



# Kaitiaki Kindergartens

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## Operational Policies

### 7.06 Information, Training and Supervision Policy

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**Classification:** Health and Safety

**Date:** May 2022

**Applies to:** All staff

**Review Date:** May 2025

**Approved by:** Board

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#### **Purpose:**

- To ensure safe environments and practices in all services.

#### **References:**

- Health and Safety at Work Act 2015
- Licensing Criteria for Early Childhood Education and Care Services 2008
- Education (Early Childhood Services) Regulations

#### **Definition:**

- Kaitiaki Kindergartens – is referred to as ‘The Association’
  - Head Teachers and Centre Service Leaders- are referred to as Service Leaders
  - Kindergartens and Early Learning Centres - are referred to as services
  - GOSH – The Association’s online reporting system
  - All teaching and non-teaching staff employed at the service – are referred to as employees
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## **Policy**

The Association shall ensure the provision of information to employees; and the training and supervision of employees, in relation to health and safety.

## **Procedures**

## **Responsibilities**

The Association Senior Management and Service Leaders are responsible for:

- Ensuring that employees are not required or allowed to carry out work for which they have not been properly trained, (or for which they are not continuously supervised by a person who has been properly trained).
  - Identifying the health and safety training requirements for all tasks, determining the required levels of competency and ensuring that training is completed.
  - Ensuring that all new employees, trainees and volunteers have received a health and safety induction. Ensuring all training certificates or results notifications are recorded in the training register.
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- Maintaining a bring-up reminder facility for recurring training or certification requirements.
- Ensuring that employees are booked onto refresher courses as required.
- Health and safety information is kept up to date and easily accessible for employees.
- A training and supervision programme is in place for employees so that they are aware of the hazards, how to work safely and the Association's health and safety system.
- Certifications and qualifications are kept updated.

## Employees are responsible for:

- Not carrying out any task if they have not been formally trained.
- Comply with all Health and Safety policies and procedures
- Identify, control and report any hazards, accidents, incidents and near misses
- Participating in health and safety training as required.

## Induction

All employees will be provided with an induction. This will include all areas of practice including Health and Safety and an introduction to GOSH.

## Task Specific Training

Task specific training and supervision will be arranged for employees by their Service Leaders in consultation with their Professional Practice Leader (PPL), if and when deemed appropriate. They will ensure that all internal trainers are appropriately qualified and/or experienced; and demonstrate safe working methods before they are deemed a suitable trainer.

If the required expertise is not available from within the Association, then external trainers will be identified by the relevant PPL, for approval by the General Manager, after a review of the external trainer's experience, qualifications, industry knowledge and reputation

## Performance Monitoring

Health and Safety performance objectives will be set each year and included in performance appraisals; and performance will be monitored against these objectives.

Signed:

General Manager

Date:

30 MARCH 2023

## Endorsed by

Signed:

President of the Board

Date:

30 March 2023