



Operational Policies

3.01 Employee Code of Conduct Policy

Classification: Human Resources

Applies to: All Employees

Approved by: General Manager

Date: March 2023

Review Date: March 2026

Purpose:

- To ensure a clear and shared understanding of acceptable conduct throughout the Association.

References:

- Code of Professional Responsibility and Standards for the Teaching Profession
- Education Act 1989
- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- Animal Welfare Act 1999
- Misuse of Drugs Act 1075
- Film, Videos and Publications Classification Act 1993

Definition:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
 - Head Teachers and Centre Managers – are referred to as Service Leaders
 - Kindergartens and Early Learning Centres – are referred to as services
 - Kindergarten Teachers Collective Agreement – KTCA
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Policy

To ensure employees are aware of what constitutes acceptable and unacceptable conduct at the Association, and the consequences of unacceptable conduct. This policy is to be read in conjunction with the Association’s disciplinary policy and disciplinary procedures, the Kindergarten Teachers Collective Agreement and the Teaching Council’s Code of Professional Responsibility.

Procedures

This code of conduct sets out some key areas of conduct, including behaviour and performance which are / are not acceptable to the Association. This is not an all-inclusive list. Conduct that contravenes this code, or other reasonable standards of behaviour and performance, may result in some form of action being taken. This ranges from assistance and professional guidance and performance management through to disciplinary action up to and including dismissal. In the case of serious misconduct the outcome could be dismissal without notice.



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All employees are responsible for ensuring the standards in this code of conduct are upheld. To see a breach and do nothing is not acceptable. In some cases, employees will be held to account for the actions of others where they are found to have been aware of serious breaches and not reported them to the appropriate person, for example, in the case of any suspected abuse or neglect of a child.

Serious Misconduct

Serious misconduct includes (but is not limited to):

- The physical / sexual abuse of any child/ children and/ or person/s (which includes physical / sexual abuse carried out under the direction, or with the connivance, of another employee or any other person);
- The psychological abuse of any child/ children and/ or person/s, which may include (but is not limited to) physical abuse of another person, or damage to property, inflicted in front of any child/ children and/ or person/s, threats of physical or sexual abuse and/ or harassment;
- Being involved in an inappropriate relationship with any person under the age of 16 years;
- The neglect or ill-treatment of any child or animal in the employee's care;
- Unauthorised possession of Association property or unauthorised removal of Association property from Association premises;
- Involvement in the manufacture, cultivation, supply, dealing or use of controlled drugs (as defined in the Misuse of Drugs Act 1975);
- Permitting, or involvement in, the manufacture, cultivation, supply, dealing, or use of controlled drugs by any child/ children and/ or person/s;
- Viewing, accessing, or possessing inappropriate material (including pornographic material) while on Association premises or engaged in Association business;
- Viewing, accessing or possessing objectionable material as defined by the Film, Videos and Publications Classification Act 1993 whether engaged in Association business, on Association premises or outside of the work place;
- Breaching the Associations standards or rules concerning the use of alcohol and/ or controlled drugs on Association premises or while engaged in Association business,
- Any other act or omission that may result in prosecution for an offence punishable by imprisonment;
- A serious breach of Association policies and/or procedures;
- Breach of confidentiality;
- Breach of privacy;
- Conducting self in a way so as to mislead or deceive the Association or a direct supervisor;
- Any act or omission that brings, or is likely to bring the profession or the Association into disrepute.

Abuse and Neglect

All employees have a responsibility to immediately report any suspected abuse, ill-treatment and/or neglect of a child to the Professional Practice Leader. The Professional Practice Leader will decide what action is to be taken and by whom. Should a referral to either Oranga Tamariki Service or the Police be required, the General Manager must be notified.



Alcohol and drugs

No employees on Association premises or engaged in Association business may use, or be under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behavior during the hours of operation or when representing the Association at any event or function without the prior knowledge and approval of the General Manager. No employees on Association premises (including car parks) may use, possess, consume, deal and/ or supply controlled drugs at any time.

