

# Licensing Criteria for Hospital-based Education and Care Services 2008

## Early Childhood Education Curriculum Framework

AS AMENDED JULY 2011









# Title and commencement



- 1 Title and commencement** – these criteria may be cited as the Licensing Criteria for Hospital-based Early Childhood Education and Care Services 2008.

These criteria came into force on 1 December 2008. Since then, there have been 2 sets of amendments. These took effect on 28 August 2009 and 21 July 2011.

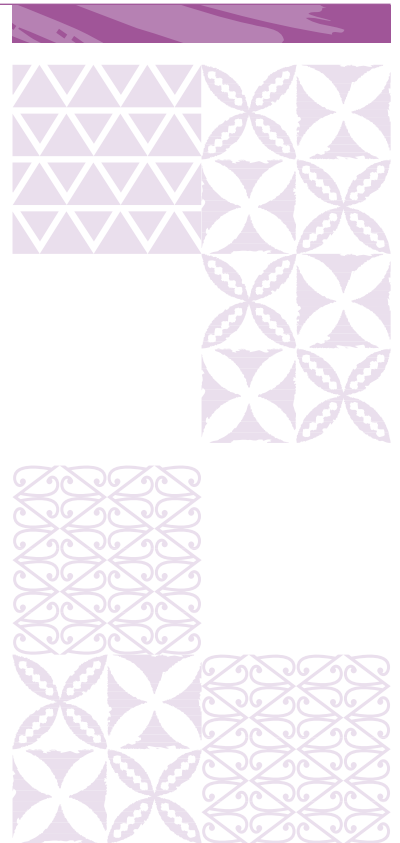
- 2 Application** – these criteria apply to all Hospital-based Education and Care services licensed under the Education (Early Childhood Services) Regulations 2008.

- 3 Explanatory information** – in these criteria:

- (a) a copy of the minimum standard in each regulation is set out, followed by the criteria against which compliance will be assessed; and
- (b) any specific documentation requirements to demonstrate compliance with a criterion are set out below the relevant criterion.

- 4 Interpretation** – for the purpose of these criteria, unless the context indicates otherwise:

- (a) **adults providing education and care** means hospital play specialists kaiako, teachers, supervisors, parent helpers, kaiawhina, fa’iaoga, or other adults who have a designated role of providing education and care to children at a service and are included in required adult:child ratios;
- (b) **assessment** means the process of noticing children’s learning, recognising its significance, and responding in ways that foster further learning. It includes documenting some, but not necessarily all, of what and how children are learning in order to inform teaching, and make learning visible;
- (c) **culture** means the understandings, patterns of behaviour, practices, and values shared by a group of people;
- (d) **ECE** means early childhood education;
- (e) **outing or excursion** means –
  - i. being outside the hospital whilst receiving education and care from the service; but
  - ii. does not include an outing for the purposes of emergency evacuations, drills or the receipt of urgent medical attention;
- (f) **parent** means –
  - i. the person (or people) responsible for having the role of providing day to day care for the child; and
  - ii. may include a biological or adoptive parent, step parent, partner of a parent of a child, legal guardian or member of the child’s family, whānau or other culturally recognised family group.



# Title and commencement

- (g) **philosophy** means a statement that –
  - i. outlines the fundamental beliefs, values and ideals that are important to the people involved in the service – management, adults providing education and care, parents, families/whānau, and perhaps the wider community; and
  - ii. identifies what is special about the service; and
  - iii. is intended to be the basis for decisions about the way the service is managed and about its direction in the future;
- (h) **policy** means a statement intended to influence and determine decisions, actions, and other matters;
- (i) **premises** means the parts of the hospital where children participating in the service receive early childhood education and care;
- (j) **procedure** means a particular and established way of doing something;
- (k) **process** means a goal-directed, interrelated series of actions, events, procedures, or steps;
- (l) **records** means information or data on a particular subject collected and preserved;
- (m) **regulation** means a regulation under the Education (Early Childhood Services) Regulations 2008;
- (n) **required adult:child ratio** means the adult:child ratio with which the service provider is required to comply under regulation 44(1)(b) or any direction by the Secretary under regulation 54(2);
- (o) **service** means a hospital-based education and care service;
- (p) **service curriculum** means all of the experiences, interactions, activities and events – both direct and indirect, planned and spontaneous – that happen at the service. Teaching practices including planning, assessment, and evaluation form part of the service curriculum; and
- (q) **service provider** means the body, agency, or person who or that operates the hospital-based education and care service.

