i></p> <p>Sleep time for children takes place in the sleep rooms provided for the children. Both rooms have a large viewing windows with glass partition in the doors. This allows staff to be able to see into the room at any time. The rooms are warm with carpet and lined curtains on the windows in the older children's room. Children are able to sleep in either cots or separate beds on the floor. Each child has their own space and bedding. The bedding is stored on shelves in spaces named for each child or in the linen cupboard in the baby room.</p> <p>Monitoring. Staff are designated daily to attend to the sleeping children. Staff put children into their beds, ensure they do not have access to food or liquids while in bed, and settle them into sleep. A staff member toilets, washes and takes children to the sleep room. This staff member then also assists in the settling into sleep. Children are sung to, sometimes sleeping tapes are played, or books are read. Children are gently encouraged to sleep.</p> <p>A whiteboard in the sleep room is used for recording who is sleeping, the time they go to sleep, then they are checked at least every five to ten minutes, recording each time and when they wake up. Staff will check children for warmth, breathing and general wellbeing at least every 5–10 minutes, or more frequently according to individual needs.</p> <p>The parents signing in book also records what time the children sleep and when they wake up so that parents are aware of what length of time sleep occurred, or if the child just rested. If children are in need of a sleep during the day other than the designated sleep time at the Centre they are able to do so. Recording of the sleep follows the same format as at any other time. If parents want to bring a blanket or soft toy for sleep time they are able to do so.</p>

	Any changes to the sleep policy will be in consultation with staff and parents.
Measurements/ Control:	Whiteboard records sleeping time and this is also recorded in the signing-in books for parents attention. Senior staff will ensure that 2 staff are allocated to settling the children into their sleep routines.

Procedure Number:	103
Procedure Name:	103 - Nutrition Policy
Document version:	7
Date of Issue:	Issued 28 Jan 1999, Revised 21 May 2001, 20 Sep 2005, 18 May 2011 19 th September 2012 Revised 16 th October 2018 April 2019. 14 th October 2019
Authorised by:	Management Committee
Activity Description:	Sets out the A'oga's responsibility to provide nutritional meals
Roles and Responsibilities:	<ul style="list-style-type: none"> • Cooks responsibility to provide nutritional meals. • Cooks responsibility to record the daily meal on a whiteboard for parents to view. • Cooks responsibility to record meat temperatures and food eaten in Council approved formats and in daily notebook according to the Food Act. . • Parents responsibility to read the whiteboard and notify the cook and teachers of any food that their child may be allergic to.
Legislation:	<p>Reg 45 of Education (Early Childhood Services) Regulations 2008 - Premises and facilities standard: general</p> <ul style="list-style-type: none"> • (1) The premises and facilities standard: general is the standard that requires every licensed service provider to whom this regulation applies— <ul style="list-style-type: none"> • (a) to use premises and facilities that, having regard to the number and age range of the children attending the premises, provide sufficient and suitable space for a range of activities, facilities for food preparation, eating, sleeping, storage, toileting, and washing, and sufficient and suitable heating, lighting, noise control, ventilation, and equipment to support— <ul style="list-style-type: none"> • (i) appropriate curriculum implementation by the service provider; and • (ii) safe and healthy practices by the service provider; and • (b) to comply with the requirements of Schedule 4 (which relates to activity spaces). • Refer to MOH guidelines ECE 2020
Aoga Procedure/Policy	<p>The A'oga Fa'a Samoa will employ a cook to provide healthy nutritious food for the well- being of the children who attend.</p> <p>The cook will be encouraged to have certificates in food practices.</p> <p>Parents are asked to list any foods that their child is allergic to on their enrolment form.</p> <p>Children will be provided with a selection of fresh fruit at both morning and afternoon tea time. Apples /carrots will be grated for toddlers to eat. Water will be available on request and at eating times.</p> <p>The cook in consultation with the Manager will plan a varied menu plan for each week providing food from the major food groups.</p> <p>Children will not be given low fat milk.</p> <p>Daily menus will be written on the kitchen whiteboard for parents to view.</p> <p>Breast feeding mothers will be supported and encouraged. Information on breast feeding will be provided in pamphlets at door.</p> <p>Children will wash and dry their hands before eating any food.</p> <p>Staff handling food will observe safe food practices and have clean washed hands, use tongs for serving food and cover all food.</p> <p>Individual flannels for washing faces after eating will be used. Flannel</p>

	<p>and paper towels will be used for drying hands.</p> <p>Food and Drink</p> <p>All food served at the A'oga will be safe and hygienically prepared and stored.</p> <p>Foods will be prepared on the premises daily.</p> <p>Water and / or milk will be available for children at all times.</p> <p>If children need formula to be prepared staff will follow the procedure displayed on the kitchen wall.</p> <p>Children under 6 months will be held while drinking from a bottle.</p> <p>Bottles will be named and stored in the fridge in the under two area.</p> <p>Children under 6 months will be held while fed.</p> <p>Children will not be permitted to walk around while eating or drinking.</p> <p>Adults will sit at tables or on mats with children at meal times.</p> <p>Food and drink will be recorded and displayed for parents daily. The daily menu will be displayed for parents.</p> <p>All utensils will be washed in the dishwasher or in the sink if needed.</p>
Measurements/ Control:	<p>Whiteboard menu is recorded daily. Meals recorded on the council templates and temperatures of cooked meat recorded A digital thermometer is used to record cooked meat. The cook also records in a notebook. Fruit and Vegetable purchases are made weekly. Parents are asked to provide fruit daily. Staff are rostered to attend to children while eating.</p>

Procedure Number:	104
Procedure Name:	<i>104 - Medicine Policy</i>
Document version:	7
Date of Issue:	Issued 28 Jan 1999, Revised 15 May 2006 August 15 th 2012 16 th October 2018
Authorised by:	Management Committee
Activity Description:	Sets out the administering of medicine
Roles and Responsibilities:	Parents responsibility to complete medication book. Teachers responsibility to administer medication and complete and sign the medication record book
Legislation:	<p>DOPs 5, ECC Reg 28</p> <p>Educators should ensure that children's health is promoted and educational well being nurtured, and they are kept safe from harm</p> <p>Draft Criteria for licensing – 3.30 Medicine (prescription and non-prescription) is not given to a child unless it is given:</p> <ul style="list-style-type: none"> • by a doctor or ambulance officer in an emergency, • by the parent of the child, or • with the written authority (appropriate to the category of medicine) of a parent. <p>Documentation required:</p> <ol style="list-style-type: none"> 1. A record of the written authority from parents for the administration of medicine in accordance with the following categories: <p>Category (i) medicines are non-prescription preparations (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that are:</p> <ul style="list-style-type: none"> • Not digested, • Used for the 'first aid' treatment of minor injuries, and • Provided by the service and kept in the first aid cabinet. <p>Category (ii) medicines are both prescription (such as antibiotics, eye/ear drops etc.) and non-prescription (such as paracetamol liquid, cough syrup etc) medicines that are:</p> <ul style="list-style-type: none"> • Used for a specified period of time to treat a specific conditions or symptoms, • Provided by a parent for the use of that child only, and • Stored safely at the service and disposed of or sent home with the child after the specified period of time. <p>Parents provide a written authority to administer Category (ii) medicating at the beginning of each day the medicine is administered.</p>
Aoga Procedure/Policy	<p>Written authority to administer medicine must be obtained from parents, guardians or aiga prior to the administration of any medication. This will be kept in the medicine book near the signing in sheets for parents.</p> <p>Only staff who have a current first aid certificate will be able to administer medication to children. Staff must sign the time, and amount given on the authority sheet. Parent to sign that medication was administered. The name of the child and the medical practioner's directions [prescription] must be on the label of the medication to be given.</p> <p>All medication will be stored in the fridge except for asthma inhalers.</p>
Measurements/ Control:	Record maintained daily. Signed by parent and by Staff administering medication -First Aid Certificate holder.

Procedure Number:	105
Procedure Name:	<i>105 - Sick Children policy</i>
Document version:	7
Date of Issue:	Issued 28 Jan 1991, revised 31 Oct 2002, 5 Sept 2005, 13 Feb 2008 16 th October 2018
Authorised by:	Management Committee
Activity Description:	Sets out how the Aoga will handle sick children.
Roles and Responsibilities:	<ul style="list-style-type: none"> • Teachers responsibility to update the register of accidents and illness. • Teachers responsibility to notify parents. • Teachers responsibility to separate the child to the office couch and that the child is monitored constantly until the child is collected. • Parents responsibility to collect their child.
Legislation:	<p>Early Child Regulations 35.E – RECORDS</p> <p>The licensee of a licensed centre must ensure that there are kept for each child (for at least 7 years) records, available at all times for inspection and copying by authorised persons having the right of entry to the centre under section 318 of Act, of –</p> <p>(e) Particulars of every accident and illness occurring to the child while at the centre, and of any action taken;</p>
Aoga Procedure/Policy	<p>Well Being – SoifuaLaulelei</p> <p><i>O le a mauaina e tamaiti se siomaga e mafaiaiona; Atinaeina ma tausia lelei aailatouola.</i></p> <p>If children become sick while attending the A'oga Fa'a Samoa their parents or emergency contact will be contacted immediately, to arrange that they will be picked up as soon as possible.</p> <p>Their records will be checked for medicine to be given. If necessary and permission has been signed then paracetamol will be administered. Paracetamol will not be stored at the A'oga.</p> <p>The sick child will be isolated from the other children and taken to couch areas and monitor until picked up.</p>
Measurements/Control:	<p>The back of the medication book a record is kept signed by teacher.</p> <p>When the parent picks up the child, they sign the same record confirming that a correct record has been made.</p>

Procedure Number:	106
Procedure Name:	<i>106 - Immunisation Policy</i>
Document version:	7
Date of Issue:	Issued 27 Oct 1994, revised 28 Feb 2006, reviewed 17 Dec 2007 but agreed no changes needed. 20 th November 2018 revised
Authorised by:	Management Committee
Activity Description:	Allows parents' choice of immunisation but disclaims responsibility should children become ill as a result of not immunising.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Parents responsibility to decide on child's immunisation. ▪ Parents responsibility to provide record of child's immunisation. ▪ Admin staff responsibility to request record of immunisation
Legislation:	Ministry of Health Requirements (B4 – Nga Kupu Oranga – Healthy Messages; “The Health (Immunisation) Regulations 1995 mean that services must ask parents and caregivers for the Immunisation Certificate when the child enrolls, or at age 15 months, if they enrol before age 15 months. Staff must write information from the certificate on an Immunisation Register. This records the name of each child and whether they are fully immunised or not. If the parent or caregiver does not have the certificate, educators record that fact on the register. An immunisation register sheet (code 7018) has been developed by the Ministry of Health
Aoga Procedure/Policy	<p>The A'oga Fa'a Samoa supports 'mandatory choice' for immunisation of children.</p> <p>Full information on the pros and cons of immunisation is to be made available to parents to enable them to make their informed choice.</p> <p>The A'oga Fa'a Samoa disclaims the Centre of responsibility of any adverse outcomes in the event of parents choosing not to immunize.</p>
Measurements/ Control:	<p>This information is maintained on the enrolment forms.</p> <p>Checks carried out by ERO & Ministry of Education. The Ministry of Health also have the right to inspect. The Medical Officer of Health will use information in the register if children in the community or in the early childhood service develop one of the nine serious diseases. The register allows staff to see who is not at risk from the disease, who might be offered an immunisation.</p> <p>We maintain an electronic register - Infocare</p>

Procedure Number:	107
Procedure Name:	<i>107 - HIV / Aids Policy</i>
Document version:	7
Date of Issue:	Issued 27 Oct 1994, revised 28 Feb 2006 20 th November revised.
Authorised by:	Management Committee
Activity Description:	Confirms our support for children with Aids including maintaining privacy whilst ensuring other children protection from infection.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Management and Teachers responsibility to maintain privacy. ▪ Teachers responsibility to ensure hygienic precautions are observed. ▪ Management responsibility to organise any educational programmes to ensure understanding of risks and remove any myths that may exist on the subject of HIV/Aids.
Legislation:	It was recommended by the Ministry of Education and Health that a policy be developed but there is no official requirement to do so.
Aoga Procedure/Policy	<p>Children infected with HIV will have the same rights and considerations as any other child with a health problem.</p> <p>HIV positive children will be entitled to the normal privacy regulations regarding medical confidentiality in regard to their health records.</p> <p>Staff and management will provide appropriate information in the form of educational pamphlets and education programs as required.</p> <p>Hygienic precautions will be observed at all times to protect children from all infectious diseases and from HIV/AIDS.</p>
Measurements/ Control:	Hygiene requirements - Jan and senior staff carries out daily checks and that the cleaning rosters are being adhered to.

Procedure Number:	108
Procedure Name:	<i>108 - Accidents or Serious Illness</i>
Document version:	7
Date of Issue:	Issued 28 Jan 1999, revised 5 Sept 2005, 18 Nov 2009 19 th September 2012 20 th November revised.
Authorised by:	Management Committee
Activity Description:	Sets out the A'oga's accountability for the child's wellbeing in case of an accident or serious illness, ensuring that parents are notified and proper record is kept.
Roles and Responsibilities:	Teachers responsibility to record accidents and illness Parents responsibility to authenticate this record.
Legislation:	Early Child Regulations 35.E – RECORDS The licensee of a licensed centre must ensure that there are kept for each child (for at least 7 years) records, available at all times for inspection and copying by authorised persons having the right of entry to the centre under section 318 of Act, of – (e) Particulars of every accident and illness occurring to the child while at the centre, and of any action taken;
Aoga Procedure/Policy	<p>Accident or Serious Illness</p> <p>Minor accidents will be recorded in the accident register at the A'oga. Staff will treat the problem, getting parents to sight the register and sign they have read the description of the accident and the treatment taken. Staff will discuss the incident with parents who will also be notified by phone if the minor incident has resulted in the child being distressed.</p> <p>Serious accident or illness will be immediately notified to parents or emergency contact. The child will be taken to the Emergency Clinic in Ponsonby which is located 5 minutes away. If bleeding is occurring the staff member will apply 1st aid treatment before going to the Emergency Clinic.</p> <p>In extreme serious cases an ambulance would be called.</p> <p>There will be at least two staff with current 1st aid certificates working at the A'oga Fa'a Samoa. There will be one staff member with this certificate on duty at all times.</p> <p>An up to date 1st-Aid box will be kept in the teachers resource cupboard on the top shelf where children cannot access it. [Refer Immunisation Policy]</p>
Measurements/ Control:	An illness record and an accident record book has a signed record by a teacher. When the parent picks up the child, they sign the same record confirming that a correct record has been made.

