



Session A – Find Key Equipment at your Playcentre

As soon as you walk in the door at Playcentre, you become an important part of the Playcentre village. All parents and whānau share a role in providing for the education and care of all tamariki at Playcentre. It is your centre now – so please take the time to explore all corners and cupboards to see what fun things are hidden! As a parent and kaiako, you will work alongside other kaiako to help run Playcentre sessions that are full of learning through play opportunities.



Watch the 3 minute [Kaiako at Playcentre video](#).

To help find your way around your Playcentre, work your way through this checklist of important things to know. You may be aware of some of them already. If not, ask a tuakana (experienced kaiako) to show you.

Things to find	✓		✓
Sign-in tablet		Fire exits and evacuation meeting point	
Bag storage		Spare clothes/hats	
Lunchbox/drink bottle storage Read: Food & Drink Procedure		Clean towels and dirty laundry Read: Laundering procedure	
Adult toilets		Paint and paper	
Children's toilets		Collage supplies	
First aid kit, Injury, Illness & Incident Register		Cooking/kitchen equipment and food clean up areas/cloths	
Nappy changing area Read: Nappy Changing & Disposal Procedure		Equipment for making messy/sensory play and play clean up areas/cloths	
Spillkit (for toileting or sickness accidents)		Storage cupboards (open them up to see what's inside)	
Sleep area Read: Sleeping Children Procedure		Keys to various equipment areas (carpentry, outside sheds)	
Hazard register (read and sign)		Sessional health & safety check form	

[Playcentre policies and procedures](#) help kaiako have a shared understanding of how we keep everyone safe and support learning. Find out more on the Playcentre website:



Talanoa with a Tuakana

Ask an experienced member how group supervision works in your centre. Things to discuss:

- ✂ How often will you be part of the “supervision team,” “duty team” or “parent help”?
(These are called different names in different centres).
- ✂ What time should you arrive and expect to leave?
- ✂ What is your role in setting up play experiences at the start of and throughout the session? What about cleaning up during and at the end of the session?
- ✂ How do kaiako plan play and learning ideas and communicate these ideas with everyone?

Playcentre Aotearoa's Code of Conduct Policy



Purpose

Our Playcentre Aotearoa Code of Conduct outlines how we expect each other to behave. Our Code of Conduct is to be upheld by all our Playcentre people – whānau Centre members, volunteers, employees and Trustee Board members. It requires us all to act responsibly, with consideration and discretion and respect for the rights, beliefs and values of others at Playcentre, and to provide a strong duty of care for our tamariki.

The purpose of this policy is to:

- Provide a set of standards and expectations of appropriate conduct in all Playcentre environments for all Playcentre people
- Form a link into all other Playcentre policy where expectations and undertakings of our Playcentre people are set out

We act in the best interests of Playcentre

- We pursue Playcentre's philosophy and commitment to Te Tiriti o Waitangi
- We act to protect and grow Playcentre's reputation
- We recognise and disclose potential conflicts of interest, and take steps to manage these ¹
- We treat Playcentre's money and assets with due diligence and transparency. We don't seek personal gain

We abide and follow our guiding imperatives

- Being our Constitution, philosophy, and policies as well as governing legislation, education regulations and licensing criteria
- We ensure the safety and wellbeing of all people at Playcentre

We strive to be the best we each can be

- We act and communicate professionally
- We take responsibility for our actions. We are honest
- We perform our roles and responsibilities to the best of our abilities. We engage in learning and development to assist us in fulfilling these. We are life-long learners

We work together as a team

- We act in good faith to maintain productive and positive working relationships
- We work openly and collaboratively across all roles, teams and Playcentre communities

We treat each other with respect

- In actions and words, we approach each other with courtesy and consideration and without offending
- We communicate thoughtfully by thinking about the best way to communicate and what to communicate in each situation particularly when using social media and in accordance with our agreed lines of communication
- We limit the use of confidential information to only for the purposes for which it was acquired and involve only those essentially necessary

We value each other

- We are inclusive, recognising diversity and behaving without discrimination or harassment ²
- We make decisions by consensus - where everyone is a valued team member and has the right to contribute to decisions which affect our team, Centre and/or our work



Playcentre 

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Read the entire Code of Conduct Policy in the member login section of the website: [Playcentre policies and procedures](#)

