



Kaupapa Here Hauora me te Haumaru

Health, Safety and Wellbeing Policy

This policy reflects our responsibility as kaitiaki - guardians of people and place. We recognise that hauora (wellbeing) is holistic - physical, emotional, spiritual, social and environmental.

Purpose:

The purpose of this Health, Safety and Wellbeing Policy is:

- to provide a safe, healthy and inclusive environment for all tamariki, kaimahi, whānau, kaiwhakarite/contractors and all visitors across our kindergartens and Association workplaces.
- to promote and protect the holistic wellbeing of all tamariki, whānau, kaimahi, and community members engaged with Kaitiaki Kindergartens. Wellbeing is essential for learning, belonging, and thriving.

We are committed to meeting our responsibilities under the Health and Safety at Work Act 2015 and related legislation, fostering a culture where health, safety, and wellbeing are integral to everything we do.

This policy sets out our commitment to:

- Protecting tamariki and adults from harm by identifying, assessing, and managing risks.
- Ensuring that safe practices, systems, and environments support high-quality early childhood education.
- Promoting wellbeing, cultural safety and resilience through proactive initiatives.
- Honouring mātauranga Māori and local tikanga in our practice
- Engaging with kaimahi and whānau to build shared responsibility for health and safety.

Policy details:

Compliance: The Association will ensure ongoing compliance with relevant legislation, regulations, Te Whāriki and sector requirements as noted in the Reference section of this policy. We will review and update this policy to reflect changes in legislation, guidance, or best practice.

Transparency: The Association is committed to transparency in health, safety and wellbeing. Information about risks, injuries, incidents, Near Misses, and management processes will be openly communicated to staff, whānau, and relevant stakeholders, while respecting privacy and confidentiality requirements.

The Association is committed to open, honest, and timely communication with whānau, staff, and the community about wellbeing matters.

The Association will:

- **Share the policy and any associated procedures** by making them accessible within kindergartens. They will be included in induction packs for new staff, volunteers, and kaiwhakarite/contractors.
- **Ensure incidents** (such as accidents, health, safety and wellbeing issues, or concerns about a child's welfare) are recorded and reported in line with legal requirements and Association





procedures. Reporting procedures will be clear and accessible. Lessons learned will be communicated to all kaimahi and, where appropriate, whānau and the Board.

- **Inform whānau** promptly of any incidents or concerns involving their child, with follow-up and support provided in line with legal requirements and Association procedures.
- **Acknowledge, document, and address** appropriately any staff wellbeing concerns raised through either formal or informal channels
- **Update staff and whānau** of any changes to the policy.
- **Provide regular Health and Safety Committee Meetings** and distribute minutes to all kaimahi and the Board
- **Respect confidentiality** while maintaining transparency by sharing non-identifiable, aggregated data and outcomes.

Cultural Responsibility:

- Uphold the principles of Te Tiriti o Waitangi, ensuring Māori perspectives and practices are valued.
- Be culturally responsive by recognising and celebrating all diverse cultures, languages, and identities.

Anonymity:

- All people are encouraged to raise health, safety and wellbeing concerns without fear of reprisal.
- All raised issues will be responded to promptly and transparently.
- All issues raised will be responded to promptly.

Scope:

This policy always applies to all Association-related activities whether in or out of Association premises. It covers:

- **People:** All kaimahi (employees), tamariki (children), kaiwhakarite (contractors), kaitūao (volunteers), kaiako ākonga (student teachers), whānau (family), manuhiri (visitors), and Poari kāwanatanga (governance board).
- **Places:** All Association-managed premises, including kindergartens (including playgrounds) and the Support Office. Any off-site activities, including excursions undertaken as part of kindergarten operations.
- **Activities:** All work, teaching, learning, and operational activities carried out under the Association's responsibility, whether on-site, off-site, or online.
- **Hazards and Risks:** Physical, environmental, emotional, and psychological health and safety risks that may affect the wellbeing of tamariki, kaimahi, or others.