Procedure Number:	109
Procedure Name:	<i>109 - Right of Exclusion for Infectious Illness</i>
Document version:	7
Date of Issue:	Issued 24 July 1998, Revised 5 Sept 2005, 15 Sep 2010 20 th November 2018
Authorised by:	Management Committee
Activity Description:	Sets out the rights of the A'oga to not accept a child or to send a child home due to illness that may affect the wellbeing of other children.
Roles and Responsibilities:	Teachers responsibility to refuse to accept the child from his/her parent/guardian. Teachers responsibility to contact the parent/guardian to collect their child should identification of infectious illness is noticed during the school day. Parents responsibility to collect their child.
Legislation:	Education (Early Childhood Centres) Regulations 28 (1) Child Health: (1) The licensee of a licensed centre must take all reasonable steps to ensure that any child suffering from any infectious disease listed in the second schedule of the Health (Infectious and Notifiable Diseases) regulations 1966 is excluded from the centre; and regulations 14 of those regulations, with necessary modifications, applies to every licensed centre as if it were a school.
Aoga Procedure/Policy	<p>Right of Exclusion</p> <p>Any child or staff member who is unwell should remain at home until they are well.</p> <p>A child should stay home if :</p> <ul style="list-style-type: none"> • they have no interest in activities or play • have little energy, want or need to sleep or rest for long periods. • cry easily, are irritable or in pain • constantly want to be held or comforted • have a fever • any child with diarrhoea or vomiting should stay away until symptoms cease and they are well. <p>In the case of any child or staff member affected by an infectious illness as listed in Kupu Oranga [Ministry Of Health Resource Manual.] They will be asked to stay home until cleared by a Doctor and provide written evidence of this.</p> <p>Immunisation information is held at the A'oga and parents are asked to bring their certificates of immunisation to register on this. Parents will be advised to update immunisation information regularly.</p> <p>Parent information evenings will be held on immunisation and other health matters as needed.</p> <p>[Refer Immunisation Policy]</p>
Measurements/ Control:	<p>On arrival, if teachers recognise immediately that the child has a contagious disease (e.g. conjunctivitis) then teacher will ask parents to remove the child.</p> <p>If not noticed until later on the day, the teacher will record the illness in the medication book and telephone parent to pick up child. Parent will need to sign the book to confirm the illness. Parents will be advised that the child should not return to the A'oga until the child is well.</p>

Procedure Number:	110
Procedure Name:	<i>110 - Identification of Hazards in the workplace</i>
Document version:	7
Date of Issue:	Issued 2 May 2001. Revised 6 May 2005 and 7 Nov 2006 18 th December 2018 revised.
Authorised by:	Management Committee
Activity Description:	Sets out the A'oga's responsibility to be aware of hazards that may cause harm to children and to take action to remove or minimise these.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Staff responsibility to identify hazards and to act upon it to ensure children are safe at all times.
Legislation:	ECC Reg 24(4) Every person responsible for the control of a centre, every staff member of a centre, and the licensee of a licensed centre must ensure that, so far as is reasonably practicable, hazards to the safety of the children are corrected, repaired, removed, or made inaccessible to the children.
Aoga Procedure/Policy	<p>Each year staff to write down list of all hazards that could be in the work place.</p> <p>At staff meeting discuss whether these are significant or not.</p> <p>Discuss ways they could be eliminated, or minimised.</p> <p>Manager to follow up with management if any structural changes are needed.</p> <p>Record in staff minutes.</p> <p>All staff to be made aware and encouraged to read :</p> <p>Poisonous plant book N.Z. Safety Manual Kupu Oranga [Ministry Health and Safety Resource book] Work Place Accident Register</p> <p>A hazard list is checked by opening and closing staff daily. This is signed by the manager each week.</p>
Measurements/ Control:	<p>List of identified hazards are displayed for parents and staff to be aware of.</p> <p>Staff meeting minutes record any discussion and identification of hazards.</p> <p>Management meeting minutes record discussions on structural changes needed.</p>

Procedure Number:	111
Procedure Name:	<i>111 - Smoking Policy</i>
Document version:	7
Date of Issue:	Issued 11 Feb 1997, revised 9 Oct 2000, 17 Aug 2011 18 th December 2018 revised.
Authorised by:	Management Committee
Activity Description:	Confirms that no smoking is allowed on the A'oga's premises.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Teachers responsibility to ensure the “no smoking” policy is maintained. ▪ The management committee responsibility to investigate any complaints concerning the “no smoking” policy.
Legislation:	ECC Reg 29 (4) Staff health – The licensee of a licensed centre must ensure that no person smokes indoors at the centre in the areas used by the children or where food is prepared, or outdoors where children are playing.
Aoga Procedure/Policy	<p>“ O le ola o tamaitii ia faasilisili, manatu ia fai faalelei ma puipuia mai le faalavelave.”</p> <p>“ Children experience an environment where their health is promoted and they are kept safe from harm.’ [Te Whariki Goal 1 Well Being.]</p> <p>There will be no smoking at the A'oga Fa'a Samoa. All smoking must be done away from the Primary School grounds. The A'oga Fa'a Samoa is a smoke free area.</p> <p>Any complaints about the smoking policy should be taken to the Management Committee.</p> <p>E matuafaasaina lava le ulaula, po'o le taumafa tapa'a i totonu o le A'oga Fa'a Samoa.</p>
Measurements/Control:	No smoking signs displayed. Policy displayed on notice boards.

Procedure Number:	112
Procedure Name:	112 - First Aid Policy
Document version:	7
Date of Issue:	Issued 29 July 1999. Revised 25 May 2001, 20 Sep 2005, 19 Mar 2008 16 June 2010, 17 Aug 2011, 18 th December 2012 18 th December 2018.
Authorised by:	Management Committee
Activity Description:	Sets out how the first aid requirements will be met
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Manager's responsibility to ensure staff have first aid certificates and first aid cabinet regularly inspected. Also that teachers are aware of the safety and hygiene requirements. ▪ Teachers' responsibility all safety and hygiene requirements are met on a daily basis.
Legislation:	<p>ECC reg 25 – First Aid – (1) The licensee of a licensed centre must ensure that there is provided at the centre and kept in good condition and ready for immediate use, a first-aid cabinet equipped to a standard approved by the body that, on the commencement of these regulations, was known as the Health Funding Authority.</p> <p>(2)The licensee of a licensed centre must ensure that every first-aid cabinet at the centre is fitted with a lock or other device that makes its contents inaccessible to children.</p> <p>(3) the licensee of a licensed centre must ensure that there is at the centre, at all times while children are attending, at least 1 staff member who holds a current first aid certificate, or some other qualification recognised by the Secretary for the purpose.</p>
Aoga Procedure/Policy	<p>Health and Safety of staff and children is paramount to a good learning environment.</p> <p>To ensure that the A'oga Fa'a Samoa is a safe and healthy place regular property inspections are undertaken. All broken equipment is either repaired or renewed.</p> <p>Staff are regularly up skilled on their first aid certificates and use safe practices at work.</p> <p>A First Aid kit is kept in a secure place and is regularly checked and replaced. A medication and accident record chart is also kept. Good staff/ child ratios are maintained at all times. An emergency plan is displayed for all staff and parents to observe. Emergency drills are taken with the main school.</p> <p>A fire extinguisher is regularly checked as part of main school requirements.</p> <p>Regular ear and dental checks are given to the children by the health services concerned.</p>
Measurements/ Control:	The health & safety leader regularly check 1 st aid kits. All staff required to have First Aid certificates.

Procedure Number:	113
Procedure Name:	<i>113 - Trips away from the A'oga Fa'a Samoa – Excursion Policy.</i>
Document version:	7
Date of Issue:	Issued 24 July 1998, revised 20 Sep 2005, 17 Aug 2011, 21 st November 2012 18 th December 2018 revised.
Authorised by:	Management Committee
Activity Description:	Sets out requirements when children travel beyond the school boundaries.
Roles and Responsibilities:	Management responsibility to ensure consents from parents are received. Teachers responsibility to check all requirements set out for vehicle travel and walks are met. Senior teachers responsibility to ensure monitoring requirements and communication requirements are met.
Legislation:	ECC Regs 27 Travel arrangements – (1) The licensee of a licensed centre must ensure that if children travel in a motor vehicle while in the care of the centre – (a) a person responsible ensures that each child is restrained as required by reg 29A to the Traffic Regs 1976; and (b) there are at least 2 adults in any motor vehicle carrying more than 3 children; and (c) the written permission of the parent or guardian of the child has been obtained before the travel begins. (2) The licensee of a licensed centre must ensure that no child leaves the centre with any person, unless the person – (a) has custody of the child; or (b) is authorised in writing to take the child by a person who has custody of the child. (3) The licensee of a licensed centre must ensure that if children are taken on any excursion or activity outside the centre while in the care of the centre – (a) There is a ratio of adults to children that, to the satisfaction of the secretary, ensures the safety of those children; and (b) The parent or guardian of each child has given written approval to the ratio to be used; and (c) The adult to child ratio requirement for children remaining at the centre is maintained.
Aoga Procedure/Policy	The Goal of Exploration, Ola Suesue will be used for planning for any trips away from the Centre. All trips away from the Centre will have a permission slip attached asking permission and also for parent participation in the trip so that adequate supervision can be organised. <u>Types of Trips .</u> If travelling by car children who need car seats, must have seats left by parent before the trip. All parents helping with transport must have a full drivers licence. All cars used must have a warrant of fitness and be registered. Parents need to indicate if their car is available. Two adults will travel in the car at all times. All children will use seat belts. Travel arrangements as set out in the regulations will be adhered to at all times. If going on a walk around the neighbourhood, staff will go in groups, keeping to staff ratios. Children left in the Centre will have at least two staff members remaining with them. Full details of the trip will be sent home to parents. Written consent will be obtained for all trips away from the Centre. Information regarding trips will be sent home to parents prior to the trip taking place. A permission slip will be included which will also ask for parent assistance in travel and ratios for children. If there is any uncertainty regarding ratios then the trip will be cancelled.


	<p><u>Monitoring.</u> A roll will be taken before the trip starts. All children will have name tags. The adult in charge of each group of children will have a list of children's names in the group. A risk analysis will be undertaken by staff member organizing the trip. Ratios: Will depend on numbers going on the trip. Ratios will be given on the permission slip given to parents. Under two children will have a 1 – 3 ratio, over twos will have a 1- 6 ratio. Safety of the children will be paramount.</p> <p><u>Resources.</u> Drinks , food , clothing, first aid kit , nappies, tissues and any other items as deemed necessary according to the type of trip to be taken, will be also included as part of the trip. Adults will be given responsibilities for looking after these items.</p> <p><u>First Aid</u> Teachers with first aid certificates will be left both at the Centre if children are remaining, and be included on the trip. Teaching staff are required to update their first aid certificates every two years.</p> <p><u>Communication.</u> A notice will be left on the door of the Centre informing where the trip is and times of the trip. The Primary School attached will also be informed of where the trip is and time of the return to the Centre. The Primary School will be the first port of call in case of an emergency. Times of trips departures and return will also be indicated on the information sent to parents. A working cell phone will be taken on all trips away from the centre. All parents' will be notified of the cell phone number.</p> <p><u>Walks in the Immediate Environment</u> The A'oga Fa'a Samoa's policy for walks in the community around the A'oga reflects the Curriculum [Te Whariki] strand Exploration / O la Suesue; Goal 4 : Mo tamaitiinaiaailoa ma masani i lo latousiosiomaga, iaaveaaifo ma auala e fausia ma fa'amautuai lo latouloa i le natura ma fegaoioiga o le siosiomaga ma mea e iai. Iamauauma e tamaiti le avanoa e iloaioilatoufoio se vaega taua o le siosiomaga.</p> <p>As the A'oga is part of a larger Primary school the children use the school playground when the larger school is indoors. Children must be attended by at least two staff members at all times. Ratios depend upon numbers of children outside, age range of children and the activity involved.</p> <p>Walks around the school area happen frequently. These are used to extend the children's knowledge of their wider community, also for road safety practices.</p> <p>Staff would be allocated according to the number of children walking. Children left at the Centre will have at least two staff with them. One of which will be trained and have a current 1st Aid Certificate. Walking children will be dressed in an appropriate manner for the weather conditions at the time.</p> <p>Walks taken that are going to be a distance from the Centre will be planned for ahead of time and information and separate permission slips sent out.</p>
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	<p>Walks that are close to the Centre may be spontaneous according to the programme of the day</p> <p>Parents are required to sign an agreement to this occurring to be kept with the child's file...</p> <p>-----</p> <p>I / We agree to our child / children _____ exploring their wider community by going on class walks with staff in accordance to the ratios as set out in the Early Childhood regulations.</p> <p>Signed _____</p>
<p>Measurements/ Control:</p>	<p>Signed permission slips for trips away from the A'oga are obtained.</p> <p>Walks in the community signed on enrolment. Parent participation in trips away from the centre to ensure ratios are met.</p>

Procedure Number:	114
Procedure Name:	<i>114 - Swimming Policy</i>
Document version:	8
Date of Issue:	Issued 1 March 2000, Revised 3 March 2004, 16 Nov 2011 17 th October 2012 18 th December 2015 16 th August 2017
Authorised by:	Management Committee
Activity Description:	Sets out the monitoring of children on trips where swimming is an option.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Management responsibility to ensure written permission is obtained. ▪ Senior teachers responsibility to ensure ratio of adult to children requirements are met. Supervising teachers have their first aid certificate and prepared to swim with children. ▪ Teachers responsibility that appropriate clothing, sunscreen, hats and dry change are available for each child. Ensure children are safe at all times.
Legislation:	<p>Reg 46 : The health and safety practices standard: general is the standard that requires every licensed service provider to whom this regulation applies to—</p> <p>(a) take all reasonable steps to promote the good health and safety of children enrolled in the service; and</p> <p>(b) take all reasonable precautions to prevent accidents</p>
Aoga Procedure/Policy	<p>Swimming may take place on picnic days that the A'oga is taking part in, or organized.</p> <p>Children swimming must have:</p> <ul style="list-style-type: none"> • A written permission slip signed by parents or guardians. • Towel, bathing suit, for swimming. • Sunscreen and a sun hat. • Dry change of clothing. <p>The staff of the A'oga must be prepared to swim with children. The ratio must be 1 adult for 3 children. Staff must be dressed in an appropriate manner for swimming along side children. Staff must have a dry change of clothes for after swimming. If children are swimming in the sea a boundary line must be enforced that children cannot move past. Staff in the water with children must have a current 1st aid certificate with knowledge of resuscitation. The A'oga Fa'a Samoa teachers with a mobile phone will be used to contact emergency services if needed.</p>
Measurements/Control:	Permission slips, ratios of adults to children.

Procedure Number:	115
Procedure Name:	<i>115 - Toilet and Changing Facilities Policy</i>
Document version:	7
Date of Issue:	Issued 29 July 1999, revised 3 March 2004, 13 Feb 2008, 16 Nov 2011
Authorised by:	Management Committee
Activity Description:	Sets out the rights of children privacy whilst using the toilet facilities and the standard of cleanliness to be maintained.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Teachers responsibilities to ensure children's privacy is maintained and the standard of cleanliness is met. ▪ Parents responsibilities to observe the rules of privacy and do not enter when the toilet facilities are in use by a child or others. ▪ Management responsibilities the toilet, washing and nappy changing facilities meet the requirements of the regulations.
Legislation:	<p>45 Premises and facilities standard: general</p> <p>(1) The premises and facilities standard: general is the standard that requires every licensed service provider to whom this regulation applies—</p> <p style="padding-left: 40px;">(a) to use premises and facilities that, having regard to the number and age range of the children attending the premises, provide sufficient and suitable space for a range of activities, facilities for food preparation, eating, sleeping, storage, toileting, and washing, and sufficient and suitable heating, lighting, noise control, ventilation, and equipment to support—</p> <p style="padding-left: 80px;">(i) appropriate curriculum implementation by the service provider; and</p> <p style="padding-left: 80px;">(ii) safe and healthy practices by the service provider; and</p> <p style="padding-left: 40px;">(b) to comply with the requirements of Schedule 4 (which relates to activity spaces).</p> <p>(2) Each licensed service provider to whom this regulation applies must comply with the premises and facilities standard: general</p> <p>Schedule 4 – Indoor activity space excludes toilet facilities</p>
Aoga Procedure/Policy	<p>Respect for the child's rights to privacy while being changed or toileted will not be compromised.</p> <p>Toilet and Nappy changing:</p> <p>Only parents of the child, staff or students under the supervision of staff will change or toilet infants / toddlers.</p> <p>Visitors to the Centre will not be permitted into the change room while it is being used.</p> <p>The procedure displayed in the change room will be followed ensuring that <i>children and their families feel comfortable with the routines, customs and regular events</i>, of the Centre.</p> <p>Toilets, potties and change mats will be sprayed with a sterilising solution after each use.</p> <p>Children will be assisted to wash and dry hands before meals and after toileting.</p>

	Floors will be kept dry and clean throughout the day and wet mopped at the end of the day.
Measurements/ Control:	Cleaning roster for staff. Procedure for nappy changing displayed for parents, staff and visitors to observe.

Procedure Number:	116
Procedure Name:	116 - Child Abuse Policy- Child protection Policy (HS31).
Document version:	7
Date of Issue:	Issued 11 Feb 1997, revised 5 Sep 2005, 24 Nov 2006, 17 Dec 07, 15 April 09 10 TH August 2022
Authorised by:	Management Committee
Activity Description:	Sets out the A'oga's responsibility to ensure the safety of children from physical, emotional or sexual abuse.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Management responsibility to promote training and awareness among staff on how to recognise and respond to abuse. Management is also responsible for reporting any incidences when advised by staff. If staff is suspected, management is responsible for carrying out suspension until full investigation is carried out. ▪ Staff responsibility to report suspicion of child abuse to management.
Legislation:	Section 15 Children, Young persons, and their Families Act 1989 – Reporting of ill treatment or neglect of child or young persons – Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived may report the matter to a social worker or a member of the Police.
Aoga Procedure/Policy	 <p>Child Protection Policy (HS31)</p> <p>The A'oga Fa'a Samoa values of Alofa, Fa'aaloalo, Tautua (love, respect, service) are the principles that guide the practice of faiaoga .(teachers).</p> <p>This policy outlines our commitment to child protection. It includes our protocols when child abuse is reported to us or suspected by us. It also includes practice notes on measures to be taken to prevent child abuse. All staff are expected to be familiar with this policy and to abide by it. We have an obligation to ensure the well-being of children in our care and are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and well-being of the child are our top priority.</p> <p>We support families and aiga to protect their children.</p> <p>We provide a safe environment, free from physical, emotional, verbal or sexual abuse.</p> <p>Our centre is committed to working with other agencies where necessary to respond to the needs of vulnerable children and families and aiga. We support the roles of the New Zealand Police (the Police) and Oranga</p>

	<p>Tamariki in the investigation of suspected abuse and will report suspected/alleged abuse to these agencies</p> <p>Te Whāriki - Well-being/Mana atua : Tamariki experience an environment where their health is promoted; where they are kept safe from harm.</p> <p>Policy principles</p> <ul style="list-style-type: none"> • The interest and protection of the child is paramount in all actions. • We recognise the rights of family/aiga to participate in the decision-making about their children. • We have a commitment to ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response. • We are committed to supporting all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are consistent and high quality. • We will always comply with relevant legislative responsibilities. • We are committed to share information in a timely way and to discuss any concerns about an individual child with colleagues or the Person in Charge. • We are committed to promote a culture where staff feel confident that they can constructively challenge poor practice or raise issues of concern without fear of reprisal. Definitions of Abuse • Child abuse - Includes physical, emotional and sexual abuse as well as neglect which is the direct consequence of a deliberate act or omission by an adult and which has the potential or effect of serious harm to the child. • Physical abuse – any acts that may result in the physical harm of a child or young person. It can be, but is not limited to: bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness. • Sexual abuse – any acts that involve forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. Sexual abuse can be, but is not limited to: <ul style="list-style-type: none"> ○ Contact abuse: touching breasts, genital/anal fondling,
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	<p>masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the child to perform such acts on the perpetrator or another, involvement of the child in activities for the purposes of pornography or prostitution.</p> <ul style="list-style-type: none"> ○ Non-contact abuse: exhibitionism, voyeurism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviours or comments. ● Emotional abuse – any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development. This can include: Patterns of isolation, degradation, constant criticism or negative comparison to others. Isolating, corrupting, exploiting or terrorising a child can also be emotional abuse. Exposure to family/aiga or intimate partner violence ● Neglect – neglect is the most common form of abuse, and although the effects may not be as obvious as physical abuse, it is just as serious. Neglect can be: <ul style="list-style-type: none"> ● Physical (not providing the necessities of life, like a warm place, food and clothing). ● Emotional (not providing comfort, attention and love). ● Neglectful supervision (leaving children without someone safe looking after them). ● Medical neglect (not taking care of health needs). ● Educational neglect (allowing chronic truancy, failure to enrol in education or inattention to education needs). <p>Identifying possible abuse or neglect</p> <p>The 'Signs of abuse and neglect' chart can be found at the end of this policy</p> <p>For information about identifying child abuse see:https://www.orangatamariki.govt.nz/assets/Uploads/Support-for-families/Support-programme s/Working-together-seminars/Working-together-guide-2021.pdf</p> <p>This resource produced by Oranga Tamariki is for people in social service agencies, schools, healthcare organisations, community and other groups</p>
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who have close contact with children and families/aiga. It includes useful information about identifying possible child abuse and an assessment framework.

