

# Policies and Procedures

## What needs to be displayed at every Playcentre

Item/Policy/Procedure	Who Requires it to be Displayed?	Where	Notes
Current licence certificate	MoE		Needs to be "prominently displayed"
Full Names and Qualifications of each person counting towards regulated qualification requirements (Person Responsible List)	MoE		Needs to be "prominently displayed"
Education (Early Childhood Services) Regulations 2008	MoE		Needs to be "prominently displayed"
Licensing Criteria for Centre-based Education and Care Services 2008	MoE		Needs to be "prominently displayed"
14.1.1 Complaint Resolution Procedure Sign	MoE		Needs to be "prominently displayed"
Laundering Procedure	Playcentre	Wherever is most appropriate – near cleaning areas	
Nappy Changing Procedure	MoE	By change table/area	
Sleeping Children Procedure	MoE	In/near sleeping area	
Child Washdown Procedure	Playcentre	Near bathroom/washdown area	
Sick Child Isolation Procedure	Playcentre	Near bathroom/washdown area or First Aid Kit	
Injury, Illness, Incident Procedure	Playcentre	Near first aid kit	
Notifiable Events	Playcentre	Near First Aid kit	
MoH Infectious Diseases poster	Playcentre	Near First Aid kit	
Fire Action Sign (9.9.10)	Fire and Emergency NZ	Must be in a visible, public place. Must have a blue background with white lettering.	Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018. Clause 7
Hazard and Risk Register	Playcentre	Near the entrance to the centre, so that it can easily be show to visitors.	
Building Assistance Register	Fire and Emergency NZ	Near the entrance to the centre	



Fire and Evacuation procedure	Playcentre		May be on a pin/hook easily able to be taken down
Earthquake procedure	Playcentre		May be on a pin/hook easily able to be taken down
Sheltering In Place procedure	Playcentre		May be on a pin/hook easily able to be taken down
Child Protection Response Flowchart	Playcentre		

**Need to be readily available: These items may be displayed, but do not have to be.**

Child Protection Policy			
Health and Safety Policy			
Constitution			
Playcentre Vision, Mission, Principles and Values			
Centres latest ERO report			Could be on wall, easily accessible at centre, or information letting parents know how to access it online
Last years Financial Reports for this centre			Should outline what funding was received from MoE and how it was spent.
Approved Evacuation Scheme			