## 5 Purpose of criteria

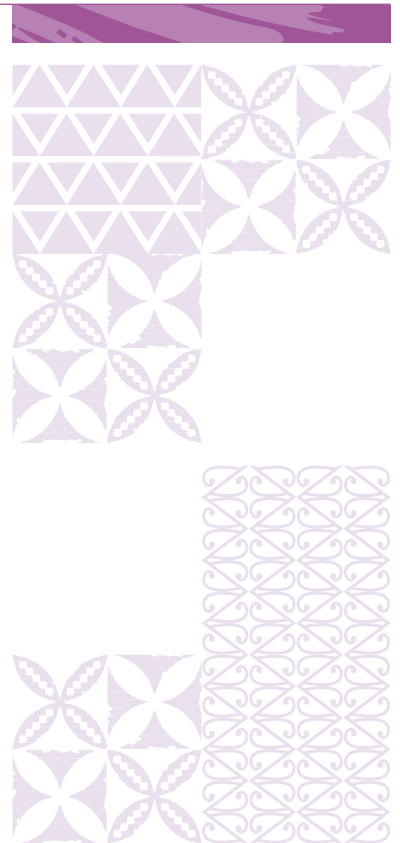
- (1) The criteria are to be used by the Secretary of Education to assess compliance with the minimum standards set out under regulations 43 and 45 to 47 of the Education (Early Childhood Services) Regulations 2008.
- (2) Regulations 43 and 45 to 47 impose minimum standards that each licensed service provider is required to comply with and are set out in these criteria so that readers can see how the regulations and criteria fit together.

# Curriculum



## » REGULATION 43 Curriculum standard: general

- (1) The curriculum standard: general is the standard that requires every licensed service provider to whom this regulation applies to—
  - (a) plan, implement, and evaluate a curriculum that is designed to enhance children’s learning and development through the provision of learning experiences and that is consistent with any curriculum framework prescribed by the Minister that applies to the service; and that—
    - (i) responds to the learning interests, strengths, and capabilities of enrolled children; and
    - (ii) provides a positive learning environment for those children; and
    - (iii) reflects an understanding of learning and development that is consistent with current research, theory, and practices in early childhood education; and
    - (iv) encourages children to be confident in their own culture and develop an understanding, and respect for, other cultures; and
    - (v) acknowledges and reflects the unique place of Māori as tangata whenua; and
    - (vi) respects and acknowledges the aspirations of parents, family, and whānau; and
  - (b) make all reasonable efforts to ensure that the service provider collaborates with the parents and, where appropriate, the family or whānau of the enrolled children in relation to the learning and development of, and decision making about, those children; and
  - (c) obtain information and guidance from agencies with expertise in early childhood learning and development, to the extent necessary, to—
    - (i) support the learning and development of enrolled children; and
    - (ii) work effectively with parents and, where appropriate, family or whānau.
- (2) Each licensed service provider to whom this regulation applies must comply with the curriculum standard: general.



## 6 Criteria to assess Curriculum standard

### *Professional practice*

- C1** The service curriculum is consistent with any prescribed curriculum framework that applies to the service.
- C2** The service curriculum is informed by assessment, planning, and evaluation (documented and undocumented) that demonstrates an understanding of children’s learning, their interests, whānau, and life contexts.





