

# Licensing Criteria for Kōhanga Reo affiliated with Te Kōhanga Reo National Trust 2008

PURSUANT to regulation 41 of the Education (Early Childhood Services) Regulations 2008, the Minister of Education prescribes the following criteria.

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## CRITERIA

- 1 **Title and commencement** – these criteria may be cited as the Licensing Criteria for Kōhanga Reo affiliated with Te Kōhanga Reo National Trust Amendment Criteria 2009.

These criteria came into force on 1 December 2008. Amendments came into effect on 30 July 2010 and 21 July 2011.

2 **Application** – these criteria apply to all Kōhanga Reo affiliated with Te Kōhanga Reo National Trust.

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;
- (b) any specific documentation requirements to demonstrate compliance with a criterion are set out below the relevant criterion;
- (c) a hash symbol (#) indicates a requirement upon which a service provider may be required under regulation 55 to obtain a report from a Public Health Unit; and
- (d) a sun symbol (☼) indicates a requirement that may be located outside the premises, if services can demonstrate they have adequate access to the required facilities. Adequate access in this context means that the facility:
  - i) can perform its function to a similar level as if it were located on the premises;
  - ii) can be used by the service whenever they require it;
  - iii) is located close enough to the service to ensure that people who need to use it can do so without difficulty, taking into account distance and comfort (such as not getting wet in bad weather); and
  - iv) may be used by children in a manner that ensures their safety, supervision, and dignity can be assured.

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

- (a) **adults providing education and care** means 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) **existing service** means an early childhood service deemed to have been issued a licence under section 319K(1) of the Education Act 1989 at 1 December 2008;

- (e) **medicine** means any substance used for a therapeutic purpose and includes prescription and non prescription preparations having the meaning assigned to these under Appendix 3;
- (f) **outing** or **excursion** means –
- i. being outside the licensed premises 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;
  - iii. regular outing or excursion means – outings or excursions that parents have agreed to at the time of their child’s enrolment, that are part of an ongoing planned and consistent routine of education and care;
  - iv. special outing or excursion means – outings or excursions that parents have agreed to prior to the outing or excursion taking place, that are not a regular outing or excursion.
- (g) **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.
- (h) **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;
  - 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;
- (i) **policy** means a statement intended to influence and determine decisions, actions, and other matters;
- (j) **premises** means the land and buildings (or parts of buildings) intended for the exclusive use as a licensed early childhood education and care centre during hours of operation;
- (k) **procedure** means a particular and established way of doing something;
- (l) **process** means a goal-directed, interrelated series of actions, events, procedures, or steps;

- (m) **records** means information or data on a particular subject collected and preserved;
- (n) **regulation** means a regulation under the Education (Early Childhood Services) Regulations 2008;
- (o) **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);
- (p) **service** means a kōhanga reo affiliated with Te Kōhanga Reo National Trust;
- (q) **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
- (r) **service provider** means the body, agency, or person who or that operates the early childhood education and care centre.

## 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.

### **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** Te Kōhanga reo curriculum is consistent with the prescribed curriculum framework that applies to Kōhanga reo.

**C2** Te Kōhanga reo curriculum is informed by planning, implementation, and evaluation that demonstrates an understanding of mokopuna learning, their interests, whānau, and life contexts (documented and undocumented).

**C3** Whānau responsible for providing positive learning opportunities and care enhance mokopuna learning and nurture reciprocal relationships through meaningful and positive interactions.

**C4** The practices of whānau responsible for providing learning opportunities and care demonstrate an understanding of mokopuna learning and development, and knowledge of tikanga and good practice in Kōhanga reo.

### ***Culture and identity***

**C5** Te Kōhanga reo curriculum acknowledges and reflects the unique place of Māori as mana whenua.

**C6** Te Kōhanga reo curriculum respects and supports the right of mokopuna to be confident in their own culture and respect other cultures.

### ***Children as learners***

**C7** Te Kōhanga reo curriculum is inclusive and responsive to the mokopuna and their whānau, empowering whānau participation in mokopuna learning.

**C8** Te Kōhanga reo curriculum ensures an environment rich in te reo and tikanga Māori.

**C9** Te Kōhanga reo curriculum provides a range of indoor and outdoor experiences and opportunities in te reo to enhance and extend the whole development of mokopuna.