Roles and Responsibilities / Human Oversight: Health, Safety and Wellbeing is the responsibility of all people engaged with Kaitiaki Kindergartens, including:

1. Poari kāwanatanga / Governance Board

As Persons Conducting Business or Undertaking (PCBU) as defined in the Health and Safety at Work Act 2015 (the Act), the Governance Board has "a primary duty to ensure the health and safety of workers and others affected by their work". In carrying out this duty, the Board will:

- Exercise due diligence and take reasonable steps to ensure the organisation meets its health and safety obligations and keeps people safe.
- Ensuring appropriate policies, systems and resources are in place.
- Satisfying itself that risks are identified and effectively managed, including by receiving and critically reviewing regular health and safety reports, including incidents and trends.
- Committing to engaging with worker representatives about Health and Safety.
- Verify that corrective actions are implemented and systems are working in practice.

2. Kaiwhakahaere Matua / Chief Executive

- Exercise due diligence and take reasonable steps to ensure the organisation meets its health and safety obligations and keeps people safe.
- Ensure Health, Safety and Wellbeing compliance is embedded and adhered to at every level of the Association.
- Promoting a strong health and safety culture and worker participation
- Ensure adequate staffing, supervision, training and first aid coverage.
- Ensure hazards are identified, risks are managed, and controls are monitored.
- Ensure incidents, injuries and notifiable events are properly recorded and reported.
- Report regularly to the Board on health and safety performance and risks.
- Ensure the provision of support for the safe return to work of injured or ill workers.
- Overseeing notifiable incidents ensuring investigations and corrective actions are implemented.
- Reports to the Board all notable incidents or Health and Safety concerns.

3. Pūmanawa tangata / Health and Safety Lead

- Exercise due diligence and take reasonable steps to ensure the organisation meets its health and safety obligations and keeps people safe.
- Lead and document Health and Safety Training for all kaimahi and contractors, including induction and on-going training.
- Ensure hazards are identified, risks are managed, and controls are monitored.
- Ensure incidents, injuries and notifiable events are properly recorded and reported.
- Report regularly to the Board on health and safety performance and risks.
- Collate Health and Safety Data and reports on trends to the Chief Executive, including injuries, incidents, near misses, emergency drills and responses.
- Along with other Senior Leadership members and Kindergarten Leaders, oversees injury, incident and near miss reporting, investigates where necessary and ensures corrective actions are in place.
- Oversees the Health and Safety Committee.
- Ensures that all Kindergartens have an up to date and relevant Emergency Management Plan.



Roles and Responsibilities / Human Oversight (continued)

4. Kindergarten Support Leads (KSL)

- To keep themselves and others safe.
- Ensure adequate staffing, supervision, training and first aid coverage.
- To attend regular Health and Safety Training provided by the Association.
- Oversee health and safety audits across kindergartens.
- Ensure hazards are identified, risks are managed, and controls are monitored.
- Ensure incidents, injuries and notifiable events are properly recorded and reported.
- Monitoring that risk assessments are completed and acted on.
- Undertakes reviews with kindergarten leaders when necessary.
- Along with the Health and Safety Lead, oversees injury, incident and near miss reporting, investigates where necessary and ensures corrective actions are in place.
- Hold regular Health and Safety Committee meetings.