# Premises and facilities

## » REGULATION 45 Premises and facilities standard: general

- (1) The premises and facilities standard: general is the standard that requires every licensed service provider to whom this regulation applies—
  - (a) to use premises and facilities that, having regard to the number and age range of the children attending the premises, provide sufficient and suitable space for a range of activities, facilities for food preparation, eating, sleeping, storage, toileting, and washing, and sufficient and suitable heating, lighting, noise control, ventilation, and equipment to support—
    - (i) appropriate curriculum implementation by the service provider; and
    - (ii) safe and healthy practices by the service provider; and
  - (b) to comply with the requirements of Schedule 4 (which relates to activity spaces).
- (2) Each licensed service provider to whom this regulation applies must comply with the premises and facilities standard: general.

## 7 Criteria to assess Premises and facilities standard

### General

**PF1** The hospital from which the service operates has been granted certification under the Health and Disability Services (Safety) Act 2001 either:

- for a period of at least 3 years; or
- for a period of less than 3 years, but the lesser period of certification does not reflect problems identified with requirements relating to the hospital's premises and facilities that would affect children participating in the ECE service.

#### *Documentation required:*

1. Copy of the current certificate issued to the hospital under the Health and Disability Services (Safety) Act 2001; and
2. If the certificate denotes a certification period of less than 3 years, a copy of the Corrective Action Plan from the hospital's Audit Report, showing that failure to meet premises and facilities requirements that affect children participating in the ECE service is not the reason for a shorter certification period being granted.

**PF2** A sufficient quantity and variety of furniture, equipment, and materials is provided that is appropriate for the learning and abilities of the children participating in the service.

**PF3** All indoor and outdoor items and surfaces, furniture, equipment and materials are safe and suitable for their intended use.

**PF4** There are spaces for the safe storage of equipment and materials.

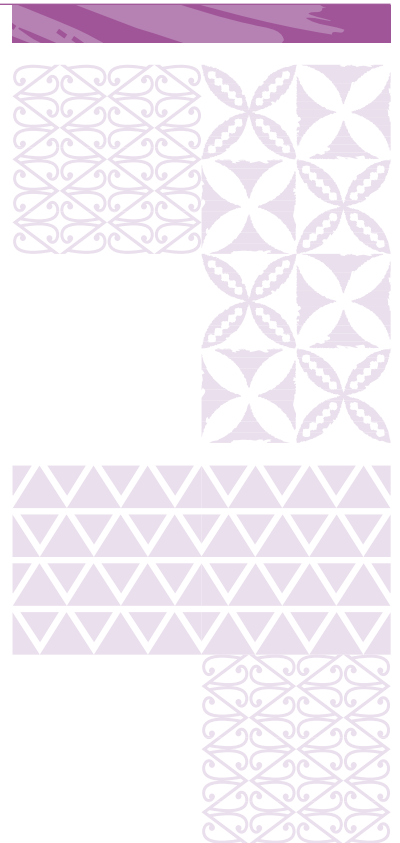


- PF5** There is space for adults working at the service to:
- withdraw from children for planned breaks as appropriate;
  - meet privately with parents and colleagues;
  - store curriculum support materials; and
  - assess, plan, and evaluate.

- PF6** There are facilities (other than those used for body wash) or alternative arrangements available for the preparation and cleaning up of paint and other art materials.

#### ***ECE Activity Room***

- PF7** The design and layout of any ECE Activity Room supports the provision of a range of different types of learning experiences that are appropriate to the number, ages, abilities, and specific mobility or treatment needs of the children likely to use it.
- PF8** The design and layout of any ECE Activity Room supports effective adult supervision.
- PF9** There are safe and comfortable spaces in any ECE Activity Room for infants, toddlers, or children not walking to lie, roll, creep, crawl, pull themselves up, learn to walk, and to be protected from more mobile children.
- PF10** Floor surfaces in any ECE Activity Room are durable, safe and suitable for the range of activities to be carried out at the service (including wet and messy play), and can easily be kept clean.
- PF11** A telephone or other means of communication is available in the ECE Activity Room to enable adults providing education and care to call for assistance when necessary.
- PF12** There are facilities (or appropriate arrangements in place) for hygienic hand washing and drying in any ECE Activity Room.