**C10** Te Kōhanga reo curriculum supports mokopuna developing social competence within their whānau context.

### ***Working with others***

**C11** Positive steps are taken to respect and acknowledge the aspirations held by whānau.

**C12** Regular opportunities (formal and informal) are provided for whānau to:

- communicate about mokopuna with whānau responsible for providing learning opportunities and care, sharing information of mokopuna learning; and
- be involved in decision making concerning mokopuna learning.

**C13** Information and guidance is sought from appropriate agencies as required to enable whānau responsible for providing learning opportunities and care to work effectively with mokopuna and their whānau. Where the service provider is not Te Kōhanga Reo National Trust, the service provider will seek information and guidance from Te Kōhanga Reo National Trust.

### **Documentation required:**

Documentation that provides evidence of the Kōhanga reo compliance with criteria C1 – C13.

Documentation may take a variety of forms to suit the Kōhanga reo operation but must include:

1. A process for providing social competence of mokopuna within their whānau context (C10);
2. A process for providing regular opportunities (formal and informal) for whānau to:
  - communicate about mokopuna with whānau responsible for providing learning opportunities and care, and sharing information of mokopuna learning; and
  - be involved in decision-making concerning mokopuna learning (C12); and
3. A record of information and guidance sought from agencies and/or the Te Kōhanga Reo National Trust (C13).

#### **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**

**PF1** The design and layout of the premises:

- support the provision of different types of indoor and outdoor experiences; and
- include quiet spaces, areas for physically active play, and space for a range of individual and group learning experiences appropriate to the number, ages, and abilities of children attending.

**PF2** The design and layout of the premises support effective adult supervision so that children's access to the licensed space (indoor and outdoor) is not unnecessarily limited.

#### **General**

**PF3** The premises conform to any relevant bylaws of the local authority and the Building Act 2004.

Documentation required:

1. Code Compliance Certificate issued under Section 95 of the Building Act 2004 for any building work undertaken, or alternatively any other documentation that shows evidence of compliance.
2. Current Annual Building Warrant of Fitness (if the premises require a compliance schedule under Section 100 of the Building Act 2004).

**PF4** A sufficient quantity and variety of (indoor and outdoor) furniture, equipment, and materials is provided that is appropriate for the learning and abilities of the children attending.

**PF5** All indoor and outdoor items and surfaces, furniture, equipment and materials are safe and suitable for their intended use.

**PF6** # Floor surfaces 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.

**PF7** Any windows or other areas of glass accessible to children are either:

- made of safety glass; or
- covered by an adhesive film designed to hold the glass in place in the event of it being broken; or
- effectively guarded by barriers which prevent a child striking or falling against the glass.

**PF8** There are sufficient spaces for equipment and material to be stored safely. Stored equipment and materials can be easily and safely accessed by adults, and where practicable, by children.

**PF9** ☀ There is space for adults working at the service to:

- use for planned breaks;
- meet privately with parents and colleagues;
- store curriculum support materials; and
- assess, plan, and evaluate.

**PF10** ☀ # There are facilities (other than those required for PF26) or alternative arrangements available for the preparation and cleaning up of paint and other art materials.

**PF11** ☀ There is a telephone on which calls can be made to and from the service.

**PF12** # Parts of the building or buildings used by children have:

- lighting (natural or artificial) that is appropriate to the activities offered or purpose of each room;
- ventilation (natural or mechanical) that allows fresh air to circulate (particularly in sanitary and sleep areas);
- a safe and effective means of maintaining a room temperature of no lower than 16°C; and
- acoustic absorption materials if necessary to reduce noise levels that may negatively affect children's learning or wellbeing.

**PF13** Outdoor activity space is:

- connected to the indoor activity space and can be easily and safely accessed by children;
- safe, well-drained, and suitably surfaced for a variety of activities;
- enclosed by structures and/or fences and gates designed to ensure that children are not able to leave the premises without the knowledge of adults providing education and care;
- not unduly restricted by Resource Consent conditions with regards to its use by the service to provide for outdoor experiences; and
- available for the exclusive use of the service during hours of operation.

**PF14** APPLIES ONLY TO SERVICES LICENSED FOR UNDER 2 YEAR OLDS:

There are safe and comfortable (indoor and outdoor) spaces 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.

### ***Food preparation and eating spaces***

**PF15** There is a safe and hygienic place for children attending to sit when eating.

**PF16** ☀ # There are facilities for the hygienic preparation, storage and/or serving of food and drink that contain:

- a means of keeping perishable food at a temperature at or below 4°C and protected from vermin and insects;
- a means of cooking and/or heating food;
- a means of hygienically washing dishes;
- a sink connected to a hot water supply;
- storage; and
- food preparation surfaces that are impervious to moisture and can be easily maintained in a hygienic condition.