Responding to suspected abuse or neglect

To download the 'Child Abuse Reporting Process' flowchart

https://www.ecc.org.nz/Folder?Action=View%20File&Folder_id=107&File=Reporting%20Process%20for%20Child%20Abuse.pdf

All suspicions or observed incidents or reports of incidents should be reported directly to the Person in Charge as soon as possible, who will immediately take steps to protect the child(ren), record the report and report the concern to Oranga Tamariki.

If there is clear evidence or reasonable cause to believe an instance of child abuse having taken place, the Person in Charge shall notify Oranga Tamariki.

In addition to guiding staff to make referrals of suspected child abuse and neglect to the statutory agencies (i.e., Oranga Tamariki and the Police), this child protection policy will also help staff to identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.

In many of these cases the involvement of statutory agencies would be inappropriate and potentially harmful to families/aiga. Throughout New Zealand statutory and non-statutory agencies provide a network of mutually supportive services and it is important for our organisation to work with these to respond to the needs of vulnerable children and families/aiga in a manner proportionate to the level of need and risk.

Staff members will discuss suspicions with a senior staff member. Where appropriate, the person making the allegation will be given a copy of this policy.

Allegations or concerns about staff²⁷

When a staff member is suspected, the same processes apply.

If there is a need to pursue an allegation as an employer, consult with Oranga Tamariki or the Police before advising the person concerned, informing them that they have a right to seek legal advice and providing

them with an opportunity to respond. They should also be informed of their right to seek support from the relevant union/representative body. It is vital to follow ordinary disciplinary policies, guided by the employment contract/collective employment contract and relevant statutory obligations.

We commit not to use 'settlement agreements', where these are contrary to a culture of child protection. Some settlement agreements allow a member of staff to agree to resign provided that no disciplinary action is taken, and a future reference is agreed. Where the conduct at issue concerned the safety or wellbeing of a child, use of such agreements is contrary to a culture of child protection.

Confidentiality and information sharing

The Privacy Act 2020 and the Oranga Tamariki Act 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Note that under sections 15 and 16 of the Oranga Tamariki Act 1989, any person who believes that a child has been, or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to Oranga Tamariki or the Police and, provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

Recruitment and employment (safety checking)

Safety checking will be carried out in accordance with the Vulnerable Children Act 2014. This will include: a police vet; identity verification; references and an interview. A work history will be sought and previous employers will be contacted. If there is any suspicion that an applicant might pose a risk to a child, that applicant will not be employed.

Training, supervision and support

This policy will be part of the initial staff induction programme.

Training, resources and/or advice will be available to ensure that all staff can carry out their roles in terms of this policy, particularly:

- Understanding child abuse and indicators of child abuse.
- How to reduce the risk of child abuse.

	<ul style="list-style-type: none"> • Understanding and complying with legal obligations in regard to child abuse. • Working with outside agencies on child abuse issues. • Planning of environment and supervision to minimise risk. • Dealing with child/parents/family/aiga. <p>We make sure all staff know and understand what abuse and neglect are, and how to recognise the signs (see attached table).</p> <p>We also encourage our staff to talk to someone experienced, for a different point of view, or for ideas about how to help. Contacts to help will be on our A'oga Fa'a Samoa Face book page.</p> <ul style="list-style-type: none"> • Parent Help – 0800 568 856 • Oranga Tamariki – 0508 326 459 • Are You OK – 0800 456 450 (Family Violence Information Line). • Plunket Line on 0800 933 922. <p style="text-align: center;">Relationships with Parents</p> <p>We will form strong relationships with parents and be aware of issues that make life extra hard for parents..</p> <p>We will monitor situations and offer help and support to parents where we can.</p> <p>We will share with parents of children who attend our centre child protection and child abuse policies. All policies are on the A'oga Fa'aSamoa web site www.aogafaasamoa.school.nz</p> <p>The Manager will:</p> <ul style="list-style-type: none"> • Always prioritise the safety and well-being of the child. • Maintain confidentiality. Failure of staff to comply with this policy will be regarded as serious misconduct. • Maintain and increase staff and parental awareness of how to prevent, recognise and respond to abuse, including learning about appropriate touching. • Carry out staff safety checking (including Police Vetting) in accordance with the Children's (Requirements for Safety Checks
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	<p>of Children's Workers) Regulations 2015.</p> <ul style="list-style-type: none"> • Give no persons, other than employed staff over the age of 17 years, tasks that involve nappy changing, toileting or responsibility for the supervision of children. • Ensure that staff and other adults visiting or working in the centre are well supported and visible in the activities they perform with children. While the centre respects the privacy of our children, staff and visitors, visibility will be given priority to ensure the safety of all concerned. • Respond appropriately to a child who initiates physical contact in seeking affection, reassurance or comfort. It is not appropriate to force any form of unwanted affection/touching on a child. Touching should not be initiated to gratify adult needs. Physical contact during the changing or cleansing of children must be for the purpose of that task only and not be more than is necessary for the job. • Ensure no child is taken from the centre by any staff member or adult, without the permission of a parent, except in the case of an emergency where clearance has been obtained from either the Manager or the Owner. • Maintain appropriate records. • Ensure the centre's procedures protect staff from unjustified allegations of abuse. • Ensure the centre has educational and informational resources for children and adults on child abuse. <p>Staff will:</p> <ul style="list-style-type: none"> • Always prioritise the safety and well-being of the child • Familiarise themselves with this centre policy. • Immediately notify the Manager if they observe signs of child abuse or anyone reports to them any suspicions of child abuse of children at the centre, or a pattern of neglect or concerns is identified. • Maintain confidentiality. Failure of staff to comply with this policy will be regarded as serious misconduct. • Respond appropriately to a child who initiates physical contact in seeking affection, reassurance or comfort. It is not appropriate to force any form of unwanted affection/touching on a child. Touching should not be initiated to gratify adult needs. Physical contact during the changing or cleansing of children must be for
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	<p>the purpose of that task only and not be more than is necessary for the job.</p> <ul style="list-style-type: none"> • Never take a child from the centre without the permission of a parent, except in the case of an emergency where clearance has been obtained from either the Manager or the Owner. <p>Regulation 56</p> <p>If there are reasonable grounds to believe that a person employed or engaged in the service, or any other person:</p> <ul style="list-style-type: none"> • has physically ill-treated or abused a child or committed a crime against children; or in guiding or controlling a child, has subjected the child to solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter, or protection. If any of the above has been identified we will ensure that: <ul style="list-style-type: none"> ○ the person is excluded from coming into contact with the children participating in the service or, as the case requires, the children being educated by the educator; and if satisfied that it is necessary to do so to ensure that no child is ill-treated, ensure that the person is excluded from the service and does not enter or remain in any premises where the service is provided while it is being provided, or as the case requires, is excluded from the home and does not enter it or remain in it while the educator is providing education and care. <p>Regulation 57</p> <p>If there are reasonable grounds to believe that a person employed or engaged in the service, or any other person:</p> <ul style="list-style-type: none"> ▪ is in a state of physical or mental health that presents any risk of danger to children; or ▪ has an infectious or contagious disease or condition. <p>We will ensure that:</p> <ul style="list-style-type: none"> ▪ the person is excluded from coming into contact with the children participating in the service or, as the case requires, the children being educated by
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	<p>the educator; and</p> <ul style="list-style-type: none"> ▪ if satisfied that it is necessary to do so to ensure that no child becomes ill, ensure that the person is excluded from the service and does not enter or remain in any premises where the service is provided while it is being provided or, as the case requires, is excluded from the home and does not enter it or remain in it while the educator is providing education and care. <p>Alignment with our Philosophy</p> <p>The philosophy states that the A'oga Fa'a Samoa will:</p> <ul style="list-style-type: none"> • Promote Samoan language and culture, so nurturing the positive identity of the children. • Employ trained educators and encourage further training so that quality care and education is provided. • Encourage a family atmosphere for parents and children so children feel secure and loved. • Emphasise enjoyment of learning through the medium of Samoan language. <p>Related documentation and review</p> <p>Review annually or when there is a significant change in the area of the policy topic</p> <p>O GAOIOIGA E FAIA PE'A TULAI MAI LENEI FA'AFITAU LI.</p> <p>Afai e masalomiao se tamaitiitiuaafaina i neifa'afitauli. e tatau i le A'oga Fa'a Samoa ona.</p> <p>Tusitisia i lalonimeauamaitauina.</p> <p>O niuigauafa'aalia.</p> <p>Poo nifaamatalaga poo se gagana e tautalaai le tamaitiiti.</p>
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	<p>O neimeaumauatusitusia, e aonafa'atalanoaina ma le aufaigaluega poo le taitaiinaiamaua se fa'amaoniga.</p> <p>E aonafaia se fa'aiuga poo ai e tatauonalogoina.</p> <p>Afai e tupu i se tasi i fafoatu o le aiga o le tamaitiiti, e tatauonariipotiiinaleneifa'afitauli i le MatagaluegamoAlo ma Fanau ma TupulagaTalavou (NZCYPS) poo le ofisafoi o Leoleo.</p> <p>Afai e masalomiao se tasi o le au-faigaluega e tupuai, o lea ripotialoa i le komiti e pulea le A'oga Fa'a Samoa ma le ofisa o leoleo. O lea fa'ateainafoileneitagatafaigaluegaa'ofaia le su'esu'ega, ma o lea matuafaamalamalamainafoiailanaaiatataufa'ale- tulafono.</p> <p>O loo iai le talitonuga,o e uma o lo'oa'afia i le su'esu'eina o leneifa'afitauli pea tulaimai, e aofiaaialo ma fanau, o aiga, o le aufaigulega ma nisi foi e aonatuuinaatuiai le fesoasoani e tatauai, aemaiseai le lava o le silafia o le A'oga Fa'a Samoa i nisi o tagata Samoa e mafaionafesiligiamo lea fesoasoani.</p>
Measurements/ Control:	<p>Training of staff, open rooms, glass windows to all rooms so that children can be viewed at all times. Good record keeping of staff. In the past we have also had workshops for staff and parents by people who work in the field. (Not well attended by parents)</p>

Procedure Number:	117
Procedure Name:	117 – Cyber safety Policy
Document version:	7
Date of Issue:	Issued 24 Nov 2006
Authorised by:	Management Committee
Activity Description:	Sets out the Aoga's appropriate use of technology and to ensure children's safety in the use of such technology.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Manager to ensure Cybersafety Agreements signed, security systems installed on all Aoga computers, passwords issued only to those who have signed the agreement and that an ICT incident book is kept of any access to inappropriate web-sites whether accidental or not. ▪ Staff to sign the cybersafety agreement and supervise children's use of internet activity. They are to report any access to inappropriate web-sites to the manager.
Legislation:	No legal requirements
Aoga Procedure/Policy	<p>The Internet, and Information and Communication Technologies (ICT) play an increasingly important role in children's learning, and in the administration of ECE centres.</p> <p>The LICENSEE/COMMITTEE of A'ogaFa'a Samoa endeavours to meet all its responsibilities as outlined in the [CHARTER/LICENCE] and relevant legislation for the physical and emotional safety of the children attending its centre, and its responsibilities to employees and/or other personnel assisting in the running of the centre. This includes the need to establish and maintain the cybersafety of the centre environment.</p> <p>This policy has been developed as part of the A'ogaFa'a Samoa cybersafety programme, and is designed to:</p> <ul style="list-style-type: none"> • educate teaching staff about cybersafety issues • provide guidance regarding the safe and responsible use of ICT at A'ogaFa'a Samoa • outline the nature of possible consequences associated with breaches of the A'ogaFa'a Samoa cybersafety policy, which may undermine the safety of the centre's environment.

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'.
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- (c) '**Centre ICT**' refers to the centre's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), video game consoles, storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in this context means the definition used in the Films, Videos and Publications Classification Act 1993. All objectionable material is illegal, and can include such material as images of child sexual abuse, extreme violence, and extreme cruelty.

Some material such as pornography (of a type similar to that which can be legally purchased from video or magazine outlets), may be classified as '**restricted**'. Although the material itself may not be illegal, it **is illegal** to supply restricted material to people under a certain age.

A'ogaFa'a Samoa Cybersafety Policy**RATIONALE**

- 1) The [LICENSEE/COMMITTEE] of A'oga Fa'a Samoa acknowledges that:
 - a) the Internet, and Information and Communication Technologies (ICT) play an increasingly important role in the learning of children in the ECE sector, and in the administration of ECE services
 - b) The establishment and implementation of a cybersafety policy and cybersafety use agreements for A'oga Fa'a Samoa and parents & teaching staff.
 - i) contributes to the provision of a safe learning environment which fosters children's emotional, physical and social development as described in the Education (Early Childhood Centres) Regulations 1998
 - ii) contributes to the maintenance of a safe work environment and a safe environment for visitors under the Health and Safety in Employment Act 1992
 - iii) assists A'oga Fa'a Samoa to meet its obligations to deliver curriculum which promotes the health of children, nurtures children's well-being, and keeps children safe from harm as expressed in the Revised Statement of Desirable Objectives and Practices for Chartered Early Childhood Services in New Zealand (DOPs) 1996.
- 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.

OBJECTIVES

This policy will assist A'oga Fa'a Samoa to:

- a) meet its legal obligations as outlined in the previous section
- b) provide guidance to teaching staff, parents, and visitors regarding the safe and responsible use of ICT at A'oga Fa'a Samoa or at A'oga Fa'a Samoa related activities
- c) educate members of the A'oga Fa'a Samoa community regarding the safe and responsible use of ICT.

DEFINITION OF CYBERSAFETY

The [LICENSEE/COMMITTEE] uses the following definition of Cyber safety 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*.

CYBERSAFETY PRACTICES AT A'oga Fa'a Samoa.]

