



# Little Feet Childcare Centre Limited

*"we care for your child"*

## **Staff Appointment, Induction & Disciplinary Procedure – GMA7**

### **Rationale**

Little Feet Childcare Centre recognizes that robust and effective human resource practices support optimum performance in staff which promotes positive outcomes for all children and whanau.

### **Procedure**

1. Vacant position will be advertised internally and externally inviting prospective employees to forward their CV to the manager before the due date.
2. Applications received will be shortlisted according to the qualities and attributes required for the position.
3. Shortlisted applicants will be notified for an interview time.
4. Suitable candidates will be selected from the interview process after 2 reference checks are done.
5. Before a successful applicant is hired, they will be required to undergo a police vet.
6. Successful candidate will be offered the position after all checks are positive upon which employment contract will be offered and once accepted, the induction process will follow.
7. Three-month induction will be carried out after the new staff has completed their 3-month period.
8. Goals are then set out for the year.

### **Induction Procedure**

- New Kaiako is welcomed in the Centre and introduced to other Kaiako by the manager/supervisor.
- New staff 's receive an orientation and introduction by the supervisor.
- The whole team of Little Feet Childcare help and support the new member by helping them wherever they need help or guidance.
- Parents/whanau are informed of the new staff by writing on the Notice Board the new staff's name.
- Staff profile goes on the board with the rest of the staff profiles in the Centre.

## **Staff Performance Appraisal Procedure**

- Performance appraisals for all staffs are conducted annually. This annual appraisal date for each staff is set according to the date of their starting date.
- The appraisal system is based on the performance indicators of code of professional responsibilities and standards for the teaching professions from “Our Code Our Standards”.
- The performance appraisal will also support the staff’s professional development as per the learning needs of the individual staff.
- All appraisal documents are treated as confidential documents.
- Provisionally registered teachers will be supported to gain full registration through mentoring programme, this will commence once a teacher has been in the Centre for a minimum of 3-month period.
- Fully registered teachers will be supported to maintain their full registration.

## **Staff Disciplinary Procedure Policy**

### **Rationale**

Little Feet Childcare Centre aims to provide a procedure for resolving allegations of misconduct and serious misconduct for the centre employees, relievers, and volunteers.

#### **Procedures:**

##### **Serious Misconduct:**

Behaviours or actions considered as serious misconduct include but are not limited to:

- Ill-treatment of a child as defined in Education (Early Childhood Services) Regulations 2008.
- Unauthorized possession/movement of centre or employee’s properties.
- Intentional damage of properties/equipment.
- Sexual harassment or harassment of any kind towards another employee, volunteer, centre member or child.
- Intimidation of another employee, volunteer, centre member or child.
- Physical and or verbal abuse of another employee, volunteer, or child.
- Use of alcohol or any intoxicated substance during working hours.
- Unacceptable conduct which brings the centre into disrepute.
- use of illegal drugs at work
- repeated failure to follow a reasonable instruction
- deliberate destruction of the employer’s property
- actions that seriously damage the employer’s reputation
  - a serious breach of the employer’s policies and procedures

**Misconduct:**

Behavior or actions considered misconduct include but are not limited to:

- Smoking in a non-smoking area.
- Failure to report any accident.
- Failure to perform to a required standard.
- Unauthorized or unexplained absence.
- Poor time management on regular basis.

**Procedures:**

1. In the event of an allegation of misconduct or serious misconduct, the centre management will examine the allegation to determine whether there is any substance to the allegations.
2. Once the centre management determines that the allegations have substance, the person concerned will be advised of the nature of allegation, the impact on their employment if the allegation is sustained and their right to be represented or have Whanau support when the matter will be fully investigated.
3. Where the seriousness of the incident requires, the centre members/employee maybe stood down and required to remain available for discussions on the matter.
4. During the stand down period the centre member will still be paid.
5. A formal investigation will then be carried out by the centre management and discussions will be held with all persons considered able to assist.
6. The centre member/employee concerned will then be advised of the time of a meeting to discuss the matter. In the meeting, the allegations will be described together with the information and the evidence obtained during the investigation.
7. During the disciplinary meeting, the person concerned will be given the opportunity to provide an explanation and ask questions.
8. If the centre management determines that the allegations are not substantiated, no action will be taken against the centre member/employee. Appropriate steps will be agreed to support the member to come back to normal duties. If the management determines that the allegations is substantiated, based on information and evidence, they shall decide on the appropriate form of disciplinary action.

**In case of serious misconduct:**

- The centre member, employee may be liable to immediate termination.

**In case of misconduct:**

The following disciplinary actions will take place

- In first instance of misconduct, a verbal warning will be given.
- Where there is a further instance of misconduct after a verbal warning, a written warning will be issued.
- If the misconduct continues after the written warning, then a final written warning is issued.
- If the misconduct continues after the final written warning, then termination of employment with notice will be handed.

**A copy of all documentation will be kept securely in the centre file and employee file.**

**Staff Induction Checklist**

Outside Staff Access Gate Code	
Staff Access Door Key & Lock Up Procedure	
Centre Alarm Code	
Emergency Fire Alarm Keypad	
Fire Extinguisher	
First Aid Box	
Front Gate /Garage Key Access	
Access to Staff's Contact Numbers	
Access to Children's Contact Numbers	
Emergency Supplies	
Policies & Procedures Folder	
Management Structure	
Knowledge of Daily Centre Activity Book	
Duty Statement and Work Schedule	
Children's Daily Sign In Sheet	
Children's Medical Book	
Children's Accident Book	
Children's Allergy List	
Access to Tea/Coffee	
Access to Cleaning Detergents	
Storage Access for Nappies/Tissues/Hand Gloves	
Access to Sleeping Bags	
Access to Children's Face and Nappy Cream	
Communicable Disease (Children's health/illness Policy)	
Personal Hygiene/Handwashing	
Healthy eating and Food Safety Policy	
Maintaining children confidentiality on social media	
Mobile phones are allowed during break-times only	

**Staff Name:**.....

**Staff Signature :** .....

**Date:**.....