**PF17** Kitchen and cooking facilities or appliances are designed, located, or fitted with safety devices to ensure that children cannot access them without adult assistance or supervision.

### ***Toilet and handwashing facilities***

**PF18** The service has at least 1 toilet for every 1- 15 persons. Persons are defined as children aged two and older and teaching staff that count towards the required adult:child ratio.

**PF19** There is at least 1 tap delivering warm water (over an individual or shared handbasin) for every 15 persons (or part thereof) at the service (that is to say, children attending and adults counting towards the required adult:child ratio).

**PF20 #** Toilet and associated handwashing/drying facilities intended for use by children are:

- designed and located to allow children capable of independent toileting to access them safely without adult help; and
- adequately separated from areas of the service used for play or food preparation to prevent the spread of infection.

**PF21 #** There is means of drying hands for children and adults that prevents the spread of infection.

**PF22 #** At least one of the toilets for use by children is designed to provide them with some sense of privacy.

**PF23 ☼** There is a toilet suitable for adults to use.

### ***Other sanitary facilities***

**PF24 #** A tempering valve or other accurate means of limiting hot water temperature is installed for the requirements of criterion HS13 to be met.

**PF25 #** There are nappy changing facilities of rigid and stable construction that can be kept hygienically clean. These facilities are located in a designated area near to handwashing facilities, and are adequately separated from areas of the service used for play or food preparation to prevent the spread of infection. The design, construction, and location of the facilities ensure that:

- they are safe and appropriate for the age/weight and number of children needing to use them;
- children's independence can be fostered as appropriate;
- children's dignity and right to privacy is respected;
- some visibility from another area of the service is possible; and
- occupational health and safety for staff is maximised.

**PF26 ☼ #** There are suitable facilities provided for washing sick or soiled children and a procedure outlining how hygiene and infection control outcomes will be met when washing sick and soiled children..

### **Documentation required:**

A procedure outlining how the service will ensure hygiene and infection control outcomes are met when washing sick or soiled children.

**PF27 ☼ #** There is space (away from where food is stored, prepared, or eaten) where a sick child can:

- be temporarily kept at a safe distance from other children (to prevent cross-infection);
- lie down comfortably; and
- be supervised.

**PF28** There is a first aid kit that:

- complies with the requirements of Appendix 1; and
- is easily recognisable and readily accessible to adults; and
- is inaccessible to children.

### ***Sleep***

**PF29 #** Furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are of a size that allows children using them to lie flat, and are of a design to ensure their safety.

**PF30 #** Furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) that will be used by more than one child over time are securely covered with or made of a non-porous material (that is, a material that does not allow liquid to pass through it) that:

- protects them from becoming soiled;
- allows for easy cleaning (or is disposable); and
- does not present a suffocation hazard to children.

**PF31** Clean individual bedding (such as blankets, sheets, sleeping bags, and pillowslips) is provided for sleeping or resting children that is sufficient to keep them warm.

**PF32 SESSIONAL SERVICES ONLY:** A safe and comfortable place to sleep (such as a bed, stretcher, mattress, or couch) is available for children aged two and older that require sleep or rest during a session.

**PF33 ALL-DAY SERVICES ONLY:** Space is available for children aged two and older to sleep or rest for a reasonable period of time each day. If the space used for sleeping or resting is part of the activity space, there are alternative activity spaces for children not sleeping or resting as necessary.

**PF34 ALL-DAY SERVICES ONLY:** Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are available for the sleep or rest of children aged two and older.

**PF35 SESSIONAL SERVICES ONLY:** A designated space is available to support the provision of restful sleep for children under the age of two at any time they are attending. This space is located and designed to:

- minimise fluctuations in temperature, noise and lighting levels;
- allow adequate supervision; and
- accommodate at least the requirements of criterion PF36, when arranged in accordance with criterion HS10.

**PF36 SESSIONAL SERVICES ONLY:** Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are provided at a ratio of at least one to every 5 children under the age of two.

**PF37 ALL-DAY SERVICES ONLY:** A designated space is available to support the provision of restful sleep for children under the age of two at any time they are attending.

This space is located and designed to:

- minimise fluctuations in temperature, noise and lighting levels;
- allow adequate supervision; and
- accommodate at least the requirements of criterion PF38, when arranged in accordance with criterion HS10.

**PF38 ALL-DAY SERVICES ONLY:** Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are provided at a ratio of at least one to every 2 children under the age of two.