1) The A'ogaFa'a Samoa programme of cybersafety

The [LICENSEE/COMMITTEE] requires that the manager puts in place a cybersafety programme. This programme should include:

- a) This cybersafety policy, and comprehensive use agreements for teaching staff and parents
- b) 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
- c) cybersafety education for educators and other personnel, children, and 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 A'oga Fa'a Samoa 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) Staff who have signed a cybersafety use agreement

	<p>b) Parents of enrolled children, and/or other visitors who have signed the appropriate A'oga Fa'a Samoa cybersafety use agreement</p> <p>c) Persons contracted to carry out work at the centre <i>and</i> at the discretion of the manager such as trades people or technicians</p> <p>d) centre-related activities</p> <p>e) personal usage by staff (such as professional development) which is appropriate (see point 5) to the centre learning environment and is of a reasonable amount.</p> <p>3) Parents/caregivers consent for children to use ICT</p> <p>The enrolment procedure clearly indicates that by enrolling their child, parents and caregivers agree to their child using or being involved with the use of ICT as part of the learning environment.</p> <p>4) Privately-owned/leased ICT equipment/devices</p> <p>Use of <i>privately-owned</i> 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.</p> <p>5) Appropriateness of use and content to A'oga Fa'a Samoa learning environment</p> <p>The manager will provide guidelines as to what is considered appropriate to the centre learning environment, including the taking of photographs or video.</p> <p>6) User accounts and passwords</p> <p>Access to the centre's computer network, computers, and Internet access facilities, requires a password protected personal user account.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>It is important that passwords are strong. It is recommended that a password:</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>a) uses a combination of upper and lower case letters, numbers and other characters</p> <p>b) is a minimum of 8 characters in length</p> <p>c) is changed regularly.</p> </div> <p>7) Filtering and monitoring</p> <p>a) The centre may utilise filtering and/or monitoring software where appropriate, to restrict access to certain websites and data, including email</p> <p>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.</p> <p>8) Ownership of electronic files or data</p> <p>Any electronic data or files created or modified for the purpose of completing work on behalf of A'oga Fa'a Samoa on any ICT, regardless of who owns the ICT, are the property of A'oga Fa'a Samoa.</p>
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	<p>9) Auditing</p> <p>a) The [LICENSEE/COMMITTEE] 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.</p> <p>b) Conducting an audit does not give any representative of A'oga Fa'a Samoa the right to enter the home of staff, nor the right to seize or search any ICT equipment/devices belonging to that person.</p> <p>10) Performing work-related duties at home using privately-owned equipment/devices</p> <p>Where it is necessary for staff or parents 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 [LICENSEE/COMMITTEE].</p> <p>11) Inappropriate activities/material</p> <p>a) A'oga Fa'a Samoa 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.</p> <p>b) While using the A'oga Fa'a Samoa 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:</p> <p>i) initiate access to, or have involvement with, inappropriate, dangerous, illegal or objectionable material or activities</p> <p>ii) save or distribute such material by copying, storing or printing</p> <p>c) Accidental access to inappropriate material:</p> <p>By parents, caregivers or other visitors</p> <div style="border: 1px solid black; padding: 5px;"> <p>In the event of accidental access to any inappropriate material by a [PARENT/CAREGIVER], or other visitor, a member of the staff should be consulted.</p> <p>Where the material is clearly of a more serious nature, or appears to be illegal, users should:</p> <ol style="list-style-type: none"> 1. remove the material from view (by closing or minimising the window, turning off the monitor, or shutting down the device) 2. report the incident immediately to a member of staff. </div> <p>By [CENTRE PERSONNEL]</p> <div style="border: 1px solid black; padding: 5px;"> <p>In the event of accidental access of inappropriate material at the lower range of seriousness (e.g. Spam), staff should delete the material.</p> <p>If the nature of such material is somewhat more serious, (e.g. spam containing inappropriate but not illegal images), delete it and also log the incident in the ICT</p> </div>
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	<p>Incident Book*. If uncertain as to the seriousness of the incident, the centre management should be consulted. When in doubt, log the incident.</p> <p>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:</p> <ol style="list-style-type: none"> 1. remove the material from view (by closing or minimising the window, or turning off the monitor) 2. report the incident immediately to centre management who will take such further action as may be required under this policy. <p>* The ICT Incident Book is to be kept by the manager.</p> <p>12) Unauthorised software or hardware</p> <p>Authorisation from manager must be gained before any attempts to download, install, connect or utilise any unauthorised software or hardware onto or with any A'oga Fa'aSamoa 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. Any user seeking authorisation should speak with the manager.</p> <p>13) Children's use of the Internet and email.</p> <ol style="list-style-type: none"> a) Children will be actively supervised by staff, or by someone who has signed an A'oga Fa'a Samoa cybersafety use agreement 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 staff. <p>14) Confidentiality and privacy</p> <ol style="list-style-type: none"> 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) Privacy laws are such that staff should seek advice from centre management regarding matters such as the collection and/or display/publication of images (such as personal images of children or adults), as well as text (such as children's personal writing) <p>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.</p>	
<p>Measurements/ Control:</p>	<ul style="list-style-type: none"> ▪ Security Systems installed (anti-virus software, firewall, anti-spyware, secure storage). ▪ Cybersafety Use Agreement – signed by staff and any others who have access to the Aoga network/equipment. ▪ Passwords issued to all those who have signed the Cybersafety Use Agreement. ▪ ICT incident Book kept by manager. ▪ Internal Audits to take place from time to time. 	

Proceedure Number	118
Proceedure Name	Social Media
Document Version 1	
Date of Issue	Issued April 20 th 2013
Authorised by:	Management Committee
Activity Description	Communications strategy with parents, protections, safe guards
Roles and Responsibilities	Administrator and manager responsible for managing face book page , management committee to ensure safe guards kept. Parents to sign agreement. Appendix referred too.
Legislation	No legal requirements Related: Regulation 47: Governance Management and Administration standard, GMA2, GMA3, Regulation 43: Curriculum standard, C12, Te Whariki Family and Community, Whanau Tangata and the strands of Belonging/Mana Whenua, Contribution/Mana Tangata and Communication/ Mana Reo, <i>Centre Philosophy</i> .

<p>Aoga Procedure - Policy</p>	<p>Purpose: To provide guidelines for the use of all social media channels that maintain safety of all users (parents, teachers aiga and children) as well as acceptable standards of content and steps taken when the Policy has been breached.</p> <p>Roles and Responsibility: The committee of A'oga Fa'a Samoa in consultation with families will implement and introduce social media channels that have been deemed to enhance family engagement, participation and communication with the Centre. A staff member and / or management representative of A'oga Fa'a Samoa will manage and update social media channels regularly and notify Management and/or the Committee of any issues that need addressing. The teachers will promote these alternative forms of engagement and encourage families' participation.</p> <p>Procedure: A'oga Fa'a Samoa embraces technology and acknowledges this as a real and relevant means of communication and engagement. However respecting privacy, maintaining professional content and daily management of these channels is vital. The following principles are to be used as a guideline and a more detailed appendix is attached to this policy. Be Responsible, Be Transparent, Be Credible, Be Consistent, Be Responsive, Be Integrated, Be an Ambassador, Be a Good Custodian. Where comments or content are deemed to be contentious, inappropriate or negative these messages/content are contained and escalated to the Management Committee for review and sign off on recommended action.</p> <p>See Appendix for more detail.</p> <p>Policy Created: April 2013 Policy to be reviewed: Yearly</p>
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<p>Appenix For Policy Social Media</p>	<p>The Basic Rules of Engagement The common principles shared across all forms of social media that will serve as a guide whether contributing content, starting or participating in online discussions</p>	
	<p>PRINCIPLE</p>	
	<p>Be Responsible</p>	<ul style="list-style-type: none"> • Any video content uploaded on the authorised social networking channels should be approved by the A’oga Fa’a Samoa Management Committee prior to making the content public • Any status updates on the official Face book group page must be relevant to the A’oga Fa’a Samoa • Do not disclose information, make commitments or engage in activities on behalf of the management committee unless authorised to do so • Stay within the legal framework and be aware that defamation, copyright and privacy laws, among others, apply • Always ☐ make sure that ☐ you ☐ are ☐ clear ☐ as to whether you are participating in an official or a personal ☐ capacity. Be aware that ☐ participating online may attract media interest in you as an ☐ individual, so proceed with care regardless of what capacity you are acting in
	<p>Be Transparent</p>	<ul style="list-style-type: none"> • All authorised social networking channels shall clearly indicate that they are maintained by the A’oga Fa’a Samoa management committee and shall have the management committee contact information prominently displayed • When you are speaking on behalf of your agency, identify yourself as ☐such
	<p>Be Credible</p>	<ul style="list-style-type: none"> • Be accurate, fair and thorough
	<p>Be Consistent</p>	<ul style="list-style-type: none"> • Encourage constructive criticism and deliberation • Be cordial, honest and professional at all times.
	<p>Be Responsive</p>	<ul style="list-style-type: none"> • Answer questions in a timely manner share your insights where appropriate • Correct any factual inaccuracies you find relating to the Government initiatives • Refer people to government sites or the website, where appropriate ☐
	<p>Be Integrated</p>	<ul style="list-style-type: none"> • Wherever possible, align online participation with other offline communications ☐
	<p>Be a Ambassador</p>	<ul style="list-style-type: none"> • Remember that you are an ambassador for your organisation • Wherever possible, disclose your position as a representative of your department or organization • Do not give out personal details of yourself or other staff
	<p>Be a Good Custodian</p>	<ul style="list-style-type: none"> • Make sure that you are posting content and checking messages regularly • An unattended and out-of-date channel looks unprofessional • Ensure that information is created, kept and, if necessary, disposed of in accordance with organisational policies • Do not post any material that is protected by copyright • Always remember that online engagement results in your ☐comments being permanently available and open to being republished in other ☐ media

General Comments

- Inappropriate or offensive comments include:
 - Comments not topically related to the particular site or blog article being commented upon;
 - Profane or offensive language or content;
 - Sexually explicit or pornographic content or links to sexually explicit or pornographic content;
 - Content used to intimidate or bully another staff member, contractor, student or other person;
 - Content that is or is likely to be defamatory;
 - Solicitations of commerce;
 - Material that is, or might be construed as creating a risk to the health and safety of a team member, contractor or other person, including material that amounts to "unacceptable behaviour" such as bullying, psychological or emotional violence, coercion, harassment and/or discrimination, aggressive or abusive comments or behaviour, and/or unreasonable demands or undue pressure
 - Conduct or encouragement of illegal activity;
 - Information that may tend to compromise the safety or security of the public or public systems;
 - Content that violates a legal ownership interest of any other person, including breach of copyright or other intellectual property rights of another person;
 - Confidential information or personal information obtained in a person's capacity as a staff member/contractor of the management committee, 'users' and GOVERNMENT;
 - Content that is misleading or deceptive; or
 - Content that involves unreasonable personal use

Type of Negative Feedback	Response Plan
Legitimate Issues	<ul style="list-style-type: none"> • Respond with a 'holding message' • Escalate to the management committee for review • Action <input type="checkbox"/> within <input type="checkbox"/> one week <input type="checkbox"/> with <input type="checkbox"/> agreed <input type="checkbox"/> response
Constructive Criticism	<ul style="list-style-type: none"> • Respond with a 'holding message' • Escalate to the Management Committee for consideration • Action <input type="checkbox"/> within <input type="checkbox"/> one week <input type="checkbox"/> with <input type="checkbox"/> agreed <input type="checkbox"/> response <input type="checkbox"/>
Spam	<ul style="list-style-type: none"> • Give written warning for first spam comment (if human and not a bot) and retrospectively remove spam comment • If spammer offends for second time, block their account

All relevant comments and queries left on any of the channels need to be responded to within two hours with a holding response such as "Thank you for your feedback We will get back to you within one week." If anything needs to be escalated, a response should be published within one week from time of original comment.

The primary rule when responding to all criticism, even the negative type, is to stay positive. Negativity could allow the a'oga to be drawn into a fight with an interested party, and will only reflect poorly on the a'oga.

Procedure Number:	119
Procedure Name:	119 – Sun care Policy.
Document version:	7
Date of Issue:	Issued 05/04/2016
Authorised by:	Management Committee
Activity Description:	Sets out how the A'oga will protect children from being burnt in the sun.
Roles and Responsibilities:	<ul style="list-style-type: none"> • Teachers responsibility to remind children to wear their sun hat. • Teachers responsibility to apply a broad spectrum sun cream to children. • Teachers responsibility to use shade areas for children's play. •
Legislation:	Early Child Regulations None Recommendation in Nga Kupu Oranga- Ministry of Health. Sun Care – page 80 Cancer Society – sun policy .
Aoga Procedure/Policy	<p>Well Being – Soifua Laulelei To keep children safe and comfortable during outside play.</p> <p>When playing in the outside school field or going on outings children and teachers must wear a hat.</p> <p>On hot sunny days approved sun cream will be applied to children when playing outside. Check for children with skin allergies and confirm use of the cream with parents before applying. Ask parents who have children with skin allergies to supply their own sun cream.</p> <p>Teachers will use the shade areas as much as they can to protect children from direct sun light.</p>
Measurements/ Control:	Records checked for skin allergies before sun cream used. Every child and teacher to have a sun hat.

Procedure Number:	120
Procedure Name	120 – Caring for the Environment Policy.
Document Version	7
Date of Issue	Issued 13/09/2017
Authorised by	Management Committee
Activity Description	Recognises the importance of caring for the environment
Roles and Responsibilities	Teachers and Children will work together to ensure the policy is adhered to.
Legislation	ECE Regs; 43 Curriculum Standard General; (ii) provides a positive learning environment. Te Whariki Exploration Strand Five: A sense of responsibility for the living world.
A'oga Policy/ Procedure	<p>Caring for the Environment Policy.</p> <p>Rationale</p> <p>The A'oga Fa'a Samoa recognises the importance of caring for the environment. If children are immersed and involved from a very young age they will develop a respectful disposition towards the world, helping to make it a better place to live.</p> <p>Te Whariki</p> <p>Exploration – Goal 4: Children experience an environment where they develop working theories for making sense of the natural, social, physical and material worlds.</p> <p>Procedures</p> <ul style="list-style-type: none"> • Children will be involved as much as possible in the procedures and practices of caring for the environment. • We will ensure our outdoor environment includes the 'wonder' that nature has to offer. For example flowers, vegetables, and native flora and fauna. • There will be dedicated recycling bins located around the centre to ensure teachers and children can recycle where appropriate. • The A'oga Fa'a Samoa will have a worm farm, bokashi bins, and compost bins to recycle food waste. • The A'oga Fa'a Samoa will use cloth nappies at the centre. • To reduce our impact on the environment, we will use face cloths for drying and wiping faces. No paper towels. • To reduce power usage we will employ strategies such as turning off lights when not in use, installing eco light bulbs and turning off computers at night. • To reduce paper waste we will employ strategies such as reusing non-confidential office paper for art purposes, shred paper for pets and accept kind donations of paper/cardboard to reuse. • When purchasing new resources we will look for resources which support our environmental and sustainable practices. • Information about our environmental practices will be shared with parents and family through notice boards, face book, emails, and newsletters, as well as through our daily conversations
Measurement and controls.	Teachers and children to wear gloves when recycling food. Bins to be labelled and colour coded. Staff roster for washing and drying nappies.

Procedure Number:	121
Procedure Name:	<i>121 – Physical Activity Policy</i>
Document version:	29
Date of Issue:	Issued
Authorised by:	Management Committee
Activity Description:	Sets out how the A'oga Fa'a Samoa provides physical activities for the children attending.
Roles and Responsibilities:	<ul style="list-style-type: none"> • Teachers responsibility to provide an environment for children to be able to move confidently •
Legislation:	Early Child Regulations None Te Whariki – Early Childhood Curriculum Document
Aoga Procedure/Policy	<p>Exploration – O le Sue Sue To gain confidence in and control of their bodies – moving confidently and challenging themselves. The A'oga Fa'a Samoa will provide experiences and challenges for all the children attending the centre using both the inside and outside areas and also the Richmond Road school apparatus and field.</p> <p>Children will have:</p> <ul style="list-style-type: none"> • Control over their bodies • Develop locomotive movement and skills • Develop agility and balance and be confident to take risks and physical challenges. <p>Teachers will plan and provide physical experiences as part of their daily planning.</p>
Measurements/ Control:	Teacher child ratios to be kept especially when using outside field.

Procedure Number:	122
Procedure Name:	<i>Pandemic Policy and Procedure</i>
Document version:	29
Date of Issue:	13 th March 2020 , 9 th December 2021
Authorised by:	Management Committee
Activity Description:	Sets out plan for pandemic
Roles and Responsibilities:	Manager, staff, komiti .
Legislation:	Ministry of Health Guidelines. Ministry of Education ECE Covid- 19 Protection Framework Health and Safety in Employment Act 1992 Health and Safety Guidelines 2014
Aoga Procedure/Policy	<p>The A'oga Fa'a Samoa will be guided by the Ministry of Health and the Ministry of Education.</p> <p>Take all practicable steps to ensure the safety of employees while at work; and in particular shall take all practicable steps to:</p> <ul style="list-style-type: none"> • provide and maintain for employees a safe working environment • provide and maintain for employees while they are at work facilities for their safety and health...” • Practising good personal hygiene and workplace cleaning habits. • identification of essential activities (and the core people and skills to keep them running), ensuring these are backed-up with alternative arrangements • minimising the risk of infection for staff and students • Ensuring adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks. It may be difficult to purchase such products once a pandemic begins. • Refer to the Richmond Road Primary School procedure's if closures to the school are being implemented. • Hygiene practices should be elevated in a pandemic to an even higher level than usual. • Strict cleaning procedure's need to be enforced. • Children who are unwell should remain at home. Staff, parents and aiga should be advised not to come in when they are feeling unwell, or if they are exhibiting any influenza symptoms • Vaccination mandates to be implemented with a registration record to be kept of staff vaccinations and Covid tests. • Visitors will be limited and must scan in and wear masks while on site. This also applies to settling in of children. • Any family with a Covid positive test should immediately contact the A'oga Fa'a Samoa who will then follow the Ministry of Health guidelines.

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Measurements/ Control:	Manager, Senior teacher, Komiti. (referring to Ministry of Health).

