 <p><b>Rotorua Childcare Centre Inc</b></p>	<b>Procedure</b>
	<b>Procedure Category: GOVERNANCE, MANAGEMENT AND ADMINISTRATION</b>
	<b>Date created: 06 September 2023</b>
	<b>Procedure Name: Selection and Appointment Procedure</b>

The purpose of this operational procedure is to ensure appropriate compliance with Licencing Criteria **GMA7** and **GMA7A**.

## Position Statement

This centre aims to be a good and fair employer, selecting appropriately qualified, safety checked and experienced staff for each position. Effective human resource management practices improve quality and safety for children if the best person for the job is appointed using a fair, legal and consistent approach. Our centre complies with our legal responsibilities under the Children's Act 2014 by carrying out all required safety vetting prior to commencement.

## Issue Outline

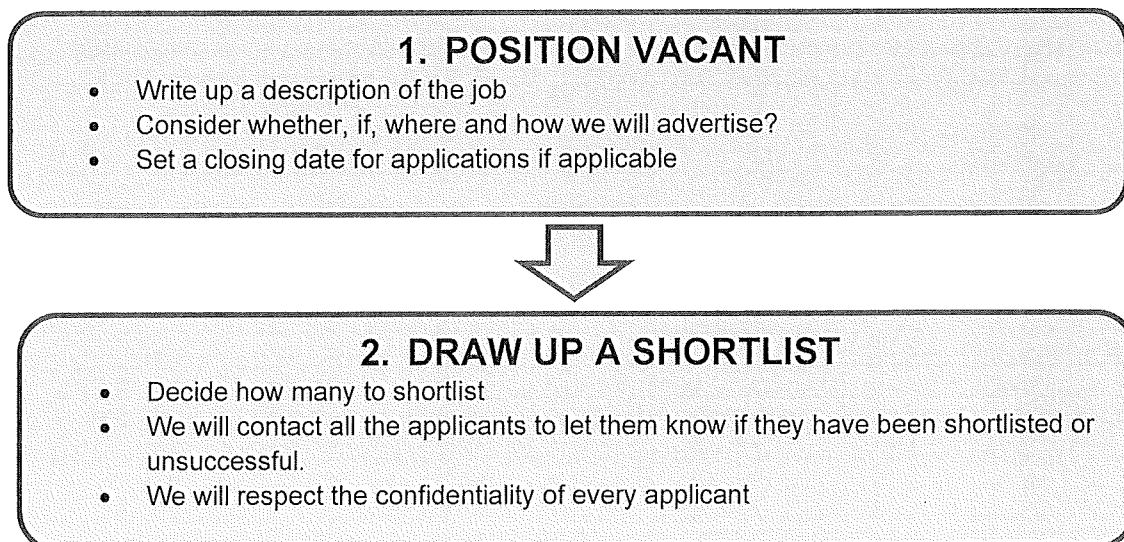
A thorough selection process will result in the appointment of the best applicant with the right qualifications and characteristics for the job. By following due process our centre and the employee should have a joint understanding of the employee's role, rights and responsibilities and the expectations of our centre as employer. Choosing the right staff and maintaining stable staffing are key to maintaining high quality early childhood education.

## Alignment with Policies

This procedure aligns with the following Centre Policy:

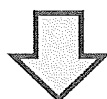
- Human Rights Act and Discrimination Policy
- Teacher/Staff Safety Checking Policy

## Procedure Flowchart



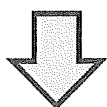
### **3. INTERVIEW**

- Decide how many people to interview?
- You may be interviewed more than once
- We will let you know an interview time and place, the type of interview (one-to-one or panel, etc), and everything you need to bring with you
- We will be prepared



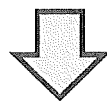
### **4. SELECTION**

- We will select the applicant who is the closest match for the job requirements and has the right personal characteristics to do the job and will be a good fit for our team
- We will take the Human Rights Act 1993 into account
- We reference check all final applicant(s) bearing in mind the Privacy Act 2020
- We safety check all staff against the requirements of the Children's Act 2014
- We will let all the final applicants know of our decision



### **5. APPOINTMENT**

- We will present the successful candidate with a letter of offer, copy of the job description and a draft copy of an Employment Contract for them to review
- The successful candidate is encouraged to seek external advice before signing our agreement.
- Once the agreement is signed and returned to us, the offer of employment is then valid



### **6. THINGS TO CONSIDER**

- All foreign national staff are required to provide proof of legal right to work in New Zealand
- All new staff are subject to either a 90-Day Trial or a Probationary Period
- All new staff are required to submit to a full safety check, including Police Vet Report
- All teaching staff are required to maintain their registration and certification with the Teaching Council

# Relevant Background (including Legislation/Regulation/Licensing references)

Licensing criteria for centre-based ECE services 2021 (<https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/>)

Governance, Management and Administration, Professional Practices;

- **GMA7:** Suitable human resource management practices are implemented, including:
  - Selection and appointment procedures
- **GMA7A:** A written procedure for safety checking all children’s workers before they have access to children that meets the safety checking requirements of the Children’s Act 2014

Employment New Zealand; Preparing for the employment process;  
[www.employment.govt.nz/starting-employment/hiring/](http://www.employment.govt.nz/starting-employment/hiring/)

Human Rights Legislation New Zealand [www.hrc.co.nz/your-rights/human-rights/human-rights-legislation-new-zealand/](http://www.hrc.co.nz/your-rights/human-rights/human-rights-legislation-new-zealand/)

Privacy Act 2020

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Children’s Act 2014 <https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html>

## Implementation

Clear processes and procedures have been developed and used by management and human resources staff for the hiring process.

## Review

Review when there is a significant change in the area of the policy topic or the procedure.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	Emailed Board, Teachers via staff room notice board and parents via foyer notice board and storypark.