#### **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**

#### ***Hygiene***

**HS1 #** Premises, furniture, furnishings, fittings, equipment, and materials are kept safe, hygienic and maintained in good condition.

**HS2 #** Linen used by children or adults is hygienically laundered.

Documentation required:

A procedure for the hygienic laundering (off-site or on-site) of linen used by the children or adults.

**HS3 #** A procedure for the changing (and disposal, if appropriate) of nappies is displayed near the nappy changing facilities and consistently implemented.

Documentation required:

A procedure for the changing (and disposal, if appropriate) of nappies.

The procedure aims to ensure:

- safe and hygienic practices; and
- that children are treated with dignity and respect.

#### ***Emergencies***

**HS4** The premises have a current Fire Evacuation Scheme approved by the New Zealand Fire Service.

Documentation required:

A current Fire Evacuation Scheme approved by the New Zealand Fire Service.

**HS5** Designated assembly areas for evacuation purposes do not unnecessarily place children at further risk.

**HS6** Heavy furniture, fixtures, and equipment that could fall or topple and cause serious injury or damage are secured.

**HS7** There is a written procedure and supplies such as food, water, and spare clothes, necessary for ensuring the care and safety of children attending the service in the case of an evacuation or other emergency.

Documentation required:

1. A written procedure and list of supplies sufficient for the age and number of children attending the service. The procedure outlines how staff will access appropriate help and support in a variety of emergency situations (eg, sudden illness or injury, fire, threats, civil disaster, etc)
2. Evacuation procedure for the premises.

**HS8** Adults providing education and care are familiar with relevant emergency drills and regularly carry these out with the children.

Documentation required:

A record of the emergency drills carried out with children.

***Sleep***

**HS9** A procedure for monitoring children's sleep is displayed and implemented and a record of children's sleep times is kept.

Documentation required:

1. A procedure for monitoring children's sleep.

The procedure ensures that children:

- do not have access to food or liquids while in bed; and
- are checked for warmth, breathing, and general well-being at least every 5-10 minutes, or more frequently according to individual needs.

2. A record of the time each child left in the care of the service sleeps, and checks made by adults during that time.

**HS10 #** Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are arranged and spaced when in use so that:

- adults have clear access to at least one side (meaning the length, not the width);
- the area surrounding each child allows sufficient air movement to minimise the risk of spreading illness; and
- children able to sit or stand can do so safely as they wake.

**HS11 #** If not permanently set up, furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) and bedding is hygienically stored when not in use.

***Hazards and outings***

**HS12** Equipment, premises, and facilities are regularly checked for hazards to children.

Accident/incident records are analysed to identify hazards and appropriate action taken. 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);
- hazards present in kitchen or laundry facilities;
- vandalism, dangerous objects, and foreign materials (e.g. broken glass, animal droppings);
- equipment faults;
- poisonous plants; 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.

**HS13 #** The temperature of warm water delivered from taps that are accessible to children is no higher than 40°C, and comfortable for children at the centre to use.

**HS14 #** Water stored in any hot water cylinder is kept at a temperature of at least 60°C.

**HS15 #** All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.

**HS16 #** Safe and hygienic handling practices are implemented with regard to any animals at the service. All animals are able to be restrained.

**HS17** 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;
- the first aid requirements in criterion HS25 are met in relation to those children and any children remaining at the premises;
- parents have given prior written approval to their child's participation and of the proposed ratios; for
  - I. regular outings or excursions at the time of enrolment; and
  - II. special outings or excursions prior to the outing or excursion taking place; and
- there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary.

When children leave the premises on a regular or special outing or excursion the outing or excursion must be approved by the Person Responsible.

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;
- adult:child ratios;
- evidence of parental permission and approval of adult:child ratios for regular outings or excursions; and
- evidence of parental permission and approval of adult:child ratios for special outings or excursions

**HS18** 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 (unless the child is traveling with their parent).

Documentation required:

Evidence of parental permission for any travel by motor vehicle. In most cases, this requirement will be met by the excursion records required for criterion HS17. However, services that provide transport for children to and/or from the service must also gain written permission from a parent upon enrolment.

***Food and drink***

**HS19 #** Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Where food is provided by the service, it is of sufficient variety, quantity, and quality to meet these needs. Where food is provided by parents, the service encourages and promotes healthy eating guidelines.

Documentation required:

A record of all food served during the service's hours of operation (other than that provided by parents for their own children). Records show the type of food provided, and are available for inspection for 3 months after the food is served.