Health and Safety Procedures

Procedure Number:	211
Procedure Name:	<i>211 - Emergency Procedures</i>
Document version:	7
Date of Issue:	Issued 28 Jan 1999, revised 5 Sep 2005 20 th March 2018 revised.
Authorised by:	Management Committee
Activity Description:	Emergency exit procedures; identification of hazards; action plan in civil defence situation; contact of parents and relevant authorities.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Manager responsible for contact of parents and relevant authorities. ▪ Teachers responsible for emergency exit procedures ▪ Parents responsible for collecting children ▪ All staff responsible for action plan in civil defence situation
Legislation:	<p>Education (Early Childhood Centres) Regulations 1998 – Reg. 5(a) Every application for a licence must be accompanied by (a) A copy of an operative evacuation scheme for public safety that meets the requirements of section 21A of the “Fire Service Act 1975 and Part II of the Fire Safety and Evacuation of Buildings Regulations 1992;</p> <p>Civil Defence Emergency Management Act 2002, Health and Safety in Employment Act 1992, Fire Safety and Evacuation of Buildings Regulations 1992, Building Act 2004, Building Regulations 1992</p>
Aoga Procedure/Policy	<p>PROCEDURE</p> <ol style="list-style-type: none"> 1] All children will be kept under strict control of Centre Staff. A transistor radio should be manned at all times after the emergency has been declared. Cell phones can also be a method of communication. 2] Staff to keep an accurate roll of every child in the Centre. 3] Manager to contact Civil Defence Headquarters to report on the Centre situation as soon as possible. (Use cell phone if lines are down). 4] Children will only be released to parents who personally collect them from the Centre. 5] Any unclaimed children will be moved to Civil Defence Emergency Centre until reunited with the family. <p>HAZARD IDENTIFICATION</p> <ol style="list-style-type: none"> 1] Glass on both sides of the rooms. 2] Open shelves, tables, chairs, birdcages, glass in doors. <p>FLOOR PLAN</p> <p>Children to assemble on the mat area in the centre of the room. Staff to reassure children A staff member to call the roll. Electrical main to be switched off at meter. Gas meter to be turned off outside. Water to be stored in clean bucket. Fire extinguishers ready for use.</p>

	<p>Transistor radio turned on and cell phones used for update on situation.</p> <p>EVACUATION PLAN Glass to be cleared away from double doors. Richmond Road School to be notified on A'oga's situation, and request update and instruction from the school. In case of fire children to leave the building as quickly as possible in an orderly manner with younger children holding older children's hands. Senior staff to check all children and staff are out of the building, close all windows and doors and bring the attendance register for a roll call. Children and staff will assemble at the end of the school field until notification of safe return to building.</p> <p>STAFF ACTION PLAN Calm and reassure frighten children. Move children to the mat area as quickly as possible in a quiet firm manner. Attend to the first aid needs of the injured. Account for all children. 'Extinguish any small fires, and turn off gas and electrical meters. Contact the school, and emergency services.</p> <p>ADVISING PARENTS Notification to all parents on policy of release of children from the Centre. Notification of nearest Emergency Centre [Richmond Road Primary School] Parents are requested to assist staff as much as possible in an emergency situation</p> <p>LONG TERM REQUIREMENTS Well-stocked first aid kits. Staff all up to date with first aid training and current certificates. Transistor radio, cell phone, torches, batteries, candles, matches all kept in a safe area. Evacuation plan clearly displayed. Fire drills / earthquake / lockdown drills observed with the school once a term. Drinking water from water unit in over two room.</p>
<p>Measurements/ Control:</p>	<p>The evacuation drills are carried each term in conjunction with the school and other early childcare centres. A record of all drills are recorded.</p>

Procedure Number:	212
Procedure Name:	<i>212 - Milk formula preparation procedures</i>
Document version:	7
Date of Issue:	1999, revised 19 March 2008 20 th March 2018 revised. 20 th March 2018.
Authorised by:	Management Committee
Activity Description:	Instructions for staff on the preparation of milk formula
Roles and Responsibilities:	Staff are responsible for the preparation of milk formula and recording amounts consumed.
Legislation:	Not governed by any legislation.
Aoga Procedure/Policy	<p><u>Staff please note.</u></p> <p>If parents have not provided the prepared formula, teachers will ensure:</p> <ol style="list-style-type: none"> 1. You use the gloves provided. 2. Bottles are cleaned and sterilised before being used. 3. Measurements and amounts are as per parents instructions. 4. Scoops of formula are levelled with a knife and added to cooled, boiled water. 5. Amounts consumed are recorded and leftovers are emptied down the sink. 6. Bottles, teats and bands are rinsed clear, filled with warm, soapy water and detergent and scrubbed with a bottle brush, before being rinsed thoroughly again, filled with boiling water, then sealed ready for next use.
Measurements/ Control:	<p>Whiteboard records daily of milk consumption.</p> <p>Parents act as a form of control through having daily access to records of consumption and reporting any issues of concern.</p>

Procedure Number:	213
Procedure Name:	<i>213 - Nappy Changing Procedure</i>
Document version:	7
Date of Issue:	Issued 24 July 1998, Revised 20 Sep 2005 20 th March 2018.
Authorised by:	Management Committee
Activity Description:	List of actions staff should follow when changing nappies.
Roles and Responsibilities:	Teachers and care givers responsibility to ensure hygienic cleanliness is maintained whilst ensuring a safe environment for the child.
Legislation:	Draft Criterion for licensing - HEALTH & SAFETY 3.33 A procedure for changing (and disposal, if appropriate) of nappies is displayed near the nappy changing facilities and consistently implemented. Documentation required: A procedure for changing (and disposal of nappies). The procedure aims to ensure: <ul style="list-style-type: none"> • Safe and hygienic practices, and • That children are treated with dignity and respect.
Aoga Procedure/Policy	<p>Staff Must:</p> <ul style="list-style-type: none"> • wear clean disposable gloves. • remove and dispose of gloves once used, then wash hands thoroughly. • Rinse all cloth nappies before putting them in washing machine. • stay with child when using the nappy changing table. • keep things needed for nappy changing away from children, but where they can be reached easily. • dispose of faeces down the toilet before putting nappies in container. • clean potties every time they are used. • put all bottom flannels into washing bucket, paper towels into the rubbish. • write up record of nappy change • use warm water for wiping children. • wash children's hands when finished. • clean and disinfect changing area after each child.
Measurements/ Control:	A whiteboard in each nappy changing area is recorded daily. Parents to check recording of nappy changes on the daily whiteboard. Senior and trained staff are required to ensure procedure is implemented.

Procedure Number:	214
Procedure Name:	<i>214 - Laundry Facilities Procedures</i>
Document version:	7
Date of Issue:	Issued 29 July 1999, Revised 25 May 2001, Revised 26 October 2005 20 th March 2018.
Authorised by:	Management Committee
Activity Description:	Sets out how and when laundry will be carried out.
Roles and Responsibilities:	Teachers responsibility to carry out daily and weekly laundry requirements.
Legislation:	ECC regs 20 Laundry facilities – (1) the licensee of a licensed centre must ensure that there is in place a system, satisfactory to the Secretary, for ensuring the hygienic laundering of linen used by the children or the staff.
Aoga Procedure/Policy	<p>Flannels and bibs towels will be washed daily at the Centre. Cloth nappies will be washed at the centre.</p> <p>Tea towels and dish cloths will be washed separately from children's washing.</p> <p>Used bedding will be washed at the end of the week except if wet or soiled where they will be washed immediately.</p> <p>All washing will be dried in the drier daily or hung outside on sunny days.</p> <p>Any heavy blankets or washing not suited for the drier will be hung in the sun to dry.</p>
Measurements/ Control:	Rosters drawn up by Senior Teachers for washing of above items.

Management Policies

Procedure Number:	311
Procedure Name:	<i>311 - Financial Policy</i>
Document version:	7
Date of Issue:	Issued 11 Feb 1997, revised 28 Jan 1999, 20 Sep 2005, 31 Aug 2006, 15 October 2007, 19 Nov 2008, 17 Nov 2010 17 th April 2018 revised
Authorised by:	Management Committee
Activity Description:	Sets out financial controls, authorisations and reporting systems.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Accounts person to reconcile bank statements weekly ▪ Treasurer to report monthly spending monthly and prepare annual financial accounts. ▪ Cheque signatories – manager and two designated members of the committee. This excludes the treasurer.
Legislation:	<p>Incorporated Societies Act 1957 – financial accounts are to be approved at the AGM and becomes public record.</p> <p>Reg 47 – Education (Early Childhood Services) Regulations 2008</p> <p>Governance, management, and administration standard: general</p> <ul style="list-style-type: none"> • (1) The governance, management, and administration standard: general is the standard that requires every licensed service provider to whom this regulation applies to ensure that— <ul style="list-style-type: none"> • (a) the service is effectively governed and is managed in accordance with good management practices
Aoga Procedure/Policy	<p>Financial Policy:</p> <p>The Management of the A'oga Fa'a Samoa will ensure efficient administration of the Centre and accurate financial accountability. The Management will ensure that the funding received is used towards achieving the goals of the Centre Charter.</p> <p>All Government funding received from the Ministry of Education and Income Support is audited yearly and is available for parents to read.</p> <p>Systems are put in to place, which clearly show that Government funding has been spent according to their specifications.</p> <p>The A'oga Fa'a Samoa will keep financial records of all financial transactions accurate and up to date and appropriately secured.</p> <p>Procedure:</p> <p>Financial Controls.</p> <p>Roles:</p> <ul style="list-style-type: none"> • Manager- oversees the financial management of the centre. • Administrator – Receives and records all fee payments. Issues statements and receipts to parents. • Accounts person – reconciles all payments received. • Management – Has two designated signatories for all accounts. <p>Receiving Fees,</p> <p>Fees are received through automatic payments into the A'oga Fa' a Samoa bank account.</p> <p>Cheque or cash payments are posted into the fee box accessed by the administrator or manager. The administrator then records fees received into the Info – Care software system. The accounts person reconciles info care receipts. Receipts are issued as requested by parents and are sent out to</p>

	<p>parents at the end of each month.</p> <p>Approval of Expenditure. The manager has authority to incur debt for regular budgeted expenditure. Extraordinary items not budgeted for must be presented to the management for approval. Payment for adhoc expenditure or non-budgeted needs pre approval for cheque or direct credit payment.</p> <p>Financial Statements. Financial statements will be presented to the Management Committee by the treasurer at meetings to be passed. Records of these will be kept in the management-meeting computer file.</p> <p>Payments. Invoices to be sighted by signatories except for regular budgeted suppliers for which a list is to be provided to the authorised signatories Two signatures are required on all cheques and direct credit payments. IRD payments can be authorised by the account's person with another signatory.</p> <p>Business Cards. 1. Visa Business Card. – This is a business card for the A'oga Fa'a Samoa to be only used for purchases for the A'oga Fa'a Samoa. It will be kept at \$4000 and all purchases will be recorded on the A'oga Fa'a Samoa bank statement. Authorisation for use of the card will be by the Manager or an authorised management committee member.</p> <p>Financial Audit. The treasurer and the accounts person will compile all financial records for the Auditor.</p>
Measurements/ Control:	<p>Independent auditor to review each year. Bank account must have two signatories/authorisation. All payments reviewed by bi-monthly by management committee Financial accounts submitted to AGM for approval and registered with Registrar of Incorporated Society for public viewing.</p>

Procedure Number:	312
Procedure Name:	<i>312–Absence from Centre</i>
Document version:	7
Date of Issue:	Issued 11 Feb 1997, revised 13 Nov 2000, 31 Aug 2005, 17 Dec 2007, 19 Mar 2008, 19 Nov 2008 13 th April, 2016.
Authorised by:	Management Committee
Activity Description:	Regulates allowances made for children absences.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Parents responsibility to notify the Aoga of their child's intended absence from the Aoga.
Legislation:	<p>ECC Reg 35(d) The licensee of a licensed centre must ensure that there are kept for each child (for at least 7 years) records, available at all times for inspection and copying by authorised persons having the right of entry to the centre under section 318 of the Act, of (d) an attendance roll showing the times and dates of the child's attendance at the centre.</p>
Aoga Procedure/Policy	<p>POLICY ABSENCES AND SICK DAYS SoifuaLaulelei. The health and well – being of the child is protected and nurtured. O le a mauaina e tamaiti se siomaga e mafaiaionamaua le soifualaulelei.</p> <p>Parents are required to notify the Centre of their child's absence due to illness by 8.00am that day. Prior notice is preferable if known especially where the child will be absent for a period of time.</p> <p>All attendance records are entered into the software system "Info-Care" from the daily signed sign in sheets which are verified by parents and staff.</p>
Measurements/ Control:	Attendance register, signing in sheets, Info Care soft ware programme.

Procedure Number:	313
Procedure Name:	313 - Personnel Policy
Document version:	7
Date of Issue:	Issued 13 May 1999, Reviewed 21 May 2008 17 th April 2018 revised.
Authorised by:	Management Committee
Activity Description:	Sets out considerations for management to take prior to advertising a vacant positions, how management will go about advertising, interviewing and selecting an employee. A contract and performance appraisal will be drawn up for the new employee and discipline actions are also set out.
Roles and Responsibilities:	<p>Management responsibility to fill a vacant position and choose an employee that full fill the requirements of the Aoga. Management will ensure the requirements of the Employment Relations Act is fulfilled and that the staff's progress is monitored through regular performance review.</p> <p>Employee responsibility to read and question the terms of the contract prior to signing it.</p>
Legislation:	<p>Section 120A Education Act 1989 – Restrictions on appointment of teachers: (1) No employer shall appoint to any teaching position – (a) any person (i) whose registration as a teacher has been cancelled; and (ii) Who has since been registered as a teacher again; or (b) any person whose authorisation has been cancelled; and (2) No employer shall permanently appoint to any teaching position any person who does not hold a practicing certificate.</p> <p>Section 122 Education Act 1989 – The teachers council shall register an applicant under section 121 of this Act if satisfied that the applicant is (a) Is of good character and (b) Is fit to be a teacher, and (c) Is satisfactory trained to teach and (d) Has satisfactory recent teaching experience.</p> <p>Section 311 Education Act 1989 – (1) the management of every chartered early childhood centre shall keep, and make available to the Secretary on request, (e) Such other records as are necessary to enable the centres performance to be monitored adequately.</p> <p>Employment Relations Act 2000 – in particular for Personal Grievance rights and procedures.</p> <p>Human Rights Act 1993 – in particular equal employment opportunities, best person for the job despite race, gender, age, disabilities etc.</p>
Aoga Procedure/Policy	<p>Staff Appointment</p> <p>Management will employ people both trained and untrained, with a range of skills and experience and who demonstrate passion energy and enthusiasm for early childhood care and education.</p> <p>Vacancies may or may not be advertised, depending upon the position and available known and suitably qualified/experienced personnel.</p> <p>In the event that the position is advertised the following procedure will be followed:</p> <ul style="list-style-type: none"> • Determine what the current needs of the centre are. [hours, days, experience, qualifications needed]. • Determine the person specification, qualification. • Appointment process undertaken by Manager, and nominated Management person and/or senior staff member. • Review job description to check its accuracy. • Advertise first through known channels.

	<ul style="list-style-type: none"> • This can be done verbally through phone calls as well as in written form. • If unsuccessful advertise in the Harbour News, Herald and the Gazette. • Set criteria for assessing individual applicants. Agree on decision making process. • Organise interview times and contact referees by phone. • Interview. Choose successful applicant. Document. • Contact all persons interviewed. • If not a registered teacher then a police vet will need to be done prior to beginning the position. <p>The A'oga contract will then be offered with conditions for reviewing according to staff performance appraisal guidelines, after a three month period.</p> <p><u>Staff Induction</u> Newly appointed staff will have an induction which will include:</p> <ul style="list-style-type: none"> * opportunity to discuss the philosophy statement, policies and the key tasks of the job description. * full explanation and demonstration of Centre procedures. * being “buddied” with a regular worker until such a time as all parties are confident that the new member is able to carry out required duties satisfactorily on her / his own. <p><u>Performance Appraisal</u> Three methods of assessment are used:</p> <ul style="list-style-type: none"> • self assessment, with goals set for the year. • peer assessment. This occurs at staff meetings with staff dividing into pairs. This is an oral procedure and is up to each staff member as to whether the assessment is recorded. • professional review assessment done by the Manager. This occurs twice a year. <p><u>Discipline and Dismissal</u> As per the Collective / Individual contract agreement.</p> <p>When the employer is unsatisfied with the employees work there will be a meeting between the Manager and the employee, in which the areas of concern are outlined. If after this meeting the employee’s work does not improve a further meeting will be held with the Management Committee Chairperson, the Manager and the employee in which a written warning will be given to the employee clearly stating the areas of concern, and a time period for which improvement must be made. If satisfactory improvement is not made within 2 further working weeks the worker will be dismissed.</p> <p>In the case of serious misconduct the Management has the right of instant dismissal. Reporting for work under the influence of a mind altering substance, harsh treatment of children, or theft from Management or breach of the Early Childhood Regulations are examples of serious misconduct.</p>
<p>Measurements/ Control:</p>	<p>Signing of contract by both parties. Signing of job description by both parties. Buddy system with senior staff member overseeing. Documented performance appraisals kept on each person’s file.</p>

Procedure Number:	314
Procedure Name:	<i>314 - Overdue Fees and Outstanding Debts</i>
Document version:	7
Date of Issue:	Issued 26 Feb 2002. Revised 30 August 2005, 24 Nov 2006, 20 Aug 2008 17 th April 2018.
Authorised by:	Management Committee
Activity Description:	Sets out the process for recovery of debt
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ The Admin staff responsibility to review fees on a weekly basis. ▪ Management responsibility to notify parents of outstanding fees on a weekly basis. ▪ Management responsibility to attempt repayment arrangement with parents through a meeting otherwise refer to debt collection or removal of child as last resort. ▪ Parent's responsibility to pay fees one week in advance.
Legislation:	No legislation
Aoga Procedure/Policy	<p>All fees are to be paid one week in advance and at time of acceptance of placement fee payments commence during the settling week.</p> <p>A reminder notice is sent out to families for any weekly outstanding payments.</p> <p>Families that incur 3 weeks of missed payments or \$500 (whichever occurs first) will be sent a letter requesting a meeting with Management and a representative from the committee.</p> <p>Debt repayment arrangements are set at 10% weekly or at the committees discretion.</p> <p>Any missed payments on a debt recovery plan and families will be required to attend a meeting with Management and a representative from the committee. At this meeting hardship criteria will be assessed and re-payment scheme re-assessed.</p> <p>Unfortunately when it becomes clear that the families ability to repay the debt is no longer achievable enrolment at A'oga Fa'a Samoa will cease. Any outstanding fees are referred onto a debt collection agency.</p>
Measurements/ Control:	Software programme " Info – Care" identifies bad debt. Enrolment procedures now incorporate new policy of one week in advance payment.

