



**EDUCATION REVIEW OFFICE**  
Te Tari Arotake Mātauranga

## Licensed Kōhanga Whānau Assurance Statement and Self-Audit Checklists

For Services Licensed under 2008 Regulatory Framework

August 2023

## How to fill out the Self-Audit Checklists and Licensed Kōhanga Whānau Assurance Statement

As part of the review process, the Education Review Office (ERO) asks the management of each licensed kōhanga to complete a **Self-Audit Checklist** and a **Licensed Kōhanga Whānau Assurance Statement (KWAS)**. The information in each of these documents assists ERO in the scoping and planning of the review.

The accuracy and validity of the information you give in the checklists and the KWAS is important for the focus of the review.

Completing the checklists and the KWAS will be a useful process for your own self review. Please read the Licensed Kōhanga Whānau Assurance Guidelines (available [here](#)) before completing these forms.

### How to fill in the Checklists

The checklists cover requirements of key interest to ERO in the following standards:

- Curriculum
- Premises and Facilities
- Health and Safety Practices
- Governance, Management and Administration

Please complete each sheet and add any further comments or explanations on the sheet of paper provided. Use extra paper if you need to. Attach any explanations or matters you are unsure about to the relevant sheet.

### How to fill in the Licensed Kōhanga Whānau Assurance Statement

After you have completed all the checklist sheets please complete and sign the KWAS. The second page of the KWAS is for your management to note areas where you are aware that you are not meeting legal requirements. There is space for you to outline the circumstances and the action you are taking on each issue. This information will be very useful for you as well as for the review.

**Please remember to attach your checklists to your Licensed Kōhanga Whānau Assurance Statement.**

## Licensed Kōhanga Whānau Assurance Statement

**To:** The Chief Review Officer  
Education Review Office

**From:** The Licensed Kōhanga Whānau Service Provider

(Name of Kōhanga)

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### Compliance Certification

Has the Kōhanga Whānau management taken all reasonable steps to meet its legal requirements including those detailed in Ministry of Education Circulars and other documents related to:

Compliance Area	Yes	No	Unsure
1 Curriculum standard			
2 Premises and facilities standard			
3 Health and safety practices standard			
4 Governance, management and administration standard			

**Areas of self-identified non-compliance and actions to be taken: see next page.**

### Attestation:

The Kōhanga Whānau management has taken all reasonable steps to meet their legal requirements including those detailed in Ministry of Education Circulars and other documents. Where non-compliance has been identified, measures are being taken to remedy this.

#### *Licensed Service Provider*

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**Name**

**Signature**

**Date**

#### *Kaiako/Contact Person*

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**Name**

**Signature**

**Date**

**This page is for you to note areas where you are aware that you are not meeting legal requirements and to advise any action you are taking.**

**Identified area(s) of non-compliance:**

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**Action being taken to address non-compliance**

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## Self-Audit Checklist - Section 1 – Curriculum standard

### What does ERO want to know?

ERO wants to know that the service provider meets the curriculum standard and the certification criteria in terms of the regulatory requirements and implements the *Early Childhood Education Curriculum Framework* as gazetted for Kōhanga reo, affiliated with Te Kōhanga Reo National Trust and has the required documentation to demonstrate compliance with the relevant criterion. *Please tick all questions including bullet points.*

### Criteria to assess curriculum standard

Please tick all questions including bullet points.		Yes	No	Unsure
<b>1</b>	<b>Professional Practice</b>			
	<i>Criterion C1: Curriculum consistent</i> Is the Kōhanga curriculum consistent with the prescribed curriculum framework that applies to Kōhanga reo?			
	<i>Criterion C2: Assessment</i> Is the Kōhanga reo curriculum informed by planning, implementation, and evaluation that demonstrates an understanding of mokopuna learning, their interests, whānau, and life contexts (documented and undocumented)?			
	<i>Criterion C3: Interactions</i> Do whānau responsible for providing learning opportunities and care enhance mokopuna learning and nurture reciprocal relationships through meaningful and positive interactions?			
	<i>Criterion C4: Adult's knowledge</i> Do the practices of whānau providing learning opportunities and care demonstrate an understanding of mokopuna learning and development, and knowledge of tikanga and good practice in Kōhanga reo?			
<b>2</b>	<b>Culture and identity</b>			
	<i>Criterion C5: Acknowledgement of tangata whenua</i> Does the Kōhanga reo curriculum acknowledge and reflect the unique place of Māori as mana whenua?			
	<i>Criterion C6: Culture</i> Does the Kōhanga reo curriculum respect and support the right of mokopuna to be confident in their own culture and respect other cultures?			
<b>3</b>	<b>Children as learners</b>			
	<i>Criterion C7: Curriculum responsive</i> Is the Kōhanga reo curriculum inclusive and responsive to mokopuna and their whānau, empowering whānau participation in mokopuna learning?			

## Criteria to assess curriculum standard

Please tick all questions including bullet points.		Yes	No	Unsure
	<p><i>Criterion C8: Language-rich environment</i> Does the Kōhanga reo curriculum ensure an environment rich in te reo and tikanga Māori?</p>			
	<p><i>Criterion C9: Range of experiences</i> Does the Kōhanga reo curriculum provide a range of indoor and outdoor experiences and opportunities in te reo to enhance and extend the whole development of mokopuna?</p>			
	<p><i>Criterion C10: Behaviour management</i> Does the Kōhanga reo curriculum support mokopuna developing social competence within their whānau context?</p>			
<b>4</b>	<p><b>Working with others</b></p> <p><i>Criterion C11: Whānau aspirations</i> Are positive steps taken to respect and acknowledge the aspirations held by whānau for their children?</p> <p><i>Criterion C12: Opportunities for parents</i> Are regular opportunities (formal and informal) provided for whānau to:</p> <ul style="list-style-type: none"> <li>• communicate about mokopuna with whānau responsible for providing learning opportunities and care, sharing information of mokopuna learning; and</li> <li>• be involved in decision-making concerning mokopuna learning?</li> </ul> <p><i>Criterion C13: Seeking information</i> Is information and guidance sought when necessary from appropriate agencies as required to enable whānau responsible for providing learning opportunities and care to work effectively with mokopuna and their whānau?  Where the service provider is not Te Kōhanga Reo National Trust, the service provider will seek information and guidance from TKRNT</p>			
<b>5</b>	<p><b>Curriculum criteria Documentation</b></p> <p>Is there documentation that provides evidence of the Kōhanga reo compliance with criteria C1 to C13?</p> <p><i>Note: Documentation may take a variety of forms to suit the Kōhanga reo operation but must include:</i></p> <ol style="list-style-type: none"> <li>1. A process for providing social competence of mokopuna within their whānau context (C10);</li> <li>2. A process for providing regular opportunities (formal and informal) for whānau to: <ul style="list-style-type: none"> <li>• communicate about mokopuna with whānau responsible for providing learning opportunities and care, and sharing information of mokopuna learning; and</li> </ul> </li> </ol>			

Criteria to assess curriculum standard

Please tick all questions including bullet points.	Yes	No	Unsure
<ul style="list-style-type: none"> <li>• be involved in decision-making concerning mokopuna learning (C12); and</li> </ul>			
<p>3. A record of information and guidance sought from agencies and/or Te Kōhanga Reo National Trust (C13).</p>			

**Is there any further information you would like to provide in relation to Section 1 – Curriculum?**

*[A large area of the page is filled with horizontal dotted lines, intended for handwritten responses.]*



