



## Policy Formulation Whakakaupapa Kaupapa Here

Version 1 | Mahi Tuatahi  
Effective Date | Whakamana tahito: May 2022 | Haratua 2022  
Next Review | ā houanga arotake: May 2025 | Haratua 2022  
Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer  
Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer

### Introduction | Timatanga Kōrero

The purpose of this policy is to:

- Ensure the identification, formulation, consultation, and implementation of Whānau Manaaki o Tararua Free Kindergarten Association Inc (He Whānau Manaaki) Policy is robust, fit-for-purpose and supports the effective implementation of both the strategic direction and overall operations of the Association.
- Ensure a regular and consistent approach to setting and reviewing policy.

### Applies To | Ko Wai Whakahāngaitia

This policy applies to all Whānau Manaaki employees involved in policy ownership, accountabilities, review, and implementation.

### General Principles | Mātāpono Whānui

1. Policies and their contents do not override legal and regulatory responsibilities but serve to assist in providing consistency and clarity of expectations across all kindergartens and services regardless of region and ensure consistency and fairness across employees.
2. Policies and their contents shall be consistent with Whānau Manaaki's vision, values, and Strategic Plan.
3. Policies and their contents shall be relevant, clear, and simple.
4. All policies shall be written with equal respect and consideration for the diversity of our employees, parents, whānau and communities, including Māori, Pacific and Rainbow communities.
5. All policies shall be written with consideration to the communities in which we work with, including but not limited to iwi, Pacific, migrant and refugee communities and disabled people.
6. All relevant current policies will be available online and, in a paper-based form for employees, parents, whānau and communities to submit feedback if they wish.
7. Whānau Manaaki will have all relevant policies detailed in the Education (Early Childhood Services) Regulations 2008.
8. Whānau Manaaki may amend or cancel any policies or introduce a new policy, as it considers it necessary.

### Policy Contents | Kaupapa Rārangi

9. All policies will contain the following information in English and Te Reo Māori in the header:
  - a. Policy Title
  - b. Version | Aronga
  - c. Effective Date | Whakamana tahito
  - d. Next Review Date | ā houanga arotake
  - e. Policy Owner | Rangatira Kaupapa Māhere
  - f. Key Accountabilities | Ngā Takonga Tuatahi
10. The body of all policies will contain the following headings in English and Te Reo Māori:
  - a. Introduction | Timatanga Kōrero



- b. Applies to | Ko Wai Whakahāngaitia
  - c. General Principles | Mātāpono Whānui
  - d. Relevant Legislation and Regulations | Whaitake Ture me Waeture
  - e. Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka
  - f. Policy Review Cycle | Kaupapa Arotake Hurihanga
11. Version numbers will be given and updated with a 0.1 increment for a minor revision or revision during the final review and approval process. Confirmed 'post review' revisions are given a 1.0 increment.
  12. Other headings may be used in cases where it is necessary to provide additional information. E.g., A definitions section may be included to ensure consistent interpretation of any work of statements within the policy.
  13. All policies will be available in English with titles in Te Reo Māori. Parents can request policies to be translated to Te Reo Māori and these will be assessed and translated on a case-by-case basis.

### **Policy Implementation and Review | Kaupapa Whakatinana me Arotake**

14. Policy formulation shall be completed with a Policy Review Group, led by the Policy Owner or a delegated member of the Policy Working Group.
15. Members of the Policy Review Group will be determined by the Policy Review Group Lead and shall include representation of a variety of relevant groups within the Whānau Manaaki community, including Head Teachers, Head Office and Support Staff.
16. The Policy Working Group will include representation from Māori, Pacific and Rainbow employees.
  - a. All operational policies under review will be noted on the Whānau Manaaki website, and be available for parents, whānau and communities to provide feedback on in the timeframe stipulated. From time to time, there may be a policy under review which is not noted on the website. This will be decided by the Working Group and only relevant to policies which have no impact on kindergarten-based employees, children, whānau and communities.
17. The policy Working Group will consider all feedback from parents, whānau and communities.
18. Parents may request to join the policy Review Group if they are available during the time the Review Group meets. Requests to join the policy Review Group will be submitted to the Working Group, who will review and respond.
19. All policies that affect employees will be sent to The New Zealand Educational Institute (NZEI Te Riu Roa), or other relevant union, to provide feedback on once drafted.
20. The Board will provide approval to policies which are required as part of the Education (Early Childhood Services) Regulations 2008, and any policies with significant impact to children, whānau, employees and communities, as determined by the Senior Leadership Team.
21. The Senior Leadership Team will approve all policies before they are implemented.
22. All policy reviews will follow the policy review process outlined in the Policy Review Process.

### **Relevant Legislation and Regulations | Whaitake Ture me Waeture**

1. Education (Early Childhood Services) Regulations 2008

### **Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka**

1. Policy Review Process | [Kaupapa arotake Tūkanga](#)
2. Policy Feedback Process and Information Sheet for Parents, Whānau and Communities | [Kaupapa Whakahoki korero Pārongo wharangi matua, whanau, hāpori](#)
3. Policy Feedback Form for Parents, Whānau and Communities | [Kaupapa whakahoki korero Matua, whanau, hāpori](#)

4. [Policy Feedback Process and Information Sheet for Employees | Kaupapa whakahoki mahere mo ngā kaimahi](#)
5. [Policy Feedback Form for Employees | Kaupapa whakahoki mahere mō ngā kaimahi](#)

### **Policy Review Cycle | Kaupapa Arotake Hurihanga**

This policy is to be reviewed every three 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.

