



Media Policy Te Kaupapa Here Pāpāho

Version 1 | Mahi Tuatahi
Effective Date | Whakamana tahito : February 2026 | Pēpuere 2026
Next Review | ā houanga arotake: February 2028 | Pēpuere 2028
Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer
Key Accountabilities | Ngā Takonga Tuatahi: Chief People Officer

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

To ensure common, cohesive messages are conveyed on behalf of He Whānau Manaaki o Tararua Kindergartens (Whānau Manaaki).

Applies To | Ko Wai Whakahāngaitia

This policy applies to all employees of He Whānau Manaaki o Tararua Free Kindergarten Association.

General Principles | Mātāpono Whānui

1. All media enquiries must be directed, in the first instance, through the Chief Executive Officer.
2. The Governing Board has delegated authority to the Chief Executive Officer to act as its spokesperson with the media.
3. No staff member may comment to the media without prior approval from the Chief Executive Officer, except when sharing information about normal kindergarten activities such as fundraising events, the purchase of new equipment, or the completion of a project. Staff may also seek guidance or support from their Senior Teacher or the Communications Team if unsure.
4. Staff may make personal comments to the media; however, these must not be made as, or attributed to, Whānau Manaaki or any kindergarten within Whānau Manaaki.
5. Whenever anybody from the media contacts a Whānau Manaaki employee requesting a comment on an issue, other than as per point 3 above, the employee must state this policy and refer the person to the Chief Executive Officer.
6. All comments made to the media must support, promote, and positively represent Whānau Manaaki and our kindergartens.
7. Kindergartens may engage with the Communications Team who will assist with media enquiries and provide guidance around key messaging.
8. If tamariki are being filmed, teachers must confirm that parents or whānau have provided permission through a completed media consent form. This needs to be sent through to the Communications and Engagement Team to view and keep on file.

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

[Media Consent Form](#)

Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.