## Self-Audit Checklist - Section 2 – Premises and facilities standard

### What does ERO want to know?

ERO wants to know that the kōhanga meets the minimum premises and facilities standard and the licensing criteria in terms of the regulatory requirements and the service provider has the required documentation to demonstrate compliance with the relevant criterion including other relevant legislative requirements. *Please tick all questions including bullet points.*

### Criteria to assess premises and facilities standard.

Please tick all questions including bullet points.		Yes	No	Unsure
1	<p><i>Criterion PF1: Design and layout of premises</i> Does the design and layout of the premises:</p> <ul style="list-style-type: none"> <li>Support the provision of different types of indoor and outdoor experiences; and</li> </ul>			
	<ul style="list-style-type: none"> <li>Include quiet spaces, areas for physically active play, and space for a range of individual and group learning experiences appropriate to the number, ages, and abilities of children attending?</li> </ul>			
	<p><i>Criterion PF2: Premises support effective supervision</i> Does the design and layout of the premises support effective adult supervision so that children’s access to the licensed space (indoor and outdoor) is not unnecessarily limited?</p>			
2	<p><b>General</b></p> <p><i>Criterion PF3: Building Act compliance</i> Do the premises conform to any relevant bylaws of the local authority and the Building Act 2004?</p>			
	<p><i>Documentation:</i></p> <p>1. Code Compliance Certificate issued under section 95 of the Building Act 2004 for any building work undertaken, or alternatively any other documentation that shows evidence of compliance.</p>			
	<p>2. If the premises fall under section 100 of the Building Act 2004, or section 108 of the Building Act 2004 applies:</p> <ul style="list-style-type: none"> <li>a copy of the current Annual Building Warrant of Fitness; or</li> <li>a copy of the compliance schedule if 12 months have not elapsed since the compliance schedule was first issued.</li> </ul>			
	<p><i>Criterion PF4: Variety of equipment</i> Are sufficient quantity and variety of (indoor and outdoor) furniture, equipment, and materials provided that are appropriate for the learning and abilities of the children attending?</p>			

Criteria to assess premises and facilities standard.

Please tick all questions including bullet points.	Yes	No	Unsure
<p><i>Criterion PF5: Safe furniture and equipment</i> Are all indoor and outdoor items and surfaces, furniture, equipment and materials safe and suitable for their intended use?</p>			
<p><i>Criterion PF6: Flooring</i> Are floor surfaces durable, safe, and suitable for the range of activities to be carried out at the service (including wet and messy play), and can easily be kept clean?</p>			
<p><i>Criterion PF7: Safety glass</i> Are any windows or other areas of glass accessible to children either:</p> <ul style="list-style-type: none"> <li>• made of safety glass; or</li> </ul>			
<ul style="list-style-type: none"> <li>• covered by an adhesive film designed to hold the glass in place in the event of it being broken; or</li> </ul>			
<ul style="list-style-type: none"> <li>• effectively guarded by barriers which prevent a child striking or falling against the glass?</li> </ul>			
<p><i>Criterion PF8: Storage</i> Are there sufficient spaces for equipment and material to be stored safely?</p>			
<p>Can stored equipment and materials be easily accessed by adults, and where practicable, by children?</p>			
<p><i>Criterion PF9: Adult work space</i> Is there space for adults working at the service to:</p> <ul style="list-style-type: none"> <li>• use for planned breaks;</li> </ul>			
<ul style="list-style-type: none"> <li>• meet privately with parents and colleagues;</li> </ul>			
<ul style="list-style-type: none"> <li>• store curriculum support materials; and</li> </ul>			
<ul style="list-style-type: none"> <li>• assess, plan, and evaluate?</li> </ul>			
<p><i>Criterion PF10: Art sink</i> Are there hygienic facilities (other than those required for PF26) or alternative arrangements available for the preparation and cleaning of paint and other art materials?</p>			
<p><i>Criterion PF11: Telephone</i> Is there a telephone on which calls can be made to and from the kōhanga?</p>			
<p><i>Criterion PF12: Heating, lighting, noise, and ventilation</i> Do parts of the building or buildings used by children have:</p> <ul style="list-style-type: none"> <li>• lighting (natural or artificial) that is appropriate to the activities offered or purpose of each room;</li> </ul>			

Criteria to assess premises and facilities standard.

Please tick all questions including bullet points.		Yes	No	Unsure
	<ul style="list-style-type: none"> <li>ventilation (natural or mechanical) that allows fresh air to circulate (particularly in sanitary and sleep areas);</li> </ul>			
	<ul style="list-style-type: none"> <li>a safe and effective means of maintaining a room temperature of no lower than 18 degrees C; and</li> </ul>			
	<ul style="list-style-type: none"> <li>acoustic absorption materials, if necessary, to reduce noise levels that may negatively affect children's learning or wellbeing?</li> </ul>			
	<p><i>Criterion PF13: Outdoor activity space</i> Is outdoor activity space:</p> <ul style="list-style-type: none"> <li>connected to the indoor activity space and can be easily and safely accessed by children;</li> </ul>			
	<ul style="list-style-type: none"> <li>safe, well-drained, and suitably surfaced for a variety of activities;</li> </ul>			
	<ul style="list-style-type: none"> <li>enclosed by structures and/or fences and gates designed to ensure that children are not able to leave the premises without the knowledge of adults providing education and care;</li> </ul>			
	<ul style="list-style-type: none"> <li>not unduly restricted by Resource Consent conditions with regards to its use by the service to provide for outdoor experiences; and</li> </ul>			
	<ul style="list-style-type: none"> <li>available for the exclusive use of the service during hours of operation?</li> </ul>			
	<p><i>Criterion PF14: Safe space for infants and toddlers</i> Are there safe and comfortable (indoor and outdoor) spaces for infants, toddlers or children not walking to lie, roll, creep, crawl, pull themselves up, learn to walk, and to be protected from more mobile children? [Applies only to services licensed for under 2 year olds]</p>			
<b>3</b>	<p><b>Food preparation and eating spaces</b></p> <p><i>Criterion PF15: Eating area</i> Is there a safe and hygienic place for children attending to sit when eating?</p>			
	<p><i>Criterion PF16: Kitchen facilities</i> Are there facilities for the hygienic preparation, storage and/or serving of food and drink that contain:</p> <ul style="list-style-type: none"> <li>a means of keeping perishable food at a temperature at or below 4 degrees C and protected from vermin and insects;</li> </ul>			
	<ul style="list-style-type: none"> <li>a means of cooking and/or heating food;</li> </ul>			
	<ul style="list-style-type: none"> <li>a means of hygienically washing dishes;</li> </ul>			
	<ul style="list-style-type: none"> <li>a sink connected to a hot water supply;</li> </ul>			
	<ul style="list-style-type: none"> <li>storage; and</li> </ul>			

Criteria to assess premises and facilities standard.