**HS20 #** Food is prepared, served, and stored hygienically.

**HS21 #** An ample supply of water that is fit to drink is available to children at all times, and older children are able to access this water independently.

**HS22** Children are supervised while eating.

**HS23 APPLIES ONLY TO SERVICES LICENSED FOR UNDER 2 YEAR OLDS:** Infants under the age of 6 months and other children unable to drink independently are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is of a type approved by the child's parent.

### ***Child health and wellbeing***

**HS24 #** Rooms used by children are kept at a comfortable temperature no lower than 16°C (at 500mm above the floor) while children are attending.

**HS25** There is an adult present at all times for every 50 children attending (or part thereof) that:

- holds a current first aid qualification gained from a New Zealand Qualifications Authority accredited first aid training provider; or
- is a registered medical practitioner or nurse with a current practising certificate; or
- is a qualified ambulance officer or paramedic.

If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements.

#### Documentation required:

1. A record of all injuries that occur at the service that include:

- the child's name;
- the date, time, and description of the incident;
- actions taken and by whom;
- evidence of parental knowledge of the incident.

2. Copies of current first aid (or medical practising) certificates for adults counting towards this requirement.

**HS26 #** All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them.

Specifically:

- the action specified in Appendix 2 is taken for any person (adult or child) suffering from particular infectious diseases; and
- children who become unwell while attending the service are kept at a safe distance from other children (to minimise the spread of infection) and returned to the care of a parent or other person authorised to collect the child without delay.

**HS27** All practicable steps are taken to get immediate medical assistance for a child who is badly hurt in an accident or becomes seriously ill, and to notify a parent or caregiver of what has happened.

#### Documentation required:

A record of serious illnesses that occur at the service (see HS25 for the requirement to record injuries). Records include:

- the child's name;
- the date, time and description of the incident;

- actions taken and by whom; and
- evidence of parental knowledge of the incident.

**HS28** Medicine (prescription and non-prescription) is not given to a child unless it is given:

- by a doctor or ambulance personnel in an emergency; or
- by the parent of the child; or
- with the written authority (appropriate to the category of medicine) of a parent.

Medicines are stored safely and appropriately, and are disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time.

Documentation required:

1. A record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine outlined in Appendix 3.

2. A record of all medicine (prescription and non-prescription) given to children left in the care of the service. Records include:

- name of the child;
- name and amount of medicine given;
- date and time medicine was administered and by whom; and
- evidence of parental acknowledgement. When the same dose of Category (iii) medicine is administered on a regular basis, parental acknowledgement may be obtained weekly or every three months.

The recording of Category (i) medicines administered in relation to injuries in the record required by criterion HS25 will meet this requirement for those medicines.

**HS29** Adults who administer medicine to children (other than their own) are provided with information and/or training relevant to the task.

Documentation required:

A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the service.

**HS30** Children are washed when they are soiled or pose a health risk to themselves or others.

***Child protection***

**HS31** 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.

**HS32** All practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).

**HS33** No person on the premises uses, or is under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation.

#### **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 at the service for parents and visitors:

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

Processes for human resource management, including:

- Selection and appointment procedures;
- Job/role descriptions;
  - Induction procedures into the services;
- 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.

**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** Enrolment records are maintained for each child attending. Records are kept for at least 7 years.

Documentation required:

Enrolment records for each child currently attending and for those who have attended in the previous 7 years.

Records include at least:

- 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 attends the service;
- the name of the medical practitioner (or medical centre) who should, if practicable, be consulted if the child is ill or injured;
- 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;
- the names of the people authorised by the parent to collect the child; and
- any court orders affecting day to day care of, or contact with, the child.

**GMA11** An attendance record is maintained that shows the times and dates of every child's attendance at 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 attending, 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.