# Health and safety

## » REGULATION 46 Health and safety practices standard: general

- (1) The health and safety practices standard: general is the standard that requires every licensed service provider to whom this regulation applies to—
  - (a) take all reasonable steps to promote the good health and safety of children enrolled in the service; and
  - (b) take all reasonable precautions to prevent accidents and the spread of infection among children enrolled in the service; and
  - (c) take all reasonable steps to ensure that the premises, facilities, and other equipment on those premises are—
    - (i) kept in good repair; and
    - (ii) maintained regularly; and
    - (iii) used safely and kept free from hazards; and
  - (d) take all reasonable steps to ensure that appropriate procedures are in place to deal with fires, earthquakes, and other emergencies.
- (2) Each licensed service provider to whom this regulation applies must comply with the health and safety practices standard: general.

## 8 Criteria to assess Health and safety practices standard

### General

**HS1** The hospital from which the service operates has been granted certification under the Health and Disability Services (Safety) Act 2001 either:

- for a period of at least 3 years; or
- for a period of less than 3 years, but the lesser period of certification does not reflect problems identified with requirements relating to the hospital's health and safety practices that would affect children participating in the ECE service.

### *Documentation required:*

1. Copy of the current certificate issued to the hospital under the Health and Disability Services (Safety) Act 2001, and
2. If the certificate denotes a certification period of less than 3 years, a copy of the Corrective Action Plan from the hospital's Audit Report, showing that failure to meet health and safety practices requirements that affect children participating in the ECE service is not the reason for a shorter certification period being granted.

**HS2** Premises, furniture, furnishings, fittings, equipment, and materials used by children as part of the ECE programme are kept safe, hygienic and maintained in good condition.



**HS3** Designated assembly areas for evacuation purposes do not unnecessarily place children at further risk.

**HS4** Adults providing education and care are familiar with relevant emergency drills.

**Documentation required:**

A record of the emergency drills carried out.

**HS5** Safe and hygienic handling practices are implemented with regard to any animals at the service. All animals are able to be restrained.

**HS6** Whenever children leave the premises on an outing or excursion:

- assessment and management of risk is undertaken, and adult:child ratios are determined accordingly. Ratios are not less than the required adult:child ratio;
- parents have given prior written approval of their child's participation and of the proposed ratios; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.

**Documentation required:**

A record of outings or excursions. Records include:

- the names of adults and children involved;
- the time and date of the outing;
- the location and method of travel;
- assessment and management of risk; and
- evidence of parental permission.

**HS7** If children travel in a motor vehicle while in the care of the service:

- each child is restrained as required by Land Transport legislation;
- required adult:child ratios are maintained; and
- the written permission of a parent of the child is obtained before the travel begins (when children are not traveling with their parent).

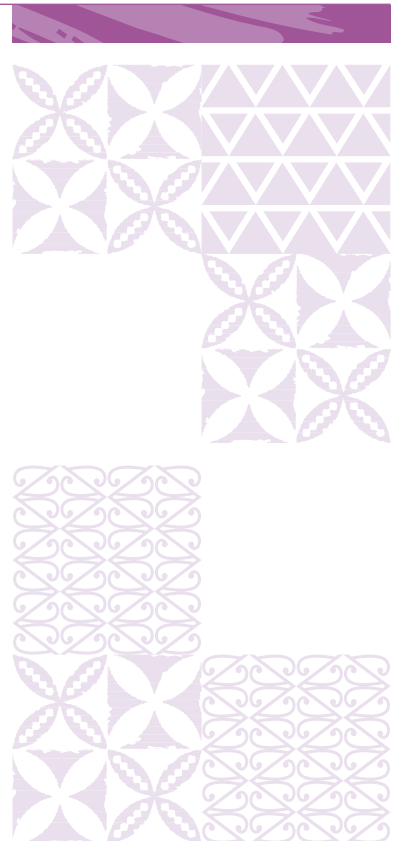
**Documentation required:**

Evidence of parental permission for any travel by motor vehicle as part of the ECE programme.

**ECE Activity Room**

**HS8** Any ECE Activity Room is kept at a comfortable temperature no lower than 16°C (at 500mm above the floor) while children are attending.