Procedure Number:	315
Procedure Name:	315 - Child Behaviour Management Policy
Document version:	7
Date of Issue:	Issued 11 Feb 1997, revised 5 Sep 2005, 13 Feb 2008 22 nd May 2018
Authorised by:	Management Committee
Activity Description:	Sets out boundaries of acceptable behaviour in the care of children
Roles and Responsibilities:	Teachers responsibility to set boundaries in a loving environment. Senior teachers responsibility to monitor teacher's behaviour.
Legislation:	<p>ECC Reg 33 Management practice for child behaviour – The Licensee of a licensed centre must formulate and apply a written policy on management practices for child behaviour that ensures that –</p> <ul style="list-style-type: none"> (a) Every child is given respect and dignity; and (b) Every child is given positive guidance promoting appropriate behaviour, having regard to the child's stage of development; and (c) Every child is given positive guidance, using praise and encouragement, and avoiding blame, harsh language, and belittling or degrading responses; and (d) Children are given guidance and control; but no child receiving guidance and control is subjected to any form of physical ill-treatment, solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter, or protection. <p>ECC Reg 34 Ill-treatment of children – (1) the licensee of a licensed centre who becomes aware that there are reasonable grounds for believing that a member of the centre's staff, or any other person, -</p> <ul style="list-style-type: none"> (a) has physically ill-treated a child; or (b) In guiding or controlling a child, has subjected the child to solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter, or protection, - <p>Must ensure that the person is excluded from coming into contact with the children; and if satisfied that it is necessary to do so to ensure no child is ill-treated, ensure that the person is excluded from the centre.</p> <p>(2) The Secretary may immediately suspend the centre's licence under regulation 11(1) if satisfied on reasonable grounds that the licensee of a licensed centre –</p> <ul style="list-style-type: none"> (a) Has physically ill-treated a child; or (b) In guiding or controlling a child, has subjected the child to solitary confinement, immobilisation, or deprivation of food, dink, warmth, shelter, ore protection; or (c) has failed to comply with subclause (1) in relation to the centre.
Aoga Procedure/Policy	<p>This policy is based on the Principles of Te Whariki in particular 'empowerment of the child.'</p> <p>The goals of 'well-being, and belonging' should be adhered to in implementing the policy.</p> <p>Children attending the A'oga Fa'a Samoa will experience an atmosphere where he / she feels secure and loved. Staff will use positive guidance towards appropriate behaviour using praise and support methods. There will be no physical punishment or ill treatment of any kind. There will be no deprivation of children's basic needs such as food. Emphasis will always be on enjoyment, support, and respect of each other.</p> <p>Staff will use Te Whariki Goal 4 to support this policy.</p>

	<i>[Children and their families will experience an environment where they know the limits and boundaries of acceptable behaviour.]</i>
Measurements/ Control:	Staff must be implementing our philosophy which incorporates this policy and is part of ECE curriculum and regulations. Senior educators to monitor that this is implemented daily.

Procedure Number:	316
Procedure Name:	316 - Teacher Registration Policy
Document version:	7
Date of Issue:	6 August 2004, 2 March 2007, 17 Dec 2007, 15 July 2009, 15 Sep 2010
Authorised by:	Management Committee
Activity Description:	Sets out the support the Aoga offers teachers applying for registration.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Management to ensure -100% registered by 2012. ▪ Teachers responsibility to study towards their diploma and become registered teachers. ▪ Fully registered teachers to provide support and supervision for provisionally registered teachers.
Legislation:	Schedule 1 – ECC Regulations: Qualifications Requirements: 50% of required staff (including person responsible) must hold recognised qualifications
Aoga Procedure/Policy	<p><i>“Management should implement employment policies which incorporate the principle of being a good employer.”</i></p> <ul style="list-style-type: none"> • The Management of the A’oga Fa’a Samoa encourages all Diploma of Teaching staff to become registered teachers. • The Management supports the Strategic Education Plan for ECE to have diploma trained and registered ECE teachers employed at the A’oga Fa’a Samoa. • The Management shows support of this by paying the teachers full registration cost to the Teaching Council
Measurements/ Control:	<p>Management annual report sets out to the management committee percentages of staff registered and progress made towards meeting the ECE strategic Education Plan.</p> <p>ERO review</p> <p>Teachers registration certification is displayed for public viewing on the noticeboard – main entry into the over 2 building.</p> <p>Expressed as a value of the aoga and percentages of trained teachers reported for public viewing on the Aoga website.</p>

Procedure Number:	317
Procedure Name:	<i>317 – Maintaining the Policies and Procedures</i>
Document version:	7
Date of Issue:	21 May 2008, 15 July 2009, 20 Oct 2010, 18 th May 2016,
Authorised by:	Management Committee
Activity Description:	Sets out how the A'oga's policies and procedures are reviewed and maintained.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Management Committee role to regularly review policies and procedures. ▪ Management responsibility to keep the website updated with latest changes and notify key people involved in changes. ▪ Parents and staff responsibility to keep themselves updated with latest changes.
Legislation:	<p>Education (Early Childhood Services) Regulations 2008</p> <p>47 Governance, management, and administration standard: general</p> <ul style="list-style-type: none"> • (1) The governance, management, and administration standard: general is the standard that requires every licensed service provider to whom this regulation applies to ensure that— <ul style="list-style-type: none"> ○ (a) the service is effectively governed and is managed in accordance with good management practices; and ○ (b) the service provider regularly collaborates with— <ul style="list-style-type: none"> ▪ (i) parents and family or whānau of children enrolled in the service; and ▪ (ii) the adults responsible for providing education and care as part of the service; and ○ (c) appropriate documentation and records are— <ul style="list-style-type: none"> ▪ (i) developed, maintained, and regularly reviewed; and ▪ (ii) made available where appropriate— <ul style="list-style-type: none"> ▪ (A) at any reasonable time on request by a parent of a child enrolled in the service; and ▪ (B) at any time on request by any person exercising powers or carrying out functions under Part 26 of the Act; and ○ (d) adequate information is made available to parents of enrolled children and, where appropriate, to the families or whānau of those children about the operation of the service; and ○ (e) all reasonable steps are taken to provide staff employed or engaged in the service with adequate professional support, professional development opportunities, and resources. (2) Each licensed service provider to whom this regulation applies must comply with the governance, management, and administration standard: general.
Aoga Procedure/Policy	Documented procedures and policies serve as a guidelines for staff and parents without which the A'oga is likely to be at greater risk of the consequences of unacceptable behaviour. Further if staff and parents are unaware of the policies and procedures governing the Aoga, they cannot be held accountable should violations be committed. Clearly stated policies and procedures are therefore necessary for the following reasons:

	<ul style="list-style-type: none"> a. for the proper regulations of the Aoga facilities and systems b. as behaviour guidelines to staff and parents c. to allow properly authorised investigation in alleged breaches to regulations and policies d. to meet legal and audit requirements <p>To ensure the A'oga policies and procedures are kept updated, the management committee will carry out regular reviews.</p> <p>The A'oga's website will act as the official record of its policies and procedures. A register of the changes will also be kept on the website recording both a summary of the change and the date of the change.</p> <p>Although a majority vote at the management committee will carry a change to the policies and procedures, only the following persons are authorised to organise the update to the policies and procedures with IT support:</p> <ul style="list-style-type: none"> ▪ Chairperson, or ▪ Manager, or ▪ Secretary
Measurements/ Control:	<ul style="list-style-type: none"> ▪ Management Committee requirement to review regularly. ▪ Public scrutiny once posted to the website. Feedback from parents and staff encouraged for the management committee consideration. ▪ A register of version control recording both the summary of change and date of change will be maintained and made available for public viewing via the Aoga website. ▪ Only authorised parties may arrange the update to the policies and procedures.

Procedure Number:	318
Procedure Name:	<i>318 – Staff Unused Leave Policy</i>
Document version:	7
Date of Issue:	20 August 2008, 18 th May 2016
Authorised by:	Management Committee
Activity Description:	Sets out the grounds for which the A'oga will pay out leave not yet taken to staff
Roles and Responsibilities:	<ul style="list-style-type: none"> • Manager's responsibility to encourage all staff to take leave for their own wellbeing. • Staff responsibility to take their leave having given proper notice. They can not ask to be paid out for leave unless for reasons set out in section 27 & 28 of the Holidays Act 2003 as set out below. • Senior Staff responsibility to apply for an exception to this rule where they will take at least 20 days leave but wish to be paid for any leave over and above the 20 days. This allowance has been made due to difficulty in replacing senior staff with a relievers.
Legislation:	<p>Holidays Act 2003 –</p> <p>27. When payment for annual holidays must be made</p> <ul style="list-style-type: none"> • (1) An employer must pay an employee for an annual holiday before the holiday is taken unless— <ul style="list-style-type: none"> ○ (a) the employer and employee agree that the employee is to be paid in the pay that relates to the period during which the holiday is taken; or ○ (b) the employee's employment has come to an end. (2) If subsection (1)(b) applies, the employer must pay the annual holiday pay in the pay that relates to the employee's final period of employment. <p>28 When annual holiday pay may be paid with employee's pay</p> <ul style="list-style-type: none"> • (1) Despite section 27, an employer may regularly pay annual holiday pay with the employee's pay if— <ul style="list-style-type: none"> ○ (a) the employee— <ul style="list-style-type: none"> ▪ (i) is employed in accordance with section 66 of the <u>Employment Relations Act 2000</u> on a fixed-term agreement to work for less than 12 months; or ▪ (ii) works for the employer on a basis that is so intermittent or irregular that it is impracticable for the employer to provide the employee with 4 weeks' annual holidays under section 16; and ○ (b) the employee agrees in his or her employment agreement; and ○ (c) the annual holiday pay is paid as an identifiable component of the employee's pay; and ○ (d) the annual holiday pay is paid at a rate not less than 8% of the employee's gross earnings. (2) If an employee to whom subsection (1)(a)(i) applies is employed by the same employer beyond 12 months on a series of fixed-term agreements of less than 12 months each, the employer and employee may agree that the employee is to be paid in accordance with subsection (1) regardless of the number of agreements. (3) If the fixed-term agreement of an employee to whom subsection (1)(a)(i) applies is followed by permanent employment with the same employer, the employee— <ul style="list-style-type: none"> ○ (a) becomes entitled to paid annual holidays at the end of 12 months' continuous employment (including the period of that fixed-term agreement) under section 16; but ○ (b) the amount of the holiday pay that the employee is entitled to be paid for the holidays is reduced by the amount that the employee has already received under subsection (1). (4) If an employer has incorrectly paid annual holiday pay with an employee's pay in circumstances where subsection (1) does not apply

	and the employee's employment has continued for 12 months or more, then, despite those payments, the employee becomes entitled to annual holidays in accordance with section <u>16</u> and paid in accordance with this subpart.
A'oga Procedure/Policy	All staff at the A'oga Fa'a Samoa must take their annual leave of 20 days according to the Holidays Act as set out in their contracts. Assistance Supervisors may, depending on circumstances, apply to have their extra leave entitlement paid out. Any application for such a payment would need to be negotiated with the manager at the time and is subject to the managers discretion and would only be considered if circumstances of the applicant warranted it.
Measurements/ Control:	The manager will bring any application to the attention of the chairperson or committee should it become a matter of concern.

Procedure Number:	319
Procedure Name:	319 - Student Policy
Document Version	7
Date of Issue:	20 th May 2009, 20 Oct 2010, 18 th May 2016 13 th September 2017.
Activity Description	Sets out considerations of incoming students on practicum placements at the A'oga Fa'a Samoa that will both protect the students and the centre during their placement time.
Roles and Responsibilities:	The associate teacher working with the student will be responsible in giving the policy to the student and explaining it. The students will be responsible to keeping to the terms of the policy.
Legislation:	No legal requirements
A'ogaFa'a Samoa Policy.	Policy: Students on placement at the A'oga Fa' a Samoa. The A'oga Fa'a Samoa welcomes students on practicum placements to the centre. Students must be police vetted by their training provider before beginning a practicum at the Centre. While at the A'oga Fa'a Samoa: <ul style="list-style-type: none"> • Students must work with a fully teacher registered staff member. • Students must wear suitable clothing for working with young children in all aspects of the centre. • Students must speak Samoan to children at all times. • Students are permitted to read any of the A'oga Fa'a Samoa teaching resources but are not permitted to remove them from the centre. • Students are not permitted to use the photocopier, computers or other ICT resources for their own personal use. • Students must abide by the philosophy of the A'oga Fa'a Samoa and be guided by their associate teacher. • Students may not use the A'oga Fa'a Samoa facilities after closing. • Students must get written permission from parents before taking photos of children in the centre. • Students will need to be fully supervised while changing children.
Measurement Control	Associate teacher and the training lecturer supervision of student.

Procedure Number:	320
Procedure Name:	320 – Police Vetting Policy
Document Version	7
Date of Issue:	18 Nov 2009, 17 Nov 2010 17 th July 2018 10 th August 2022
Activity Description	All people working with children in early childhood centres must go through the process of Police Vetting. Registered and unregistered teachers are automatically Police vetted as part of maintaining their registration.
Roles and Responsibilities:	The manager must ensure that all staff are police vetted.
Legislation:	<p>Section 78c Education Act 1989 – (reprint 1 Nov 2009):</p> <p>78C Police vetting of non-teaching and unregistered employees at schools</p> <ul style="list-style-type: none"> • (1) Before appointing a person who is not a registered teacher or holder of a limited authority to teach to a position at a school, the board of the school, or (in the case of a school registered under <u>section 35A</u>) the management of the school, must obtain a Police vet of the person <ul style="list-style-type: none"> 78CB- Internal procedures relating to Police vets (2) Every requester must establish internal procedures for dealing with Police vets that are received as a result of a request under <u>section 78C</u> or <u>section 78CA</u>, which must, in particular,— <ul style="list-style-type: none"> ○ (a) identify the person or office-holder within the requester to whom Police vets must be sent by the Teachers Council; and ○ (b) ensure that strict confidentiality is observed for Police vets. (3) A requester may not take adverse action in relation to a person who is the subject of a Police vet until— <ul style="list-style-type: none"> ○ (a) the person has validated the information contained in the vet; or ○ (b) the person has been given a reasonable opportunity to validate the information, but has failed to do so within a reasonable period.
A'oga Fa'a Samoa Policy.	<p>All people working with children in early childhood centres must go through the process of Police Vetting. Registered teachers are automatically Police vetted as part of maintaining their registration. This policy is part of the A'oga Fa'a Samoa child protection policy. (HS31)</p> <p>The manager must ensure that all staff are police vetted when applying for a position at the A'oga Fa'a Samoa. The staff will be vetted every three years of employment</p> <p>All teachers will be police vetted either by the Teacher's Council of Aotearoa if applying to be a registered teacher or through the police if untrained and non - registered.</p> <p>If an unregistered teacher the 7 step vetting process outlined in the Vulnerable children's act 2014 will be followed and documented.</p> <p>Steps to be followed are:</p> <ul style="list-style-type: none"> • Two forms of identification as per the vulnerable children's act 2014 • Visa status (if applicable)