Please tick all questions including bullet points.		Yes	No	Unsure
	<ul style="list-style-type: none"> <li>food preparation surfaces that are impervious to moisture and can be easily maintained in a hygienic condition?</li> </ul>			
	<p><i>Criterion PF17: Kitchen access</i> Are kitchen and cooking facilities or appliances designed, located, or fitted with safety devices to ensure that children cannot access them without assistance or supervision?</p>			
<b>4</b>	<p><b>Toilet and handwashing facilities</b></p> <p><i>Criterion PF18: Number of toilets</i> Is there at least 1 toilet for every 1-15 persons? (Persons are defined as children aged two and older and teaching staff that count towards the required adult:child ratio.)</p>			
	<p><i>Criterion PF19: Hand washing facilities</i> Is there at least 1 tap delivering warm water (over an individuals or shared handbasin) for every 15 persons (or part thereof) at the kōhanga (that is to say, children attending and adults counting towards the required adult:child ratio)?</p>			
	<p><i>Criterion PF20: Toilet facilities</i> Are toilet and associated handwashing/drying facilities intended for use by children:</p> <ul style="list-style-type: none"> <li>designed and located to allow children capable of independent toileting to access them safely without adult help; and</li> </ul>			
	<ul style="list-style-type: none"> <li>adequately separated from areas of the kōhanga used for play or food preparation to prevent the spread of infection?</li> </ul>			
	<p><i>Criterion PF21: Hand drying facilities</i> Is there a means of drying hands for children and adults that prevents the spread of infection?</p>			
	<p><i>Criterion PF22: Toilet privacy</i> Is at least one of the toilets for use by children designed to provide them with a sense of privacy?</p>			
	<p><i>Criterion PF23: Adult toilet</i> Is there a toilet suitable for adults to use?</p>			
<b>5</b>	<p><b>Other sanitary facilities</b></p> <p><i>Criterion PF24: Water temperature control</i> Is a tempering valve or other accurate means of limiting hot water temperature installed for the requirements of criterion HS13 to be met?</p>			
	<p><i>Criterion PF25: Nappy changing facilities</i> Are there safe and stable nappy changing facilities that can be kept hygienically clean?</p>			

Criteria to assess premises and facilities standard.

Please tick all questions including bullet points.		Yes	No	Unsure
	Are these facilities located in a designated area near to handwashing facilities, and adequately separated from areas of the service used for play or food preparation to prevent the spread of infection?			
	Do the design, construction, and location of the facilities ensure that: <ul style="list-style-type: none"> <li>they are safe and appropriate for the age/weight and number of children needing to use them;</li> </ul>			
	<ul style="list-style-type: none"> <li>children's independence can be fostered as appropriate;</li> </ul>			
	<ul style="list-style-type: none"> <li>children's dignity and right to privacy is respected; and</li> </ul>			
	<ul style="list-style-type: none"> <li>some visibility from another area of the service is possible?</li> </ul>			
	<i>Criterion PF26: Bathing facilities</i>			
	<ul style="list-style-type: none"> <li>Are there suitable facilities provided for washing sick or soiled children; and</li> </ul>			
	<ul style="list-style-type: none"> <li>a procedure outlining how hygiene and infection control outcomes will be met when washing sick and soiled children?</li> </ul>			
	<i>Documentation:</i> A procedure outlining how the service will ensure hygiene and infection control outcomes are met when washing sick or soiled children.			
	<i>Criterion PF27: Isolation area</i> Is there space (away from where food is stored, prepared, or eaten) where a sick child can:			
	<ul style="list-style-type: none"> <li>be temporarily kept at a safe distance from other children (to prevent cross-infection);</li> </ul>			
	<ul style="list-style-type: none"> <li>lie down comfortably; and</li> </ul>			
	<ul style="list-style-type: none"> <li>be supervised?</li> </ul>			
	<i>Criterion PF28: First aid kit</i> Is there a first aid kit that:			
	<ul style="list-style-type: none"> <li>complies with the requirements of Appendix 1 of the Licensing Criteria for Kōhanga Reo affiliated with Te Kōhanga Reo National Trust 2008;</li> </ul>			
	<ul style="list-style-type: none"> <li>is easily recognisable and readily accessible to adults; and</li> </ul>			
	<ul style="list-style-type: none"> <li>is inaccessible to children?</li> </ul>			
<b>6</b>	<b>Sleep</b>			
	<i>Criterion PF29: Design of sleep provisions</i>			

Criteria to assess premises and facilities standard.

Please tick all questions including bullet points.	Yes	No	Unsure
<p>Are furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) of a size that allows children using them to lie flat, and are of a design to ensure their safety?</p>			
<p><i>Criterion PF30: Mattress coverings</i>            Are furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) that will be used by more than one child over time securely covered with or made of a non-porous material (that is, a material that does not allow liquid to pass through it) that:</p> <ul style="list-style-type: none"> <li>• protects them becoming soiled;</li> </ul>			
<ul style="list-style-type: none"> <li>• allows for easy cleaning (or is disposable); and</li> </ul>			
<ul style="list-style-type: none"> <li>• does not present a suffocation hazard to children?</li> </ul>			
<p><i>Criterion PF31: Bedding</i>            Are clean individual bedding (such as blankets, sheets, sleeping bags, and pillowslips) provided for sleeping or resting children that is sufficient to keep them warm?</p>			
<p><i>Criterion PF32: Sleeping area for children</i>  <b>SESSIONAL SERVICES ONLY:</b>            Is a safe and comfortable place to sleep (such as a bed, stretcher, mattress, or couch) available for children aged two and older that require sleep or rest during a session?</p>			
<p><i>Criterion PF33: Sleeping area for children</i>  <b>ALL-DAY SERVICES ONLY:</b>            Is space available for children aged two and older to sleep or rest for a reasonable period of time each day?</p>			
<p>If space used for sleeping or resting is part of the activity space, are there alternative spaces for children not sleeping or resting as necessary?</p>			
<p><i>Criterion PF34: Sleeping provisions for children</i>  <b>ALL-DAY SERVICES ONLY:</b>            Are furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses,) available for the sleep or rest of children aged two and older?</p>			
<p><i>Criterion PF35: Sleeping area</i>  <b>SESSIONAL SERVICES ONLY:</b>            Is a designated space available to support the provision of a restful sleep for children under the age of two at any time they are attending?</p>			
<p>Is this space located and designed to:</p> <ul style="list-style-type: none"> <li>• minimise fluctuations in temperature, noise and lighting levels;</li> </ul>			

Criteria to assess premises and facilities standard.

Please tick all questions including bullet points.		Yes	No	Unsure
	<ul style="list-style-type: none"> <li>allow adequate supervision; and</li> </ul>			
	<ul style="list-style-type: none"> <li>accommodate at least the requirements of criterion PF36, when arranged in accordance with criterion HS10</li> </ul>			
	<p><i>Criterion PF36: Child-to-cot ratios</i>  <b>SESSIONAL SERVICES ONLY:</b>            Are furniture or items intended for children to sleep on (such as cots, stretchers, or mattresses) provided at a ratio of at least one to every 5 children under the age of two?</p>			
	<p><i>Criterion PF37: Sleeping area</i>  <b>ALL-DAY SERVICES ONLY:</b>            Is a designated space available to support the provision of restful sleep for children under the age of two at any time they are attending?</p>			
	Is this space located and designed to: <ul style="list-style-type: none"> <li>minimise fluctuations in temperature, noise and lighting levels;</li> </ul>			
	<ul style="list-style-type: none"> <li>allow adequate supervision; and</li> </ul>			
	<ul style="list-style-type: none"> <li>accommodate at least the requirements of Criterion PF38, when arranged in accordance with Criterion HS10?</li> </ul>			
	<p><i>Criterion PF38: Child-to-cot ratios</i>  <b>ALL-DAY SERVICES ONLY:</b>            Are furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) provided at a ratio of at least one to every 2 children under the age of two?</p>			
7	Are there access and facilities for persons with disabilities to and within the kōhanga building? [ <i>This is the building owner's responsibility</i> ].			
8	Checked that the swimming pool meets the requirements set out in the MOE's <a href="#">Safety at the pool</a> ; <a href="#">Building Code (including the new Clause F9 for pool fencing)</a> (external link); NZS 8500:2006 'Safety barriers and fences around swimming pools'  [Write N/A if not applicable]			