All employees are required to immediately report to the Professional Practice Leader if they suspect:

- That an employee is under the influence of alcohol and/or drugs;
- That a parent or guardian wishing to collect a child from Association premises is under the influence of alcohol and/or drugs; or
- That a child arriving on Association premises is under the influence of alcohol and/or drugs.

Alcohol may not be stored or consumed on Association premises without the prior knowledge and approval of the General Manager. Where alcohol is to be available for an approved function, children may only be present at such a function when accompanied by a parent or guardian.

Any alcohol and / or prescription drugs (e.g. Panadol; aspirin, etc.) kept on Association premises must be kept secure in a way that ensures children are unable to access them.

Animal Welfare

All employees have a responsibility to immediately report any suspected abuse, ill-treatment and/or neglect of an animal kept or handled on Association premises to the Professional Practice Leader.

Children of employees

All employees should make arrangements for the care of their own children during work hours.

Dress

All employees are required to wear appropriate clothing while at work or when representing the Association. A professional, tidy and applicable standard of dress is expected at all times. Teachers are role models and their dress needs to be appropriate from both a health and safety and cultural perspective:

- The Service Leader is responsible for overseeing this requirement at their service.
 - Should concerns about the appropriateness of an employee's dress be raised, the Service Leader will use their judgement to interpret this policy's requirements.
 - Should the Service Leader's decision be disputed by the employee, the Professional Practice Leader will be notified in order to clarify the Association's expectation.
 - Jewelry – Is brought to work at the owner's risk. Jewelry should not be worn where it might be a risk to the wearer or children. E.g. large rings can bruise and scratch others and dangly earrings can get caught and pulled out.
 - Footwear – Practical footwear is essential and non-slip shoes of a practical height should be worn at all times except, obviously when in the sandpit or other areas where the wearing of shoes is temporarily impractical.
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- Dress with respect and consideration for all.

Ethics

Teachers will abide by the Code of Professional Responsibility and Standards for the Teaching Profession

No person may engage in any act or omission that brings, or is likely to bring the profession or the Association into disrepute.

Email, Internet and Telephone Use

The use of email, the internet and Association telephones are for work purposes only. Except for the Service Leader/Person Responsible, personal mobile phones must be turned off during work hours unless exceptional circumstances have been approved by the Professional Practice Leader or General Manager. No photographs of the centre are to be taken on personal mobile phones.

Mobile phones may be used during non-contact times, rest and meal breaks.

The centre's landline must be answered in a reasonable time. If the Administrator is not on site, then the inside teachers must ensure that the phone is answered. This is to ensure that any calls from emergency services and from parents are answered.

Employee/Employer Relationship

Employees and members of the Association will treat each other in "good faith". This requires, amongst other things, that they must not do anything which may mislead or deceive the other. That is to say both parties will treat each other fairly and facilitate a relationship based on trust and confidence and in accordance with the principles of partnership.

Communication

All employees of the Association will be respectful in their communications with children, families/whānau, caregivers, colleagues, community and management. It is the Association's expectation that all employees will consider the impact of negative interactions, communications, tones and attitudes on the wellbeing of those with whom we professionally interact. The Association will act to ensure the wellbeing and emotional safety of all its employees and address any instances of inappropriate or disrespectful communication.

Property and Resources

All employees are responsible for looking after the Association's resources and property to the best of their ability and promptly notifying any maintenance requirements to the Property Manager or General Manager.

Unauthorised use, possession or manipulation of Association property and resources is prohibited. This includes resources and property in electronic form. Unauthorised use, possession or manipulation of another person's property is prohibited.



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References

Employees may not write references for any person on behalf of the Association and/or using Association letterhead, including Association email, without the prior knowledge and written approval of the General Manager.

Respect and dignity

All employees will treat children, parents, colleagues, and others with respect and dignity.

Signed:

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character, followed by a long horizontal stroke.

General Manager

Date: 8/6/23

Endorsed by

Signed:

A handwritten signature in black ink, appearing to be a stylized 'P' or similar character, followed by a long horizontal stroke.

President of the Board

Date: 8/6/23