5. Kindergarten Leaders / Person Responsible

- To keep themselves and others safe.
- To attend regular Health and Safety Training provided by the Association.
- Embed wellbeing practices in daily routines.
- Support and monitor staff and child wellbeing.
- Ensuring daily hazard checks of indoor and outdoor environments are conducted.
- Ensuring all team members understand emergency procedures.
- Ensuring supervision during higher-risk activities (e.g., excursions, use of playground equipment).
- Ensuring hazard reporting.
- Ensuring Injury, Incident and Near Miss reporting.
- Ensuring that all visitors sign in to the kindergarten.
- Complete monthly audit of all Injuries, Incidents and Near Misses
- Complete termly assurance checks of property and facilities
- Complete scheduled evacuation drills (fire, earthquake, lockdown, tsunami, volcanic eruption).
- Ensures that the kindergarten has an up to date and relevant Emergency Management Plan

6. Kaimahi (Teachers and Other Staff - including Kindergarten Leader/Person Responsible)

- To keep themselves and others safe. Role-model positive wellbeing practices.
- Promote inclusive, respectful, and safe interactions.
- Report concerns about health, safety and wellbeing including Injuries, Incidents and Near Misses promptly.
- Reporting hazards immediately.
- Actively supervising tamariki to, where possible, prevent accidents.
- To attend regular Health and Safety Training provided by the Association.
- Completing mandatory Health and Safety training and refreshers.



Roles and Responsibilities / Human Oversight (continued)

7. External Support Staff / Kaiwhakarite- Contractors

- To keep themselves and others safe.
- Signing in/out and following all site-specific health, safety and wellbeing requirements.
- Ensure that they understand and meet their obligations under the Health and Safety at Work Act 2015.
- Alerting Kindergarten Leaders or kaiako to risks and hazards they identify while on site.

8. Whānau and Visitors

- To keep themselves and others safe.
- Following kindergarten health, safety and wellbeing guidelines while on site.
- Work in partnership with the kindergarten to support tamariki wellbeing.
- Reporting hazards or concerns to kaimahi.
- Supervising tamariki in their care during events or transition times.
- Be encouraged to share cultural knowledge, practices, and feedback.

Procedures:

The Association acknowledges that effective implementation and compliance with this policy require clear and consistent procedures. These procedures provide instructions to support safe practices and ensure that all legal and organisational requirements are met.

Below is a list of all Health and Safety procedures linked to this policy:

- 1.1 Employee Participation Procedures
- 1.2 Injury, Incident and Near Miss Procedure
- 1.3 Hazard and Risk Management Procedures
- 1.4 Playground and Equipment Safety Procedures
- 1.5 Food and Drink Procedures
- 1.5a HBK Kai time procedures
- 1.5b HPK Kai procurement procedures
- 1.6 Administering Medicine Procedures
- 1.7 Illness Management Procedures
- 1.8 Sleeping and Rest Procedures
- 1.9 Smoking and Vaping Free Procedures
- 1.10 Soiled Children Procedures
- 1.11 Excursions and Travel Procedures
- 1.12 Sun Protection Procedures
- 1.13 Visitor Management Procedures
- 1.14 Emergency Management Procedures
- 1.15 Personal Protective Equipment (PPE) Procedure
- Health and Safety Committee Terms of Reference



References:

Other Kaitiaki Kindergartens Policies related to Health, Safety and Wellbeing

- Kaitiaki Kindergartens Child Protection Policy and related procedures

Health, Safety and Wellbeing legislation, regulations and sector requirements including but not limited to:

- ACC Act 2021 and ACC requirements for workplace injuries and return-to-work programmes
- Cancer Society SunSmart Programme
- Children's Act 2014
- Civil Defence Emergency Management Act 2002
- Current Employment Agreements
- Education (Early Childhood Services) Regulations 2008
- Fire and Emergency New Zealand Act 2001
- Health and Safety at Work Act 2015 and associated Health and Safety at Work Regulations 2016
- HealthED [Eating for healthy babies and toddlers – HealthEd](#).
- Local authority bylaws and council regulations relevant to premises, playgrounds, and fire safety
- Ministry of Education Licensing criteria for centre-based ECE services
- Ministry of Health guide:
[Reducing food-related choking for babies and young children at early learning services – Ministry of Health](#)
- Privacy Act 2020
- Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020
- Staff Code of Conduct
- Standards New Zealand - NZS 5828:2004 and NZS 5828:2015