

Overview of updates to Policies and Procedures

2022

Following feedback from Centres, ERO and the Ministry of Education the following Policies and Procedures have been updated. Many of these changes are further or amended wording to clarify points, some are minor, and others are more significant.

Please ensure you are using the updated policies and procedures.

Date	No.	Policy or Procedure Update	What was updated
March	9.9.1	Emergency Planning Procedure	no other changes
	9.9.2	Fire and Evacuation Procedure	Item 1 revised – no longer necessary to ring the communications centre prior to non notified fire drills (this section revised to say Notified Fire Drill), added communication centre numbers to assist centres, Item 7c - removed <link> text next to The Building Assistance Register was not actually connecting to the link, Items 8a – added words Notified Fire Drills Only under note by call 111 (only need to call 111 as part of a notified fire drill or a real fire) – attached revised document Item 11a – added for a Notified Fire Drill Item 11c – added for a Notified Fire Drill
March	9.9.2.1	Fire and Evacuation Sign	same changes as for 9.9.2 and attached revised document
	9.9.3 and 9.9.3.1	Earthquake Procedure and Earthquake Procedure Sign	Item 8c - removed <link> text next to The Building Assistance Register was not actually connecting to the link
	9.9.4 and 9.9.4.1		no other changes
	9.9.5	Emergency drills quick reference record	changed text at top to say emergency drills only once per term with notified drills term 2 & 4 [have left the days then centres can see which day/session drill was done the previous term and do a different one the next term]



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	9.9.7	FENZ – Evacuation Report	updated with latest from FENZ website – only change was to the address at the top
	4	Curriculum and Assessment	Slight language changes to reflect change in practice and more inclusive language <i>Recommend printing full policy if centre keeps a hard copy version</i>
	5	Communications and Media	No changes
	14, 14.1 & 14.1.1	Complaint Resolution policy, procedure and sign	Updated to reflect new role titles <i>Recommend printing full policy if centre keeps a hard copy version.</i> <i>Procedure and Sign will need printing for the wall</i>
JUNE			
JUNE	7	Child Protection	Privacy Act 2020 added to Reference box
	7.1.1	Contents Child Protection	No change
	7.1.2	Child Protection Procedure	1.10 last sentence amended to reflect legislative change, ‘police vet must be obtained BEFORE beginning work’ Job titles updated
	7.1.3 & 7.1.3.1	Child Protection Response Flowchart & Child Protection Response Flowchart Sign	Job titles updated
	7.1.4	Child Protection Record Form	Privacy Act reference updated from 1993 to 2020
	7.2.1	Safety Checking Procedure Contents	Updated to replace 7.2.4 with a link
	7.2.2	Safety Checking Procedure	Updated to reflect current procedure – <i>Recommend printing whole procedure if kept in hard copy</i>
	7.2.3a & 7.2.3b	Safety Checking New Applicant Form & Safety Checking Renewal Form	Revised process and new forms.



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JUNE	2	Code of Conduct Policy	New line added regarding social media – <i>recommend printing new if kept as hard copy.</i>
	3	Enrolment and Attendance Policy	Revised post vaccination mandate – <i>recommend printing new if kept as hard copy</i>
	15	Review Research Evolvement	Pg 2 changes to reflect new structure/job titles - <i>recommend printing new if kept as hard copy</i>



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