**HS9** Heavy furniture, fixtures, and equipment in any ECE Activity Room that could fall or topple and cause serious injury or damage are secured.



# Health and safety

**HS10** Any ECE Activity Room and equipment used by children as part of the ECE programme are regularly checked for hazards. All practicable steps are taken to eliminate, isolate, or minimise hazards to the safety of children.

Consideration of hazards must include but is not limited to:

- cleaning agents, medicines, poisons, and other hazardous materials;
- electrical sockets and appliances (particularly heaters);
- vandalism, dangerous objects, and foreign materials;
- equipment faults; and
- bodies of water.

**Documentation required:**

A hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992, but goes beyond the consideration of significant hazards to employees to include all hazards to children.

**HS11** All practicable steps are taken to ensure that noise levels in any ECE Activity Room do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.

**Child protection**

**HS12** Medicine (prescription and non-prescription) is not given to a child unless it is given by authorised personnel, in an emergency or as part of the child's treatment as a patient of the hospital.

**HS13** A process for the prevention of child abuse is implemented, and a procedure for responding to suspected child abuse is followed when required.

**Documentation required:**

1. A process for the prevention of child abuse;
2. A procedure for responding to suspected child abuse.

**HS14** All practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).

**HS15** Adults providing education and care must not use, or be under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour while responsible for children participating in the service.

**HS16** All practicable steps are taken to ensure that children do not come into contact with any person on the premises who is under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour.

# Governance, management and administration



## » REGULATION 47 Governance, management, and administration standard: general

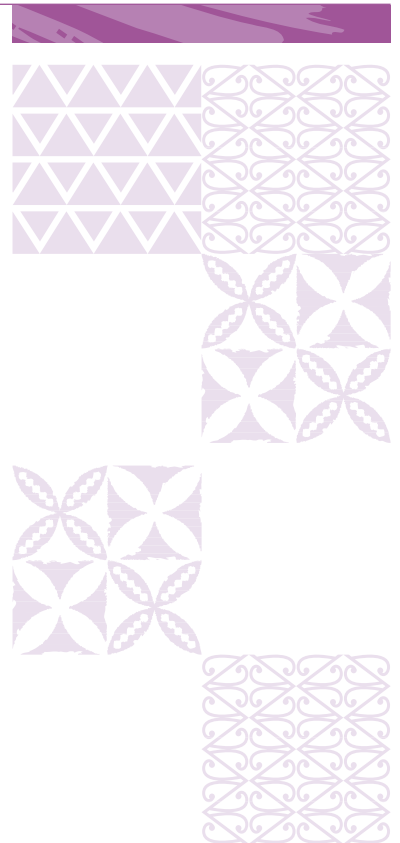
- (1) The governance, management, and administration standard: general is the standard that requires every licensed service provider to whom this regulation applies to ensure that—
  - (a) the service is effectively governed and is managed in accordance with good management practices; and
  - (b) the service provider regularly collaborates with—
    - (i) parents and family or whānau of children enrolled in the service; and
    - (ii) the adults responsible for providing education and care as part of the service; and
  - (c) appropriate documentation and records are—
    - (i) developed, maintained, and regularly reviewed; and
    - (ii) made available where appropriate—
      - (A) at any reasonable time on request by a parent of a child enrolled in the service; and
      - (B) at any time on request by any person exercising powers or carrying out functions under Part 26 of the Act; and
  - (d) adequate information is made available to parents of enrolled children and, where appropriate, to the families or whānau of those children about the operation of the service; and
  - (e) all reasonable steps are taken to provide staff employed or engaged in the service with adequate professional support, professional development opportunities, and resources.
- (2) Each licensed service provider to whom this regulation applies must comply with the governance, management, and administration standard: general.

