

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 shown 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 |
| Building Warrant of Fitness (BWOFF) | Territorial Authority | Must be displayed somewhere that users of the building have ready access to it. | Required by Building Act 2004 for any buildings that have a Compliance Schedule issued. (so not all Playcentres have one). |
| Child Protection Response Flowchart | Playcentre | | |

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

| | | | |
|---|-----------------------|--|--|
| Child Protection Policy | MoE | | |
| Health and Safety Policy | MoE | | |
| Te Whānau Tupu Ngātahi o Aotearoa Constitution | | | |
| Playcentre Vision, Mission, Principles and Values | | | |
| Centres latest ERO report | MoE | | 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 | MoE | | Should outline what funding was received from MoE and how it was spent. |
| Approved Evacuation Scheme | | | |
| IQP Certificates (Form 12a Certificates from Independent Qualified Persons) | Territorial Authority | The location of these, along with the Compliance Schedule, must be noted on the BWOFF that is displayed. | Must be kept with the Compliance schedule, for 2 years. Required by Building Act 2004 for some buildings. |





Playcentre 