## Self-Audit Checklist - Section 3 – Health and safety practices standard

### What does ERO want to know?

ERO wants to know that the service provider meets the minimum health and safety practices standard and the licensing criteria in terms of the regulatory requirements and has the required documentation to demonstrate compliance with the relevant criterion including other relevant legislative requirements. *Please tick all questions including bullet points.*

### Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.		Yes	No	Unsure
<b>1</b>	<b>Hygiene</b>			
	<i>Criterion HS1: Premises maintained and hygienic</i> Are the premises, furniture, fittings, equipment, and materials kept safe, hygienic and maintained in good condition?			
	<i>Criterion HS2: Linen</i> Is linen used by children or adults hygienically laundered?			
	<i>Documentation:</i> A procedure for the hygienic laundering (off-site or on-site) of linen used by the children or adults.			
	<i>Criterion HS3: Nappy changing procedure</i> Is there a procedure for the changing (and disposal, if appropriate) of nappies displayed near the nappy changing facilities and consistently implemented?			
	<i>Documentation:</i> A procedure for the changing (and disposal, if appropriate) of nappies. The procedure aims to ensure: <ul style="list-style-type: none"> <li>• safe and hygienic practices; and</li> <li>• that children are treated with dignity and respect.</li> </ul>			
<b>2</b>	<b>Emergencies</b>			
	<i>Criterion HS4: Fire evacuation scheme</i> Do the premises have a current Fire Evacuation Scheme approved by the New Zealand Fire and Emergency NZ?			
	<i>Documentation:</i> A current Fire Evacuation Scheme approved by the New Zealand Fire and Emergency NZ.			
	<i>Criterion HS5: Safe assembling areas</i> Has the service provider ensured that designated assembly areas for evacuation purposes do not unnecessarily place children at further risk?			

## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.		Yes	No	Unsure
	<p><i>Criterion HS6: Securing furniture</i></p> <p>Are heavy furniture, fixtures, and equipment that could fall or topple and cause serious injury or damage secured?</p>			
	<p><i>Criterion HS 7: Emergency supplies</i></p> <p>Is there a written emergency plan and supplies to ensure the care and safety of children attending the service?</p>			
	<p>Does the plan include evacuation procedures for the service's premises, which apply in a variety of emergency situations consistent with the Fire Evacuation Scheme for the building?</p>			
	<p><i>Documentation:</i></p> <p>A written emergency plan that includes at least:</p> <ul style="list-style-type: none"> <li>An evacuation procedure for the premises.</li> </ul>			
	<ul style="list-style-type: none"> <li>a list of safety emergency supplies/resources sufficient for the age and number of children/adults at the service and details of how these will be maintained/accessed in an emergency</li> </ul>			
	<ul style="list-style-type: none"> <li>details of the roles/responsibilities that will apply during an emergency situation</li> </ul>			
	<ul style="list-style-type: none"> <li>a communication plan for families and support services</li> </ul>			
	<ul style="list-style-type: none"> <li>evidence of review of the plan on an, at least annual basis and implementation of improved practices as required.</li> </ul>			
	<p><i>Criterion HS8: Emergency drills</i></p> <p>Are adults providing education and care familiar with relevant emergency drills and carry out each type of drill with children (as appropriate) on an, at least, three-monthly basis</p>			
	<p><i>Documentation:</i></p> <p>A record of emergency drills carried out and evidence of how evaluation of the drills has informed the annual review of the service's emergency plan.</p>			
<b>3</b>	<p><b>Sleep</b></p> <p><i>Criterion HS9: Sleep monitoring</i></p> <p>Is a procedure for monitoring children's sleep displayed and implemented and a record of children's sleep times kept?</p>			
	<p><i>Documentation:</i></p> <p>1. A procedure for monitoring children's sleep. The procedure ensures that children:</p> <ul style="list-style-type: none"> <li>do not have access to food or liquids while in bed; and</li> </ul>			
	<ul style="list-style-type: none"> <li>are checked for warmth, breathing, and general well-being at least every 5 – 10 minutes, or more frequently according to individual needs?</li> </ul>			

## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.		Yes	No	Unsure
	2. A record of the time each child left in the care of the service sleeps, and checks made by adults during that time?			
	<i>Criterion HS10: Cot spacing</i> Are furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) arranged and spaced when in use so that:			
	<ul style="list-style-type: none"> <li>adults have clear access to at least one side (meaning the length, not the width);</li> </ul>			
	<ul style="list-style-type: none"> <li>the area surrounding each child allows air movement to minimise the risk of spreading illness; and</li> </ul>			
	<ul style="list-style-type: none"> <li>children able to sit or stand can do so safely as they wake?</li> </ul>			
	<i>Criterion HS11: Storage and sleeping provisions</i> If not permanently set up, is furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) and bedding hygienically stored when not in use?			
<b>4</b>	<b>Hazards and excursions</b>			
	<i>Criterion HS12: Hazard management</i> Are equipment, premises and facilities regularly checked for hazards to children?			
	Are accident/incident records analysed to identify hazards and appropriate action taken?			
	Are all practicable steps taken to eliminate, isolate, or minimise hazards to the safety of children?			
	Does consideration of hazards include:			
	<ul style="list-style-type: none"> <li>cleaning agents, medicines, poisons, and other hazardous materials;</li> </ul>			
	<ul style="list-style-type: none"> <li>electrical sockets and appliances (particularly heaters);</li> </ul>			
	<ul style="list-style-type: none"> <li>hazards present in kitchen or laundry facilities;</li> </ul>			
	<ul style="list-style-type: none"> <li>vandalism, dangerous objects, and foreign materials (e.g. broken glass, animal droppings);</li> </ul>			
	<ul style="list-style-type: none"> <li>the condition and placement of learning, play and other equipment;</li> </ul>			
	<ul style="list-style-type: none"> <li>windows and other areas of glass;</li> </ul>			
<ul style="list-style-type: none"> <li>poisonous plants; and</li> </ul>				
<ul style="list-style-type: none"> <li>bodies of water?</li> </ul>				

## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.	Yes	No	Unsure
<p><i>Documentation:</i> A documented risk management system.</p>			
<p><i>Criterion HS13: Hot water taps</i> Is the temperature of warm water delivered from taps that are accessible to children no higher than 40 degrees C, and comfortable for children at the kōhanga to use?</p>			
<p><i>Criterion HS14: Hot water temperature</i> Is water stored in any hot water cylinder kept at a temperature of as least 60 degrees C?</p>			
<p><i>Criterion HS15: Noise levels</i> Are all practicable steps taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm?</p>			
<p><i>Criterion HS16: Animals</i> Are safe and hygienic handling practices implemented with regard to any animals at the kōhanga?</p>			
<p>Are all animals able to be restrained?</p>			
<p><i>Criterion HS17: Excursions</i> Whenever children leave the premises on an outing or excursion:</p> <ul style="list-style-type: none"> <li>• Is assessment and management of risk undertaken, and are adult:child ratios determined accordingly?</li> </ul>			
<ul style="list-style-type: none"> <li>• Ratios are not less than the required adult:child ratio?</li> </ul>			
<ul style="list-style-type: none"> <li>• Are the first aid requirements in <i>critierion HS25</i> met in relation to those children and any children remaining at the premises?;</li> </ul>			
<ul style="list-style-type: none"> <li>• Have parents given prior written approval of their child’s participation and of the proposed ratio for:               <ol style="list-style-type: none"> <li>i. regular excursions at the time of enrolment; and</li> </ol> </li> </ul>			
<ol style="list-style-type: none"> <li>ii. special outings or excursions prior to the outing or excursion taking place; and</li> </ol>			
<ul style="list-style-type: none"> <li>• Are there communication systems in place so that people know where the children are, and adults can communicate with others as necessary?</li> </ul>			
<p>When children leave the premises on a regular or special outing or excursion is the outing or excursion approved by the Person Responsible (<i>i.e the person primarily responsible for the education, care, comfort, and health and safety of mokopuna</i>)?</p>			

## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.		Yes	No	Unsure
	Documentation A record of outings or excursions. Records include:			
	<ul style="list-style-type: none"> <li>the names of adults and children involved;</li> </ul>			
	<ul style="list-style-type: none"> <li>the time and date of the outing;</li> </ul>			
	<ul style="list-style-type: none"> <li>the location and method of travel;</li> </ul>			
	<ul style="list-style-type: none"> <li>assessment and management of risk;</li> </ul>			
	<ul style="list-style-type: none"> <li>adult:child ratios;</li> </ul>			
	<ul style="list-style-type: none"> <li>evidence of parental permission and approval of adult:child ratios for regular outings or excursions;</li> </ul>			
	<ul style="list-style-type: none"> <li>evidence of parental permission and approval of adult:child ratios for special outings or excursions; and</li> </ul>			
	<ul style="list-style-type: none"> <li>the signature of the Person Responsible giving approval for the excursion to take place.</li> </ul>			
	<i>Criterion HS18: Travelling in vehicles</i>			
	If children travel in a motor vehicle while in the care of the Kōhanga:			
	<ul style="list-style-type: none"> <li>is each child restrained as required by Land Transport legislation?</li> </ul>			
	<ul style="list-style-type: none"> <li>are the required adult:child ratios maintained, and</li> </ul>			
	<ul style="list-style-type: none"> <li>is the written permission of a parent of the child obtained before the travel begins (unless the child is travelling with their parent)?</li> </ul>			
	<i>Documentation:</i> Evidence of parental permission for any travel by motor vehicle. In most cases, this requirement will be met by the excursion records required for <i>criterion HS17</i> . Kōhanga that provide transport for mokopuna to and /or from the Kōhanga must also gain written permission from a parent upon enrolment.			
<b>5</b>	<b>Food and drink</b>			
	<i>Criterion HS19: Food and nutrition</i> Is food served at appropriate times to meet nutritional needs of each child while they are attending?			
	Where food is provided by the Kōhanga, is it of sufficient variety, quantity, and quality to meet the nutritional and developmental needs of each child?			
	When food is provided by parents, does the kōhanga encourage and promote healthy eating guidelines?			

## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.		Yes	No	Unsure
	<p><i>Documentation:</i> A record of all food served during the kōhanga hours of operation (other than that provided by parents for their own children). Records show the type of food provided, and are available for inspection for 3 months after the food is served.</p>			
	<p><i>Criterion HS20: Food Hygiene</i> Is food prepared, served, and stored hygienically?</p>			
	<p><i>Criterion HS21: Water supply</i> Is an ample supply of water that is fit to drink available for children at all times, and are older children able to access this water independently?</p>			
	<p><i>Criterion HS22: Supervision while eating</i> Are children supervised and seated while eating?</p>			
	<p>Where food is provided by the service, foods that pose a high choking risk are not to be served unless prepared in accordance with best practice as set out in <a href="#">Ministry of Health: Reducing food-related choking for babies and young children at early learning services</a></p>			
	<p>Where food is provided by parents, the service promotes best practices as set out in <a href="#">Ministry of Health: Reducing food-related choking for babies and young children at early learning services</a> and Must provide to all parents at the time of enrolment a copy of Ministry of Health: Reducing food-related choking for babies and young children at early learning services.</p>			
	<p><i>Criterion HS23: Feeding infants</i> <b>APPLIES ONLY TO SERVICES LICENSED FOR UNDER 2 YEAR OLDS:</b> Are infants under the age of 6 months and other children unable to drink independently held semi-upright when being fed?</p>			
	<p>Is any infant food given to a child under the age of 12 months of a type approved by the child's parent?</p>			
<b>6</b>	<p><b>Child health and wellbeing</b></p>			
	<p><i>Criterion HS24: Room temperature</i> Are rooms used by children kept at a comfortable temperature no lower than 18 degrees C (at 500mm above the floor) while children are attending?</p>			
	<p><i>Criterion HS25: First aid qualifications</i> Is an adult present at all times for every 25* children attending (or part thereof) who:</p> <ul style="list-style-type: none"> <li>• holds a current First Aid qualification gained from a New Zealand Qualifications Authority accredited first aid training provider; or</li> </ul>			
	<ul style="list-style-type: none"> <li>• is a registered medical practitioner or nurse with a current practising certificate? or</li> </ul>			

## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.	Yes	No	Unsure
<ul style="list-style-type: none"> <li>is a qualified ambulance officer or paramedic?</li> </ul> <p>*(Note: applies from 8 April 2021)</p>			
<p>If a child is injured, is any required first aid administered or supervised by an adult meeting these requirements?</p>			
<p><i>Documentation:</i></p> <p>1. A record of all injuries that occur at the service that include:</p> <ul style="list-style-type: none"> <li>the child's name;</li> </ul>			
<ul style="list-style-type: none"> <li>the date, time, and description of the incident;</li> </ul>			
<ul style="list-style-type: none"> <li>actions taken and by whom; and</li> </ul>			
<ul style="list-style-type: none"> <li>evidence of parental knowledge of the incident.</li> </ul>			
<p>2. Copies of current first aid (or medical practising) certificates for adults counting towards this requirement.</p>			
<p><i>Criterion HS26: Controlling infection</i></p> <p>Are all practicable steps taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them?</p>			
<p><i>Specifically:</i></p> <ul style="list-style-type: none"> <li>Is the action specified in Appendix 2 of the <i>Licensing Criteria for Kōhanga Reo affiliated with Te Kōhanga Reo National Trust 2008</i> taken for any person (adult or child) suffering from particular infectious diseases? and</li> </ul>			
<ul style="list-style-type: none"> <li>Are children who become unwell while attending the service kept at a safe distance from other children (to minimise the spread of infection) and returned to the care of a parent or other person authorised to collect the child without delay?</li> </ul>			
<p><i>Criterion HS27: Medical assistance</i></p> <p>Are all practicable steps taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent or caregiver of what has happened?</p>			
<p><i>Documentation:</i></p> <p>A record of serious illnesses and incidents that occur at the kōhanga (see HS25 for the requirement to record injuries).</p>			
<p>Records include:</p> <ul style="list-style-type: none"> <li>the child's name;</li> </ul>			
<ul style="list-style-type: none"> <li>the date, time, and description of the incident;</li> </ul>			
<ul style="list-style-type: none"> <li>actions taken and by whom; and</li> </ul>			

## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.	Yes	No	Unsure
<ul style="list-style-type: none"> <li>evidence of parental knowledge of the incident.</li> </ul>			
<p>A procedure outlining the service's response to injury, illness and incident, including the review and implementation of practice as required.</p>			
<p><i>Criterion HS28: Medicine administration</i> Has the service provider ensured that medicine (prescription and non-prescription) is not given to a child unless it is given:</p> <ul style="list-style-type: none"> <li>by a doctor or ambulance personnel in an emergency; or</li> </ul>			
<ul style="list-style-type: none"> <li>by the parent of the child; or</li> </ul>			
<ul style="list-style-type: none"> <li>with the written authority (appropriate to the category of medicine) of a parent.</li> </ul>			
<p>Are medicines stored safely and appropriately, and disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time?</p>			
<p><i>Documentation:</i> 1. A record of the written authority from parents for the administration of medicine in accordance with the requirement for the Category of medicine outlined in Appendix 3 of the <i>Licensing Criteria for Kōhanga Reo affiliated with Te Kōhanga Reo National Trust 2008</i>.</p>			
<p>2. A record of all medicine (prescription and non-prescription) given to children attending the kōhanga. Records include:</p>			
<ul style="list-style-type: none"> <li>name of the child;</li> </ul>			
<ul style="list-style-type: none"> <li>name and amount of medicine given;</li> </ul>			
<ul style="list-style-type: none"> <li>date and time medicine was administered and by whom; and</li> </ul>			
<ul style="list-style-type: none"> <li>evidence of parental acknowledgement.</li> </ul>			
<p><i>Criterion HS29: Administering medicines training</i> Are adults who administer medicine to children (other than their own) provided with information and/or training relevant to the task?</p>			
<p><i>Documentation:</i> A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the kōhanga.</p>			
<p><i>Criterion HS30: Washing children</i> Are children washed when they are soiled or pose a health risk to themselves or others?</p>			



## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.		Yes	No	Unsure
7	<b>Child protection</b>			
	<i>Criterion HS31: Child protection</i> Is a process for the prevention of child abuse implemented, and is a procedure for responding to suspected child abuse followed when required?			
	<i>Documentation:</i> 1. The written child protection policy contains:			
	<ul style="list-style-type: none"> <li>provisions for the service's identification and reporting of child abuse and neglect;</li> </ul>			
	<ul style="list-style-type: none"> <li>information about the practices the service employs to keep children safe from abuse and neglect; and</li> </ul>			
	<ul style="list-style-type: none"> <li>information about how the service will respond to suspected child abuse and neglect.</li> </ul>			
	<ul style="list-style-type: none"> <li>The policy is reviewed every 3 years?</li> </ul>			
	2. A procedure that sets out how the service will identify and respond to suspected child abuse and/or neglect.			
	<i>Criterion HS32: Inappropriate material</i> Are all practicable steps taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature)?			
<i>Criterion HS33: Alcohol</i> Has the service provider ensured that no person on the premises uses, or is under the influence of alcohol, or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation?				
<i>Criterion HS34: Incident notification to Te Kōhanga Reo National Trust</i> Where there is serious injury or illness or incident involving a child while at the services that is required to be notified to a specified agency, the service provider must also notify Te Kōhanga Reo National Trust who will advise the MOE at the same time.				
Documentation: A copy of the notification sent to the specified agency.				
8	<b>Children's Act 2014</b> <b>Child Protection Policy* Checklist</b> <i>Introduction and principles</i> (a) Does the written policy contain -			
	<ul style="list-style-type: none"> <li>(i) an overview and summary, including the purpose, intended audience and scope?</li> <li>(ii) a purpose statement that outlines why it is needed and what outcomes the policy is intended to achieve?</li> </ul>			

## Criteria to assess Health and safety practices standard

Please tick all questions including bullet points.	Yes	No	Unsure
(b) Is it clear who the policy applies to and reviewed every 3 years?			
(c) Are the principles for making and acting on decisions concerning child protection clearly stated in the policy?			
(d) Are key terms and concepts defined?			
<i>Guidance and protocols</i> (e) Is detailed guidance on identifying possible abuse or neglect included?			
(f) Are specific instructions on how to respond to suspected abuse or neglect included (including escalation, reporting and documenting)?			
(g) Are there clear guidelines on how to respond to disclosures by children?			
(h) Is it clear what happens if a concern is raised or an allegation made that involves a staff member?			
<i>Additional guidance</i> (i) Does the policy - (i) provide clear guidance for staff about confidentiality and information sharing?			
(ii) confirm the services ongoing commitment to appropriate training, development and supervision in child protection?			
(iii) include information on related documentation and commitments to regularly review the policy?			
<p><b>Note:</b> *All kōhanga reo need to put a child protection policy in place that meets the requirements of the CA. The above policy checklist is based on the Children's Action Plan, chapter 3, Safer Organisations, Safer Children Guidelines, website – <a href="http://www.childrensactionplan.govt.nz">www.childrensactionplan.govt.nz</a>.</p> <p>Please refer to chapter 4 of the Guidelines for assistance with each element of the checklist.</p> <p>Further reference: <a href="#">Children's Act 2014 - a practical guide</a></p>			



## Self-Audit Checklist - Section 4 – Governance, Management and Administration Standards

### What does ERO want to know?

ERO wants to know that the service provider meets the governance, management and administration standard and the licensing criteria in terms of the regulatory requirements and has the required documentation to demonstrate compliance with the relevant criterion including other relevant legislative requirements. *Please tick all questions including bullet points.*

### Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
1	<b>Parent involvement and information</b>			
	<i>Criterion GMA1: Display of information</i> Are the following prominently displayed at the service for parents and visitors:			
	<ul style="list-style-type: none"> <li>the <i>Education (Early Childhood Services) Regulations 2008</i>, and the <i>Licensing Criteria for Kōhanga Reo affiliated with Te Kōhanga National Trust 2008</i>;</li> </ul>			
	<ul style="list-style-type: none"> <li>the full names and qualifications of each person counting towards regulated qualification requirements [<i>N/A if not applicable</i>];</li> </ul>			
	<ul style="list-style-type: none"> <li>the kōhanga current licence certificate; and</li> </ul>			
	<ul style="list-style-type: none"> <li>a procedure people should follow if they wish to complain about non-compliance with the Regulations or criteria?</li> </ul>			
	<i>Documentation</i> A procedure people should follow if they wish to complain about non-compliance with Regulations or criteria. The procedure includes the option to contact the local Ministry of Education office and provides contact details.			
	<i>Criterion GMA2: Parent access to information</i> Are parents advised how to access:			
	<ul style="list-style-type: none"> <li>information concerning their child?</li> </ul>			
	<ul style="list-style-type: none"> <li>the kōhanga operational documents; and</li> </ul>			
	<ul style="list-style-type: none"> <li>the most recent Education Review Office report regarding the kōhanga?</li> </ul>			
	<i>Documentation</i> Written information letting parents know how to access:			
<ul style="list-style-type: none"> <li>information concerning their child;</li> </ul>				
<ul style="list-style-type: none"> <li>the service's operational documents; and</li> </ul>				
<ul style="list-style-type: none"> <li>the most recent ERO report regarding the kōhanga.</li> </ul>				

## Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
	<p><i>Criterion GMA3: Information provided to parents</i></p> <p>Is information provided to parents about:</p> <ul style="list-style-type: none"> <li>• how they can be involved in the kōhanga;</li> </ul>			
	<ul style="list-style-type: none"> <li>• any fees charged by the kōhanga; [N/A if not applicable]</li> </ul>			
	<ul style="list-style-type: none"> <li>• the amount and details of the expenditure of any Ministry of Education funding received by the kōhanga; and</li> </ul>			
	<ul style="list-style-type: none"> <li>• any planned reviews and consultation?</li> </ul>			
	<p><i>Documentation:</i></p> <p>Written information letting parents know:</p> <ul style="list-style-type: none"> <li>• how they can be involved in the kōhanga;</li> </ul>			
	<ul style="list-style-type: none"> <li>• any fees charged by the kōhanga;</li> </ul>			
	<ul style="list-style-type: none"> <li>• the amount and details of the expenditure of any Ministry of Education funding received by the kōhanga; and</li> </ul>			
	<ul style="list-style-type: none"> <li>• about any planned reviews and consultation.</li> </ul>			
	<p><i>Criterion GMA4: Parent involvement</i></p> <p>Are parents of children attending the kōhanga and adults providing education and care provided with opportunities to contribute to the development and review of the kōhanga operational documents (such as philosophy, policies, and procedures any other documents that set out how day to day operations will be conducted)?</p>			
	<p><i>Documentation:</i></p> <p>Evidence of opportunities provided for parents and adults providing education and care to contribute to the development and review of the service's operational documents.</p>			
2	<p><b>Professional practices</b></p> <p><i>Criterion GMA5: Philosophy statement</i></p> <p>Is there a philosophy statement that guides the kōhanga's operation?</p>			
	<p><i>Documentation:</i></p> <p>A written statement expressing the kōhanga's beliefs, values, and attitudes about the provision of early childhood education and care.</p>			
	<p><i>Criterion GMA6: Self-review</i></p> <p>Is there an ongoing process of self-review to help the kōhanga maintain and improve the quality of its education and care.</p>			
	<p><i>Documentation:</i></p> <ul style="list-style-type: none"> <li>• A process of reviewing and evaluating the kōhanga operation (for example, learning and teaching practices, philosophy, policies, and procedures) by the people involved in the service. The process is consistent with <i>criterion GMA4/GMA3</i>, and includes a schedule showing timelines for planned review of different areas of operation.</li> </ul>			

## Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
	<ul style="list-style-type: none"> <li>Recorded outcomes from the review process. Outcomes show how the service has regard for the Statement of National Education and Learning Priorities (NELP) in its operation.</li> </ul>			
	<p><i>Criterion GMA7: Human resource management</i></p> <p>Are suitable human resource management practices implemented?</p>			
	<p><i>Documentation:</i></p> <p>Processes for human resource management; including:</p>			
	<ul style="list-style-type: none"> <li>selection and appointment procedures;</li> </ul>			
	<ul style="list-style-type: none"> <li>job/role descriptions;</li> </ul>			
	<ul style="list-style-type: none"> <li>induction procedures into the service;</li> </ul>			
	<ul style="list-style-type: none"> <li>a system of regular appraisal;</li> </ul>			
	<ul style="list-style-type: none"> <li>provision for professional development;</li> </ul>			
	<ul style="list-style-type: none"> <li>a definition of serious misconduct; and</li> </ul>			
	<ul style="list-style-type: none"> <li>discipline/dismissal procedures.</li> </ul>			
	<p><i>Criterion GMA7A: Safety checks</i></p> <p>Before a person is employed or engaged as a children's worker, as defined in the Children's Act 2014, has a safety check as required by that Act been completed?</p>			
	<p>Is a detailed record of each component of the safety check kept, and the date on each step taken recorded, including the date of the risk assessment required to be completed after all relevant information is obtained?</p>			
	<p>Are these records kept by, or available to, the service provider as long as the person is employed or engaged?</p>			
	<p>Are safety checks of every children's worker carried out every three years? [Safety checks may be carried out by the employer or another person or organisation acting on the employer's behalf] [Refer to MOE Guidance on the components of the safety check, and periodic rechecking] <a href="#">GMA7A Safety Checking</a></p>			
	<p><i>Documentation</i></p> <ol style="list-style-type: none"> <li>a written procedure for safety checking of all children's workers before employment or engagement of the worker commences that meets the safety checking requirements of the Children's Act 2014.</li> <li>a record of all safety checks and the results.</li> </ol> <p>[Refer to question 11 below for further guidance]</p>			

## Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
3	<b>Planning and documentation</b> <i>Criterion GMA8: Annual plan</i> Is there an annual plan to guide the kōhanga's operation?			
	<i>Documentation:</i> An annual plan identifying 'who', 'what', and 'when' in relation to key tasks undertaken each year, and how key tasks will have regard to the Statement of National Education and Learning Priorities (NELP).			
	<i>Criterion GMA9: Annual budget</i> Is there an annual budget to guide financial expenditure?			
	<i>Documentation:</i> An annual budget setting out the kohanga's estimated revenue and expenses for the year. The budget includes at least:			
	<ul style="list-style-type: none"> <li>staffing costs, including leave entitlements;</li> </ul>			
	<ul style="list-style-type: none"> <li>professional development costs;</li> </ul>			
	<ul style="list-style-type: none"> <li>equipment and material costs for the ongoing purchase of new equipment and consumable materials; and</li> </ul>			
	<ul style="list-style-type: none"> <li>provision for operational costs (such as electricity, telephone, food purchases, and other day to day items) and maintenance of the premises as appropriate.</li> </ul>			
	<i>Criterion GMA10: Enrolment records</i> Are enrolment records maintained for each child attending?			
	Are records kept for at least 7 years?			
	<i>Documentation:</i> Enrolment records for each child currently attending and for those who have attended in the previous 7 years. Records meet the requirements of the Early Childhood Education Funding Handbook and include at least:			
	<ul style="list-style-type: none"> <li>the child's full name, date of birth, and address;</li> </ul>			
	<ul style="list-style-type: none"> <li>the name and address of at least 1 parent;</li> </ul>			
	<ul style="list-style-type: none"> <li>details of how at least 1 parent (or someone nominated by them) can be contacted while the child attends the service;</li> </ul>			
<ul style="list-style-type: none"> <li>the name of the medical practitioner (or medical centre) who should, if practicable, be consulted if the child is ill or injured;</li> </ul>				
<ul style="list-style-type: none"> <li>details of any chronic illness/condition that the child has, and of any implications or actions to be followed in relation to that illness/condition;</li> </ul>				

## Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
	<ul style="list-style-type: none"> <li>the names of the people authorised by the parent to collect the child; and</li> </ul>			
	<ul style="list-style-type: none"> <li>any court orders affecting day to day care of, or contact with, the child.</li> </ul>			
	<p><i>Criterion GMA11: Attendance records</i> Is an attendance record maintained that shows the times and dates of every child's attendance at the kohanga? Are records kept for at least 7 years?</p>			
	<p>Documentation: An attendance record that meets the requirements outlined in the <i>MOE - Early Childhood Education Funding Handbook</i> for children currently attending, and children who have attended in the previous 7 years?</p>			
	<p>Criterion GMA12: Is required documentation made available as appropriate to parents and Government officials having right of entry to the service under section 626 of the <i>Education and Training Act 2020</i>? [Note: refer to <a href="http://www.legislation.govt.nz">http://www.legislation.govt.nz</a> for free access to the <i>Education and Training Act 2020</i>]</p>			
<b>4</b>	<p><b>Health Immunisation</b> Are there policies or procedures in place to ensure the requirements of the Health (Immunisation ) Regulations 1995 are met? Refer -<a href="#">Immunisation Guidelines for Early Childhood Services and ...</a></p>			
<b>5</b>	<p><b>Privacy Act 2020</b> Are there policies and procedures in place to ensure the requirements of the Privacy Act 2020* are met in relation to information about children and the parents/caregivers of those children who attend the service; and</p>			
	Are these policies/procedures regularly reviewed and implemented appropriately?			
<b>6</b>	<p><b>Human Rights</b> Are all policies/procedures regularly reviewed, and implemented to ensure compliance with the Human Rights Act 1993?</p>			
<b>7</b>	<p><b>Police vetting</b> Has the service provider obtained a Police vet for every person:</p>			
	(a) whom the service provider appoints or intends to appoint to a position at the early childhood service; and			
	(b) who is to work at the service during normal opening hours; and			
	c) who is not a registered teacher or holder of a limited authority to teach [LAT]?			



## Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
	d) before the person's employment or engagement at the service begins? and			
	e) considered the information contained in the Police vet to assess whether the person would pose a risk to the safety of children if the person were to carry out work at the service and			
	f) in carrying out the assessment taken into account any guidelines on risk assessment issued by the MOE*? and			
	g) every three years of every person noted above who still works at the service?			
	<b>Contractors and their employees</b>			
	Has the service provider obtained a Police vet of every contractor, or employee of a contractor who has, or is likely to have unsupervised access to children at the service during normal opening hours? and			
	Has the service provider ensured that the Police vet is obtained before every contractor or their employee has, or is likely to have unsupervised access to students at the service during normal opening hours? and			
	Considered the information contained in the Police vet to assess whether the person would pose a risk to the safety of children if the person were to carry out work at the service and			
	In carrying out the assessment taken into account any guidelines on risk assessment issued by the MOE*?			
	Has the service provider obtained a Police vet every three years of every contractor or their employee noted above who still works at the service?			
	<i>References: s 25 E&amp;T Act 2020, Clauses 1,2, and 8 Schedule 4 Education and Training Act 2020.</i>			
	<a href="#">25 Police vetting in respect of early childhood services</a>			
	<a href="#">Schedule 4</a>			
	<a href="#">Police vetting</a>			
	<ul style="list-style-type: none"> <li>• <a href="#">August 2023 changes to Police vetting requirements</a></li> <li>• <a href="#">Police vetting for early learning services</a></li> </ul>			
<b>8</b>	<b>Fit and Proper Persons</b> Has the kōhanga whānau management advised the Secretary for Education of any change of his/her circumstances of the kind referred to in the statutory declaration made under Regulation 7?  [Ref: <i>Regulation 7 and 35 of the Education (Early Childhood Services) Regulations 2008</i> ]			

## Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
	<p><a href="#">7 Applicant must make statutory declaration</a></p> <p><a href="#">35 Continuing duty to advise of change of circumstances</a></p> <p>[Note: Write N/A if not applicable. Refer to <a href="http://www.legislation.govt.nz">http://www.legislation.govt.nz</a> for free access to the <i>Education (Early Childhood Services) Regulations 2008</i>]</p>			
9	<p><b>Safety Checking of Workforce</b></p> <p>For <i>persons</i> that the management <i>proposes</i> to employ or engage as a paid <i>children's worker*</i>, the following checks have been undertaken:</p> <p><i>Identity Confirmation, either by:</i></p> <p>(a) using an electronic identity credential to check that the identity is not claimed by someone else; or</p>			
	<p>b) checking an original primary identity document (eg NZ passport); and</p>			
	<p>c) a secondary identity document (eg NZ driver licence);                      [Note: if there are no photos of the person in the documents in (b), the board must require an <i>identity referee</i> to authenticate/verify identity of the staff. If the person's name is different on a document in (b) the board must require a supporting name change document from the person];</p>			
	<p>d) searching the board's personnel records to check that the identity has not been claimed by someone else after the board has sighted the documents in (a) or (b) including the matters under 'Note' above.</p>			
	<p><i>Criminal Convictions</i></p> <p>e) obtaining and considering information from NZ Police vet                      [Note: no need for Police vet if the person already had one in the last three years or person is a registered teacher]</p>			
	<p><i>Other Information</i></p> <p>f) obtaining and considering a chronological summary of work history for preceding five years from the person; and</p>			
	<p>g) whether person is registered with the Teaching Council, and if so, board has confirmed this with the Education Council;</p>			
	<p>h) obtaining and considering information from at least one referee (not related to the person or part of the extended family) and</p>			
	<p>i) any other information the board considers relevant for risk assessment;</p>			
	<p>j) interviewed the person, in person or by telephone or other communication technology;</p>			

## Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
	<p>[Note: the requirements in (e), (g),(h) and (i) do not apply if the person is currently employed or engaged by the board in another role – write N/A in this case]</p> <p><i>Risk Assessment</i></p> <p>k) evaluation of all the information above to assess the risk the potential children’s worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children’s worker or non-core children’s worker.</p> <p>Note:</p> <p>(i) *Children’s workers who are <i>core workers</i> work alone with or have primary responsibility or authority over children, eg teachers, person responsible or support staff. Also applies to persons undertaking unpaid children’s work as part of educational or vocational training course.</p> <p>(ii) The above checks now apply to <i>core workers</i>, and <i>non-core workers</i>.</p> <p>(iii) For details the service provider should refer to the relevant provisions of the <i>Children’s Act 2014</i>, and regulations 5 – 8 of the <i>Children’s (Requirements for Safety Checks of Children’s Workers) Regulations 2015</i> – <a href="http://www.legislation.govt.nz">http://www.legislation.govt.nz</a>.</p> <p>(iv) For more information visit: <a href="http://www.childrensactionplan.govt.nz">www.childrensactionplan.govt.nz</a> and <a href="#">Children’s worker safety checking under the Children’s Act 2014 [PDF, 1.2 MB]</a></p> <p>(v) Seek independent advice if you are uncertain.</p> <p>(vi) Keep accurate records about each aspect of the safety checking process</p>			
10	<p><b>Reporting to Teaching Council</b></p> <p>In the following situations, has the kōhanga whānau management, as the employer, reported to the Teaching Council in compliance with the mandatory requirements under the Education and Training Act 2020: [<i>Write N/A if not applicable</i>]</p> <p>(i) When a teacher has been dismissed for any reason (section 489 )?</p> <p><a href="#">489 Mandatory reporting of dismissals and resignations</a></p>			
	<p>(ii) If, within 12 months before a teacher’s resignation or expiry of the teacher’s fixed-term contract, the employer has advised the teacher that it was dissatisfied with, or intended to investigate, any aspect of the conduct of the teacher or the teacher’s competence (section 489)?</p> <p><a href="#">489 Mandatory reporting of dismissals and resignations</a></p>			
	<p>(iii) If, within 12 months after a teacher has left, the employer has received a complaint about the teacher’s conduct or competence while he/she was an employee (section 490)?</p> <p><a href="#">490 Mandatory reporting of complaints received about former employees</a></p>			
	<p>(iv) If the employer has reason to believe that a teacher has engaged in serious misconduct (section 491)?</p> <p><a href="#">Mandatory reporting of possible serious misconduct</a></p>			

## Criteria to assess Governance, Management and Administration Standard

Please tick all questions including bullet points.		Yes	No	Unsure
	(v) If the employer is satisfied that, despite undertaking competency procedures with a teacher, the teacher has not reached the required level of competence (section 492)?  <a href="#">492 Mandatory reporting of failure to reach required level of competence</a>			

**Is there any further information you would like to provide in relation to Section 4 – Governance, management and administration standard?**

Dotted lines for text input.