## 9 Criteria to assess Governance, management and administration standard

### *Parent involvement and information*

**GMA1** The following are prominently displayed in any ECE Activity Room for parents and visitors:

- the Education (Early Childhood Services) Regulations 2008, and the Licensing Criteria for Hospital-based Education and Care Services 2008;
- the full names and qualifications of each person counting towards prescribed qualification requirements;
- the service's current licence certificate; and



# Governance, management and administration

- a procedure people should follow if they wish to complain about non-compliance with the Regulations or criteria.

**Documentation required:**

A procedure people should follow if they wish to complain about non-compliance with the Regulations or criteria. The procedure includes the option to contact the local Ministry of Education office and provides contact details.

**GMA2** Parents are advised how to access:

- information concerning their child;
- the service's operational documents (such as its philosophy, policies, and procedures and any other documents that set out how day to day operations will be conducted); and
- the most recent Education Review Office report regarding the service.

**Documentation required:**

Written information letting parents know how to access:

- information concerning their child;
- the service's operational documents; and
- the most recent Education Review Office report regarding the service.

**GMA3** Information is provided to parents about:

- how they can be involved in the service;
- any fees charged by the service;
- the amount and details of the expenditure of any Ministry of Education funding received by the service; and
- any planned reviews and consultation.

**Documentation required:**

Written information letting parents know:

- how they can be involved in the service;
- any fees charged by the service;
- the amount and details of the expenditure of any Ministry of Education funding received by the service; and
- about any planned reviews and consultation.

**GMA4** Parents of children participating in the service and adults providing education and care are provided with opportunities to contribute to the development and review of the service's operational documents (such as philosophy, policies, and procedures and any other documents that set out how day to day operations will be conducted).



**Documentation required:**

Evidence of opportunities provided for parents and adults providing education and care to contribute to the development and review of the service's operational documents.

**Professional practices**

**GMA5** A philosophy statement guides the service's operation.

**Documentation required:**

A written statement expressing the service's beliefs, values, and attitudes about the provision of early childhood education and care.

**GMA6** An ongoing process of self-review helps the service maintain and improve the quality of its education and care.

**Documentation required:**

1. A process for reviewing and evaluating the service's operation (for example, its curriculum, learning and teaching practices, philosophy, policies, and procedures) by the people involved in the service. The process is consistent with criterion GMA4, and includes a schedule showing timelines for planned review of different areas of operation.

2. Recorded outcomes from the review process.

**GMA7** Suitable human resource management practices are implemented.

**Documentation required:**

Policies and processes for human resource management, including:

- selection and appointment procedures;
- job/role descriptions;
- induction procedures into the service;
- a system of regular appraisal;
- provision for professional development;
- a definition of serious misconduct; and
- discipline/dismissal procedures.

**Planning and documentation**

**GMA8** An annual plan guides the service's operation.

**Documentation required:**

An annual plan identifying 'who', 'what', and 'when' in relation to key tasks undertaken each year.



# Governance, management and administration

**GMA9** An annual budget guides financial expenditure.

**Documentation required:**

An annual budget setting out the service's estimated revenue and expenses for the year. The budget includes at least:

- staffing costs, including leave entitlements;
- professional development costs;
- equipment and material costs for the ongoing purchase of new equipment and consumable materials; and
- Provision for operational costs (such as electricity, telephone, food purchases and other day to day items) and maintenance of the premises as appropriate.

**GMA10** Adults providing education and care have access to information held by the hospital for each child participating in the service that includes:

- the child's full name, date of birth, and address;
- the name and address of at least 1 parent;
- details of how at least 1 parent (or someone nominated by them) can be contacted while the child is participating in the service;
- the name of the medical practitioner with overall responsibility for the child's care;
- details of any chronic illness/condition that the child has, and of any implications or actions to be followed in relation to that illness/condition; and
- any court orders affecting day to day care of, or contact with, the child.

**GMA11** A record is maintained for children participating in the service. Records are kept for at least 7 years.

**Documentation required:**

An attendance record that meets the requirements outlined in the Early Childhood Education Funding Handbook for children currently participating in the service, and children who have attended in the previous 7 years.

**GMA12** Required documentation is made available as appropriate to parents and Government officials having right of entry to the service under Section 319B of the Education Act 1989.