	<ul style="list-style-type: none"> • Interview questions and answers (signed and dated) • CV states previous five year of work history /experience (gaps explained). • Reference checks – minimum of one (working with children/character) signed and dated. • Qualifications – certified copy • Evidence of registration with teaching council of Aotearoa – print from web site and copy of current practising certificate (if applicable). • Police vetting result • Risk assessment <p>There will be three year vetting re- checks on all employed staff.</p> <p>The process for this will be part of the offer of employment. If the person being offered employment and the police clearance has not come through the offer of employment will not commence until receipt of a clear or negative test.</p> <p>Furthermore, where an unsatisfactory result is received, the applicant will not be employed.</p> <p>Documents will be kept in a filing cabinet accessed only by the Privacy Officer for as long as the person is employed at the service.</p>
Measurement Control	<p>This will be through the NZ Teacher's Council teacher registration processes, which are reviewed every two years.</p> <p>Any teacher who does not meet the vetting process will not be employed at the A'oga Fa'a Samoa.</p> <p>Policy Review Period One Year</p>
Procedure Number:	321
Procedure Name:	321 - Fraud Policy
Document version:	29
Date of Issue:	Issued 24th June 2020
Authorised by:	Management Committee
Activity Description:	<p>The purpose of this policy is to also produce an environment that actively discourages fraudulent behaviour, and protects the integrity of the organisation's charitable purposes, and the integrity of the people involved in producing the charitable outputs.</p> <p>.</p>
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Treasurer – to alert Chairperson ▪ Chairperson- alert the Management – governing group to take immediate action to investigate
Legislation:	<p>Incorporated Societies Act 1957 – financial accounts are to be approved at the AGM and becomes public record.</p> <p>Reg 47 – Education (Early Childhood Services) Regulations 2008 Governance, management, and administration standard: general</p> <ul style="list-style-type: none"> • (1) The governance, management, and administration standard: general is the standard that requires every licensed service provider to whom this regulation applies to ensure that— <ul style="list-style-type: none"> • (a) the service is effectively governed and is managed in accordance with good management practices
Aoga Procedure/Policy	<p>Fraud Policy: The Management of the A'oga Fa'a Samoa will ensure efficient</p>

	<p>administration of the Centre and accurate financial accountability. The Management will ensure that the funding received is used towards achieving the goals of the Centre Charter</p> <p>Actions deemed to be fraudulent are:</p> <p>For purposes of this policy, unless otherwise stated, the following definitions shall apply:</p> <p>Fraud is defined as any dishonest act or omission that causes loss to the ORGANISATION or results in an unauthorised benefit or advantage, whether to the person acting or omitting or to a third person; and is deliberate or reckless in relation to the harm caused or the benefit or advantage obtained.</p> <p>Fraud includes, but is not limited to:</p> <ul style="list-style-type: none"> a) forgery or alteration of documents; b) misappropriation of ORGANISATION property; c) deliberately altering or reporting incorrect financial or personal information; d) seeking or accepting gifts from vendors, consultants or contractors doing business with the ORGANISATION except where amounts greater than \$100 value are disclosed to the CEO and board chairperson, or the nature and amount of the gift, for example a lunch, would appear to be minor (less than \$100), relationship building, not impair judgement of value to the organisation for the business or service, and not appear to be a personal benefit. e) unauthorised use of ORGANISATION property, equipment, materials or records for personal advantage or gain; f) authorising or receiving payment for goods or services not received or performed; g) authorising or receiving payment for time not worked; h) any claim for reimbursement of expenses that are not incurred for the benefit of the ORGANISATION; i) fabrication or falsification of data, plagiarism or other dishonest practices; j) bribery; and k) identity theft. <p>. 4. Policy Content and Guidelines</p> <p>The GOVERNANCE values the integrity of its staff and volunteers, and relies on them to act at all times in an ethical and honest manner. It does not tolerate fraud and the concealment of fraud.</p> <p>Duty to Report</p> <ul style="list-style-type: none"> (a) An individual who is aware of or suspects fraudulent activity must promptly report such activity to the Manager or the chairperson of the board, if the employee believes that the Manager is compromised by the suspected activity. (b) An individual who reports a suspicion of fraud regarding another individual or the organisation in good faith will in no circumstances be threatened, intimidated, or dismissed because he or she has acted in accordance with this policy. (c) The Manager or the Chairperson of the board, will notify either the Treasurer of the audit committee, or the board, as appropriate, of the suspected fraud. (d) If the Manager and chairperson(s) of the board and audit committee determines that an investigation is warranted, an investigation team will be established. <p>If the investigation team concludes that the evidence it has collected does not support the allegation of fraud, that outcome shall be reported confidentially to the individual who was suspected of fraud and to the complainant. A confidential report will be provided to the Manager and chairman as appropriate that sets out the investigation process undertaken and the conclusions reached. The disclosure of that report or any part of that report to any other person will be determined by the Manager and chairperson.</p> <ul style="list-style-type: none"> (e) If the investigation team concludes that there is sufficient evidence to support the allegation, it will provide the Manager and chairperson with
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	<p>a confidential report which includes a recommended course of action and any recommended improvements to internal controls that are identified as a result of the investigation. A summary of this report will be provided to the Audit and Risk Committee.</p> <p>3 Disciplinary Processes</p> <p>The GOVERNANCE will follow the relevant disciplinary procedures (set out in the Schedule for Policies in respect of persons suspected of having committed fraud. i.e. Termination of Employment Policy</p> <p>Recovery of Loss</p> <p>Recovering losses of money or property is a major objective of the GOVERNANCE following any fraud investigation. The amount of any loss will be quantified as far as possible and repayment or reparation will normally be sought.</p>
Measurements/ Control:	<p>Independent auditor to review each year.</p> <p>Bank account must have two signatories/authorisation.</p> <p>All payments reviewed by bi-monthly by management committee</p> <p>Financial accounts submitted to AGM for approval and registered with Registrar of Incorporated Society for public viewing.</p>

Relationship with Parents Policies

Procedure Number:	411
Procedure Name:	411 - Samoan Language Policy
Document version:	7
Date of Issue:	Issued 10 May 2005, revised 15 Oct 2007 17 th July 2018
Authorised by:	Management Committee
Activity Description:	Sets out how the Samoan language will be promoted in children's learning.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Parents responsibility to encourage Samoan speaking at home. ▪ Both parent and teachers responsibility to speak Samoan only in designated areas of the Aoga.
Legislation:	ECC Reg 32 Programme of activities – the licensee of a licensed centre must, to the satisfaction of the Secretary – © Encourage children to become and remain confident in their own culture and to develop an understanding of and respect for other cultures of Aotearoa/New Zealand
Aoga Procedure/Policy	<p>'Atinae ma fa'alauteleina lo latou tomai i le gagana tautala e feso'otaiatu i so'o se isipo'oso'ose tulaga.'</p> <p style="text-align: center;"><i>“They develop verbal communication skills for a range of purposes.”</i></p> <p>The A'oga Fa'a Samoa uses a “total immersion” model to meet the philosophy of the A'oga, which is to promote Samoan language and culture to nurture the positive identity of the children.</p> <ul style="list-style-type: none"> • This will be implemented by the teaching staff at the A'oga Fa'a Samoa, speaking Samoan to the children attending, at all times. • By encouraging parents to foster the language in their homes and communities. • By encouraging parents to continue Samoan learning from the A'oga Fa'a Samoa through to the Samoan bi-lingual unit in the Primary School. • By informing parents and other interested parties of the advantages for their children to learn and speak two languages. • To encourage non-speaking parents and visitors to use designated areas for speaking English. This will be explained to new parents at the time of settling in their children to the A'oga Fa'a Samoa. <p>Where possible all newsletter and notices will be written in Samoan and English.</p>
Measurements/ Control:	Detailed at time of induction into the A'oga. Staff encouraged to attend papers outlining bilingual theories. Parent education evenings.

Procedure Number:	412
Procedure Name:	412 - Enrolment Policy
Document version:	7
Date of Issue:	Issued 26 Feb 02, Revised 31 Aug 05, 31Aug 06, 19 Mar 08, 18 Feb 09, 18 Aug 15, 15 th June 2016
Authorised by:	Management Committee
Activity Description:	Gives priority for children who will be considered for enrolment. Sets out when new enrolment will take place.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Manager receives enrolment applications and reviews these a month prior to school holidays. ▪ Admin staff or Manager will contact parent of successful applicants one month prior to school holidays. ▪ Teacher assigned to child or Manager will provide parent with introduction pack on first day of attendance. The details of the pack will be explained in detail.
Legislation:	Not governed by any legislation.
Aoga Procedure/Policy	<p>The A'oga Fa'a Samoa will give preference to Samoan children on the waiting list who:</p> <ul style="list-style-type: none"> • Have brothers / sisters attending the A'oga • Are taking a full time space. • Will help fill the under two quota • Are children or grandchildren of permanent staff members. • According to group sizes for staff ratios. • Have families that can support the Samoan language at home. • Are committed to Samoan language continuing in to Mua I Malae at Richmond Road Primary School. <p>Children will be listed on the waiting list according to enrolment and places will be allotted taking into account the above conditions. Children will settle during Primary School holidays, where possible, so that they will experience a less busy time where they can bond with their primary care giver and familiarise with their new environment. Children will usually start as a part of a group of new children unless vacancies arise through children withdrawing from the A'oga. Children will need to enrol for two days or more to meet the philosophy of being a language based centre.</p>
Measurements/ Control:	A copy of the policy is handed out to parents when they enrol. Parents are encouraged to telephone or discuss any questions they have. An update will be sent to parents on waiting list every 6 months. A scheduled day per week will be set aside for those prospective parents who wish to visit the centre.

Procedure Number:	413
Procedure Name:	413 - Grievance Complaints Procedure
Document version:	7
Date of Issue:	Issued 11 Feb 1997, 21 May 2008, 15 th June 2016 13 th September 2017
Authorised by:	Management Committee
Activity Description:	To whom parents may complain to concerning licensing requirements, teachers, or programme.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Manager to receive complaint ▪ Escalate to management committee ▪
Legislation:	<p>Education (Early Childhood Centres) Regulations 1998 – Reg 9(c) Licence to be displayed – The licensed Centre must ensure that – There is prominently displayed next to the centre's licence a notice that (i) sets out procedures for any parent who wishes to complain about non-compliance with licence conditions .</p> <p>This will be replaced under new regulations criteria 4.1 GOVERNANCE, MANAGEMENT AND ADMINISTRATION – The following are prominently displayed at the service for parents and visitors:</p> <ol style="list-style-type: none"> a. b. c. d. A procedure people should follow if they wish to complain about non-compliance with the Regulations or criteria.
Aoga Procedure/Policy	<p>If parents are unhappy about : Licensing requirements a teacher the programme or have general concern</p> <p>Please bring your concerns to the Manager If your complaint is about the Manager, then it should be taken to the Chairperson. Any unsatisfactory response to these complaints / concerns, should then be brought to the Management Komiti. If unsolved by management you may wish to refer it to the Ministry of Education.</p> <p><u>Complaint/ Concern.</u></p> <ol style="list-style-type: none"> 1. Manager/Chairperson. If unresolved 2. Management Komiti. If unresolved 3. Ministry of Education (+6496329400)
Measurements/ Control:	Any complaints against a teacher is maintained against the teacher's records – this is fully documented.

Procedure Number:	414
Procedure Name:	<i>414 - Attendance of School Age Children Policy</i>
Document version:	7
Date of Issue:	Issued 21 November 2002, revised 20 July 2011, 15 th June 2016. 21 st August 2018.
Authorised by:	Management Committee
Activity Description:	Sets out the A'oga's ability to accept school age children for after-school care.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Manager and Senior Teacher's responsibility to ensure responsible and sufficient staff available in terms of the ratio set out in schedule 3 of the ECC Regulations. ▪ Teacher's responsibility to ensure that children not enrolled in the A'oga are removed from the premises. ▪ Parents responsibility to request permission for their child's attendance at the Aoga (enrol)
Legislation:	<p>ECC Regs 37 37. Maximum number of children – (1) The licensee of a licensed centre must ensure that-</p> <p>(a) No more than 50 children attend at the same time.</p> <p>ECC Regs 36 36. Staffing – The licensee of a licensed centre must ensure that at all times while children attend they, or the staff members by whom they are supervised, are supervised by a person responsible.</p>
A'oga Procedure/Policy	<p>The A'oga Fa'a Samoa encourages strong links with the families of children attending the A'oga Fa'a Samoa as is outlined in the centre philosophy.</p> <p>In keeping with early childhood regulations of License numbers and ratio of staff to children the school age children attending A'oga Fa'a Samoa in the Primary School holidays;</p> <ul style="list-style-type: none"> • may only attend if roll numbers are low. • be provided with information on the RRS holiday programme • must be six years or under. • can only attend if permission has been granted by the Manager based on roll numbers during that period.. • normal daily fees would apply. <p>Attendance of brothers and sisters from Richmond Road Primary school while waiting for parents at the end of the school day must:</p> <ul style="list-style-type: none"> • be no longer than an hour • must have permission from the Manager • notification must be made of this arrangement with the Primary School • only be able to attend if roll numbers are low.
Measurements/ Control:	Attendance register and daily signing in sheets. Have to apply via the manager who will adhere to the policy.

Procedure Number:	415
Procedure Name:	<i>415 - Operational Hours and Fees Policy</i>
Document version:	7
Date of Issue:	Issued 11 April 2000. Revised 3 June 2004, 16 January 2006, 13 Feb 2008, 25 March 15,
Authorised by:	Management Committee
Activity Description:	Sets out the A'oga's opening hours and fees charged
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Management committee responsibility to elect the dates for the 3 weeks close down period. ▪ Managers responsibility to communicate operation hours to parents.
Legislation:	<p>ECC reg 35 Records – the licensee of a licensed centre must ensure that there are kept for each child (for at least 7 years) records, available at all times for inspection and copying by authorised persons having the right of entry to the centre under section 318 of the Act, of –</p> <p>(c) An attendance roll showing the times and dates of the child's attendance at the centre.</p> <p>DOP 11 – management should implement financial management policies which include budgeting to ensure that policies and objectives are met.</p>
A'oga Procedure/Policy	<p>The A'oga Fa'a Samoa shall remain open throughout the school year, closing for statutory holidays and for 3 weeks in the December/ January close down period.</p> <p>The A'oga will be open daily between 7:45am and 5:15pm each day.</p> <p>The A'oga will be staffed according to regulatory requirements of the Ministry of Education. A Diploma of Teaching ECE staff member will be on site at all times.</p> <p>Fees will be reviewed on an annual basis and will be set by the management committee. Children will be charged the fee rate set for the days open for the year.</p>
Measurements/ Control:	Signing-in attendance register records dates and times child attends school. Policy advised to parents on enrolment. Software programme keeps track of attendance and fees.

Procedure Number:	416
Procedure Name:	416 - Privacy Policy
Document version:	7
Date of Issue:	Issued 27 October 1994. Revised 17 May 2006, 17 Dec 2007, 11 Mar 2011
Authorised by:	Management Committee
Activity Description:	Sets out the A'oga's responsibility towards keeping information received from parents with privacy.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Privacy officer responsibility to ensure that principles of the Privacy Act 1993 are followed by the A'oga. ▪ <i>Appointment of privacy officers Privacy Act 2020</i> ▪ Any person who immediately before the commencement day was a privacy officer under section 23 of the Privacy Act 1993 continues on and after that day as a privacy officer under section 201 of this Act.
Legislation:	<p>Section 6 – Privacy Act</p> <p>Principle 1 – Purpose of collection of personal information must be for a lawful purpose.</p> <p>Principle 2 – Source of personal information must be from the individual concerned.</p> <p>Principle 3 – when collecting information from subject the agency should explain the purpose it is being collected, who will have access to the information, whether the information is required by law, consequences if the information is not collected.</p> <p>Principle 4 – personal information shall not be collected by unlawful means, or by means that are unfair or intrude to an unreasonable extent upon the personal affairs of the individual concerned.</p> <p>Principle 5 – Storage and security of personal information must be maintained to avoid mis-use.</p> <p>Principle 6 – Individuals may have access to view personal information held in their name. They may request that the information be corrected.</p> <p>Principle 7 – Individuals may request a correction but where the agency refuses to correct, they should attach a statement by the individual.</p> <p>Principle 8 – The agency has the responsibility before using the information to ensure that it is accurate, up to date, complete, relevant and not misleading.</p> <p>Principle 9 – Agency not to keep personal information for longer than necessary.</p> <p>Principle 10 – The information will be used for the purpose it was collected for and not for any other purpose. There are certain grounds where the information can be shared.</p> <p>Principle 11 – The agency can not disclose the information to a person or body unless it is for the purpose it was collected or certain grounds – eg. Law Enforcement, to avoid prejudice, to protect the public etc.</p> <p>Principle 12 – The Agency shall not assign a unique identifier to an individual unless it is necessary to enable the agency to carry out its functions efficiently.</p>
A'oga Procedure/Policy	<p>The A'oga Fa'a Samoa respects the privacy of staff, children and families attending. All files are kept in filing cabinet in a locked office. A privacy officer has been appointed. Information gathered from the families is only used the purpose of its intent.</p> <p>The privacy officer at the A'oga Fa'a Samoa will be the Manager unless so decided otherwise by the management of the time.</p>

	<p>The info care software system will be pass worded to set areas of access to respect the privacy of all families personal and financial information.</p> <p>The Privacy Officer will adhere to the 12 principles as set out in the Privacy Act and apply them to the A'oga Fa'a Samoa</p>
Measurements/ Control:	Filing cabinets in managers office- lock for managers door.

