

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 requirement (Qualifications 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"
9.1.1 Laundering Sign	Playcentre	Wherever is most appropriate – near cleaning areas	
9.2.1 Nappy Changing and Disposal Sign	MoE	By change table/area	
9.3.1 Sleeping Children Sign	MoE	In/near sleeping area	
9.4.2.1 Child Washdown Procedure Sign	Playcentre	Near bathroom/washdown area	
9.4.3.1 Sick Child Isolation Sign	Playcentre	Near bathroom/washdown area or First Aid Kit	
9.4.1.1 Injury, Illness, Incident Sign	Playcentre	Near first aid kit	
9.4.4 Notifiable Events Sign	Playcentre	Near First Aid kit	
MoH Infectious Diseases poster	Playcentre	Near First Aid kit	
9.9.10 Fire Action Sign	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
9.6.2 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	
9.9.2.1 Fire and Evacuation Sign	Playcentre		May be on a pin/hook easily able to be taken down
9.9.3.1 Earthquake procedure Sign	Playcentre		May be on a pin/hook easily able to be taken down



9.9.4.1 Sheltering In Place Sign	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).
7.1.3.1 Child Protection Response Flowchart Sign	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.