Procedure Name	417 - Separated parents' policy
Document version:	7
Date of Issue:	Issued 25 June 1997, revised 17 May 2006 & 16 March 2011
Authorised by:	Management Committee
Activity Description:	Sets out in what way the A'oga will cooperate with both parents despite separation.
Roles and Responsibilities:	<p>Parents' responsibility to provide:</p> <ul style="list-style-type: none"> (a) the names and contact details for both parents of the child; (b) written confirmation of the day-to-day care arrangements for the child including arrangements for contact with the parent that the child does not usually live with; (c) a copy of any Court orders relating to the parenting arrangements for the child and, in particular, any Court order that restricts or prohibits the other parent from having contact with the child; (d) written confirmation of who is permitted to take the child from the centre. <p>This information will be available to both parents of the child.</p> <p>Management responsibility to keep records and to inform teachers of names and any conditions notified.</p> <p>Teacher's responsibility to only release the child to authorised parties.</p>
Legislation:	<p>Regulation 58 of the Education (Early Childhood Services) Regulations 2008 – Collection of children from centres and home-based education and care services</p> <ul style="list-style-type: none"> (1) The service provider of a centre must ensure that no child leaves the centre with any person, unless the person- <ul style="list-style-type: none"> (a) has the role of providing day-to-day care of the child; or (b) is authorised in writing to take the child by a person who has the role of providing day-to-day care for the child.
Aoga Fa'a Samoa Policy	<p>The staff of the A'oga Fa'a Samoa will take a neutral stance in any dispute between parents.</p> <p>Both parents and any legal guardians of the child are entitled to:</p> <ul style="list-style-type: none"> (a) a copy of all written reports; (b) discuss the development of their child with the A'oga Fa'a Samoa staff.; (c) participate on management committees; (d) see any official records about the child that are usually shown to parents. <p>If the A'oga staff have reasonable doubts about the identity, good faith, or legal rights of any person wishing to make contact with a child, they should contact the person or persons known to have day to day care and/or guardianship of the child to find out if the person does have right of contact.</p> <p>A child may legitimately be known by a name other than that with which he or she is registered. The A'oga should note both names in all its official records.</p> <p>Unless the A'oga is provided with evidence to the contrary (for example a Court order or correspondence from a lawyer for the child) the A'oga will proceed on the basis that both parents are legal guardians of the child and have the guardianship rights and responsibilities in respect to education of the child regardless of the day to day care and contact arrangements.</p> <p>The A'oga has no right to disclose any information unless the requesting party has</p>

	a statutory right to such information, and that the non- compliance with the Privacy Act is therefore necessary for the conduct of the proceedings before a court. This statutory right should be sighted by the A'oga staff.
Measurements Control	Information gathered at enrolment time. Software programme info care stores information on guardianship and parenting arrangements which are also kept in each child's file. All staff to be informed if any statutory notification of access is on file.

Procedure Number:	418
Procedure Name:	<i>418 -Transition to School</i>
Document version:	7
Date of Issue:	Issued 1999. Revised 28 February 2006, 15 April 2009, 11 Mar 2011, October 14 2019.
Authorised by:	Management Committee
Activity Description:	Sets out how children from the Aoga will transition to the bilingual unit of Richmond Primary School.
Roles and Responsibilities:	<p>Manager's responsibility to attend the monthly meetings with the primary school principal.</p> <p>Teacher's responsibility to supervise four year old children during visits.</p> <p>Teachers' responsibility to supervise A'oga's children when using the primary school facilities.</p>
Legislation:	No legislation covers this.
Aoga Procedure/Policy	<p>To ensure that children can move easily into the Primary School area the A'oga Fa'a Samoa works closely with the Samoan Bilingual unit in the School attached.</p> <p>Four year old children spend regular allocated time in the Bilingual room accompanied by a staff member from the A'oga Fa'a Samoa.</p> <p>The Aoga also uses the school library, and take part in powhiri and join in assemblies in the school hall.</p> <p>Transition information is available in the enrolment package for parents.</p>
Measurements/ Control:	<p>Monthly meetings with ECE leaders and primary school principal.</p> <p>Constant liaison between staff in bilingual unit and A'oga.</p> <p>Support for the bilingual unit parent group "Mua I Malae".</p>

Procedure Number:	419
Procedure Name:	419 - Visitors Policy
Document version:	7
Date of Issue:	Issued 1 Mar 1999, revised 26 Feb 2004 15 th August 2012 revised 20 th August 2014 18 th September 2018
Authorised by:	Management Committee
Activity Description:	Assures safety for children from strangers by ensuring that those who visit the centre are there for legitimate reasons.
Roles and Responsibilities:	<ul style="list-style-type: none"> ▪ Teachers responsibility to question any unknown adults on the premises. Teacher will ensure the visitors book is completed and that the visitor is either escorted to the manager's office or remain off the premises until the manager is able to attend to him/her. ▪ Visitors responsibility to sign the visitors book and to seek permission to enter the premises prior to visit. ▪ Managers responsibility to ensure the visitor is supervised whilst on the Aoga premises.
Legislation:	No legislation covers this.
Aoga Procedure/Policy	<p>All visitors to the A'oga Fa'a Samoa will be asked to identify themselves to the staff on duty. Staff will then ask them to wait outside the outside gate or in the foyer until the Manager has been notified of the visitor/s. If the Manager wishes them to enter staff will then escort them to the manager's office.</p> <p>All visitors must sign in the visitor's book.</p> <p>Visitors coming to view the centre as a Centre of Innovation, or as group for professional development, must have prior approval from the Manager. These visits must be organised so as not to interfere with the daily programme of the centre. The research room will be used to host the visitors so that the centre philosophy can be explained. There will not be more than one visit per month for any individuals or outside groups, professional development groups may visit more often according to their need.</p> <p>Photos or videos may be taken at the A'oga at the Manager's discretion.</p> <p>Mandatory visitors will automatically be admitted after they have identified themselves. These are officials from the Ministry of Education, Ministry of Health, and the Education Review office.</p> <p>Parents of children attending are welcome at the A'oga Fa'a Samoa at any time.</p> <p>While COVID 19 restrictions are current visitors will have to comply with the Covid compliance set..</p>
Measurements/ Control:	All staff to be made aware of the policy. Visitors book displayed in foyer.

Version Control

Version no.	Changed date	Changes made	Authorised by	Notification and circulation made by:
2	24-Nov-06	Dates of issue and revision re-entered as a result of Jan checking past minutes.	Management Committee on 24 Nov 06	Printed version put out in public area for parents to view.
3	2-Mar-07	Policy 116 - reworded responsibility paragraph.	Management Committee on 24 Nov 06	Printed version put out in public area for parents to view.
4	15-Mar-07	Policy 316 - payment of registration cost	Management Committee on 2 March 2007	
5	24-Oct-07	Policy 101 - sterilisation no longer by soaking but by spray so generalised statement. Added independent inspector will access the standards each year. Policy 311 - removed names from responsibilities and generalised chq signatories. Removed payments details to mgmt committee instead ad-hoc/extraordinary payments will be presented to mgmtesp if not budgeted for. Policy 411 - correct samoan spelling.	Management committee on 15 Oct 07	Email latest version to all committee members.
6	27-Mar-08	<p>Policy 415 – Delete all mention of fees. Change to “Fees will be reviewed on annual basis and will be set by the management committee. Children will be charged the fee rate set for the days open for the year.”</p> <p>Procedure 115 – Removed referral to “nappy buckets” as no longer used. Change wording to “Sanergenic bin emptied as needed.”</p> <p>Policy 105 – change wording to read “Take child to couch areas and monitor until picked up.”</p> <p>Policy 116 – correction made to Samoan spelling “A fai” to “Afai”, “Mataguleuega” to “Matagaluega”, and “lea” to “le a”.</p> <p>Policy 316 – Allow increase in teachers registration policy from \$80 to \$120.</p> <p>Policy 312 – Remove 2nd bullet point. Delete all reference to sick days and holding fees because no longer relevant. Parents to ring the centre to inform staff if their child is sick or absent for any reason. Parents to inform staff if their child is going to be absent for a period of time. Staff to record all absent days and parents to check and sign the register at the end of each month to ensure accurate records are being kept.</p>	Management Committee on 17 Dec 07 and 13 Feb 08	Email latest version to all committee members.

7	1 April 2008	<p>Procedure 212 – Add “If parents have not provided the prepared formula”</p> <p>Policy 312 – Take out “Admin calculate days and notify parents...” as it no longer applies. Change name to “Absence from Centre”. Spelling change for “tamaiti”. Take out “15 days...no longer applicable”. Take out “holding fees” – no longer applicable. New wording added – Parents are required to notify the Centre of their child’s absence due to illness by 8am that day.</p> <p>Policy 112 – no changes</p> <p>Policy 102 – change “when” to “then”</p> <p>Policy 412 – no changes</p>	Management Committee on 19 March 2008	Jan to upload to Aoga website.
8	8 Sep 2008	<p>Policy 313 – Appointment process undertaken by Manager, and nominated Management person and/or senior staff member. Removed examples of known channels for advertising</p> <p>Policy 413 – Replaced the last step of referring complaints to a parents meeting to the Ministry of Education.</p> <p>Policy 317 – newly adopted policy on where the official record of all policies will be kept.</p>	Management Committee on 21 May 2008	
8	8 Sep 2008	<p>Policy 104 (Medicine) – no changes</p> <p>Policy 114 (Swimming) – no changes</p> <p>Policy 214 (Laundry) – Not changes</p> <p>Policy 314 (Debts) – discussion carried forward to Aug 08</p> <p>Policy 414 (School age) – no changes</p>	Management Committee on 16 June 2008	
8	8 Sep 2008	<p>Policy 107 (HIV) – no changes</p> <p>Policy 117 (Cyber Space) – Carried forward to Sept for review</p> <p>Policy 417 (Separated parents) – no changes</p>	Management Committee on 16 July 2008	
8	8 Sep 2008	<p>Policy 318 – new policy on unused leave by staff</p> <p>Policy 314 (Debts) – Rephrased wording, increased limit to \$600, added requirements for manager to meet with parents, debt collector and child removed from school as last resort.</p>	Management Committee on 20 Aug 2008	
9	19 May 2009	<p>Policy 311 – Replace responsibilities from “Admin Officer” to “Accounts person”. Replace receipts issued from “end of each term” to “as required”. Replace Income Support recorded “in fees book” to “software system”</p> <p>Policy 312 - Samoan phrase incomplete. Add “ona...maua le soifualalelei”</p> <p>Policy 101 – change from ‘every year’ to ‘the year before an ERO review is due’</p> <p>Policy 113 – delete “take’ out of ‘Types of trips’.</p> <p>Policy 412 – Added preference for families who can support the Samoan language at home. Added measurement included 6 mth updates sent to parents on waiting list.</p> <p>Policy 116 – added flowchart from CYPS website.</p>	Management Committee	Update on website in May 09

10	21 May 2009	Policy 319 – Student Policy introduced Policy 418 – Transition to school removed referral to Wednesdays allowing for any one day of the week for regular visits. Also removed swimming pool as a shared resource.	Management Committee – April & May 09	Update on website in May 09
11	17 July 2009	Policy 316 – removed referral to the collective contract and changed year for 100% qualified teachers from 2010 to 2012. Policy 317 – removed the notification to parents and teachers for every change to policy due to many of the changes being minor.	Management Committee – 15 July 09	Update on website in July 09
12	1 Dec 2009	Policy 108 – add to end of 1 st paragraph “Staff will discuss the incident with parents who will also be notified by phone if the minor incident has resulted in the child being distressed.” Policy 320 – New policy: Police Vetting added	Management Committee – 18 Nov 09	Referred for website update on 1 Dec 09
13	2 Aug 2010	Policy 101 – Updated legislation and removed staff cleaning replacing this with contracted cleaners carried out daily Policy 112 – removed food related regulations and incorporate into the nutrition policy	Management Committee 21 Jul 10	Referred for website update on 2 Aug 10
14	15 Dec 2010	Policy 311 – Banking and Payments: Regular supplier under \$1k can be approved for payment without co-signatories viewing of invoices. Increase amount Admin Finance person can authorise so IRD payments can be put through. Policy 320 –Police Vetting: Include registered and non-registered teachers	Management committee 17 Nov 10	Referred for website update on 16 Jan 10

15		<p>Policy 316 – Change cover of teacher’s registration fees from \$120 to now read that management will cover teachers full registration fees.</p> <p>Policy 109 – changed referral to an immunisation chart to immunisation chart.</p> <p>Policy 319 – Added that students must be fully supervised when changing children.</p> <p>Policy 317 – updated legislation</p> <p>Policy 416 – added security password access to Info care</p> <p>Policy 418 – Removed the need for manager to provide a written report to RRS BOT/Principal. Removed the specific time allocation to spending time in Bilingual unit.</p> <p>Policy 103 – updated legislation</p> <p>Policy 417 - change in legislation where caregiver of child must approved the release of the child. Updated the policy to acknowledge this yet place ownership on parents to show legal documentation on access rights otherwise child may be released to either parents</p>	<p>Management Committee - 316 & 109 – 15 Sep 2010 319 & 317 – 20 Oct 2010 416 & 418 – 11 Mar 2011 103 & 417 – 18 May 11</p>	<p>Referred for website update on 15 July 11</p>
16	16 Nov 11	<p>Policy 414 –Added requirement to provide parents with RRS Holiday programme as an option.</p> <p>Policy 111 – correction made to Samoan spelling. Removed last paragraph re Samoan translation re complaints.</p> <p>Policy 112 – Removed referral to cooks responsibilities and isolation of sick children in last paragraph.</p> <p>Policy 113 – Removed the review process and travel arrangement.</p> <p>Policy 114 – updated legislative change</p> <p>Policy 115 – updated legislative change. Added parents having access to change their child.</p>	<p>Management Committee ▪ 414 – 20 July 2011 ▪ 111, 112, 113 – 17 Aug 2011 ▪ 114, 115 – 16 Nov 2011</p>	<p>Referred for website update on 1 Dec 11</p>
18	18 th December 12	<p>Policy 103- Changed too – to Removed all children to children under 6 months</p> <p>Policy 108 - Replaces – signe not sight.In the remedice book a signed record is kept</p> <p>Policy 114 – Changed aide to aid</p> <p>Policy 113 – Added risk analysis to monitoring.</p> <p>Policy 112 – added apostrophe to teachers’.</p>	<p>Management Committee 103 & 108 19th September. 114 21st November.</p>	<p>Referred to web site 7th January 2013.</p>
19	20 th April 13	<p>Policy 118 – Socila Media plus appendix</p>	<p>Management Co April 2013</p>	<p>Referred to web site August</p>

20	N7th ovember	Policy 113- Replaced wording to incorporate procedures and amounts of bad debt	Management Committee 27 th November	Refer to web site January 2014
21	16 th July 2014	Policy 101 – replaced inspection yearly with daily cleaner	Management committee 16 th July 2014	Refer to web site November 2014
22	18 th June 2014	Policy 102- Paper towels deleted	Management Meeting 18 th June 2014	Refer to web site
23	16 th July 2014	Policy 103 – Change to reflect two sleep rooms.	Management committee 16 th July 2014	Refer to web site 2014
24	20 th August 2014	Policy 419 – Deleted words Centre of Innovation – to outside groups	Management Committee 20 th August 2014	Refer to web site 2014
25	9 th September 2015	Policy 412- Added clause re willing to attend Mua I Malae at Richmond Road Priamry School,	Management Committee 18 th August 2015	Refer to web site 2015
26	30/06/16	Policy 312- Changed clause to info care soft ware programe to record absences from centre Policy 119 – Sun Care Policy. New policy to protect children from sun	Management Committee 13 th April 2016	Refer to web site
27	30 th June 2016	Policy 319 – Student vetting by provider before a practicum.	Management Committee 18 th May 2016	Refer to web site.
28		Policy 412 – words added, where possible. 413 – reviewed 414 reviewed.	Management Committee June 15 th 2016.	Refer to web site.
29		Policy 114 – words added	Management Committee August 14 th 2017	Refer to web site
30		Policy 214 – words added 116 – reviewed 411 – reviewed 118 – reviewed	Management Committee August 14 th 2017	Refer to web site
31	13 th September 2017	Policy 200 – new policy to support sustainability program policy 413- reviewed policy 319 – reviewed	Management Committee	Refer to web site
32	14 th October 2019	Policy 418 – removal of word weekly Policy 316 – word removal	Management	Refer to web site.
	24 th June 2020	Policy 121- new policy physical activity	Management	Refer to web site
		Policy 122 Pandemic	Management	Refer to web site
		Policy 321 New policy Fraud	Management	Refer to web site
	9 th December 2021.	Policy 122 Pandemic Covid – 19	Management	Refer to web site
	10 th August 2022.	Policy 102 Sleeping words added	Management	Refer to web site
	10 th August 2022	Policy 116 changed.	Management	Refer to web site.
	10 th August 2022.	Policy 320 Policy Vet word change	Management	Refer to web site