## 10 Appendix 1: First Aid kit requirements for criterion PF28

*First aid kits should include the following:*

- *disposable gloves*
- *sterile saline solution (or some other means of cleansing wounds)*
- *safety pins, bandage clips or tape (or some other means of holding dressings in place)*
- *sterile wound dressings, including sticking plasters*
- *rolls of stretchable bandage*
- *triangular bandage (or some other means of immobilising an upper limb injury)*
- *scissors*
- *tweezers*
- *cold pack*
- *first aid manual*
- *National Poisons Centre phone number*
  - *0800 POISON / 0800 764766.*
- *Healthline phone number*
  - *0800 611 116*

*The first aid kit may also contain any Category (i) medicines the service chooses to use, providing the appropriate written authority has been gained from parents (see criterion HS27).*

## 11 Appendix 2: Infectious diseases for criterion HS26

Disease	Time between exposure and sickness	This disease is spread by...	Early signs	Infectious period	Action to be taken
Chicken Pox	13 - 17 days.	Coughing and sneezing. Also direct contact with weeping blisters.	Fever and spots with a blister on top of each spot.	From up to 5 days before appearance of rash until lesions have crusted (usually about 5 days).	<b>Exclude from service for one week from date of appearance of rash.</b>
* Hepatitis A	15 - 50 days average 28 - 30 days.	From food or water contaminated with faeces from an infected person; or by direct spread from an infected person.	Nausea, stomach pains, general sickness.  Jaundice a few days later.	From about 2 weeks before signs appear until 1 week after jaundice starts.	<b>Exclude from service for 7 days from onset of jaundice.</b>
* Hepatitis B	6 weeks - 6 months  usually 2 - 3 months.	Close physical contact with the blood or body fluids of an infected person.	Similar to Hepatitis A.	The blood and body fluids may be infectious several weeks before signs appear and until weeks or months later. A few are infectious for years.	<b>Exclude from service until well or as advised by GP.</b>
* Measles (immunisation usually prevents this illness)	Usually 10 days to onset  14 days to rash.	Coughing and sneezing. Also direct contact with the nose/throat secretions of an infected person.	Running nose and eyes, cough, fever and a rash.	From the first day of illness until 4 days after the rash begins.	<b>Exclude from service for at least 4 days from onset of rash.</b>
* Meningitis (Meningococcal)	2 - 10 days  usually 3 - 4 days.	Close physical contact such as sharing food and drinks, kissing, sleeping in the same room.	Generally unwell, fever, headache, vomiting, sometimes a rash.  Urgent treatment is important!	Until 24 hours after starting treatment with antibiotics.	<b>Exclude from service until well enough to return.</b>
* Mumps (immunisation usually prevents this illness)	Usually 16 - 18 days.	Contact with infected saliva -Coughing, sneezing, kissing and sharing food or drink.	Pain in jaw, then swelling in front of ear, and fever.	For one week before swelling appears until 9 days after.	<b>Exclude from service until 9 days after swelling develops, or until child is well, whichever is sooner.</b>
Ringworm	10 - 14 days.	Contact with infected persons skin or with their clothes or personal items.  Also through	Flat spreading ring-shaped lesions.	While lesions are present, and while fungus persists on contaminated material.	<b>Restrict contact activities e.g. gym and swimming until lesions clear.</b>

Disease	Time between exposure and sickness	This disease is spread by...	Early signs	Infectious period	Action to be taken
		contaminated floors and shower stalls.			
* Salmonella	6 - 72 hours usually 12 - 36 hours.	Undercooked food like chicken, eggs and meat; food or water contaminated with faeces from an infected person or animal; or direct spread from an infected person or animal.	Stomach pain, fever and diarrhoea.	Until well, and possibly weeks or months after.	<b>Exclude from service until well with no further diarrhoea.</b>
Streptococcal Sore Throat	1 - 5 days.	Usually contact with the secretions of a strep sore throat.	Headache, vomiting, sore throat.	For 24 - 48 hours after treatment with antibiotics is started.	<b>Exclude from service until 24 hours after antibiotics started.</b>
* Whooping Cough (immunisation usually prevents this illness)	4 - 10 days.	<b>Coughing. Adults and older children may pass on the infection to babies.</b>	<b>Running nose, persistent cough followed by "whoop", vomiting or breathlessness.</b>	<b>For 3 weeks from the first signs if not treated with antibiotics. If the child has had antibiotics, until 5 days of the antibiotic treatment.</b>	<b>Exclude from service until 21 days from onset of coughing or after 5 days antibiotics.</b>

Note: Conditions marked with an asterisk (\*) are notifiable diseases.

## 12 Appendix 3: Categories of medicine and written authority required from parents for criterion HS28

### **Category (i) medicines**

*Definition – a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is :*

- *not ingested;*
- *used for the 'first aid' treatment of minor injuries; and*
- *provided by the service and kept in the first aid cabinet.*

**Authority required** – *a written authority from a parent given at enrolment to the use of specific preparations on their child for the period that they are enrolled. The service must provide (at enrolment, or whenever there is a change) specific information to parents about the Category (i) preparations that will be used.*

### **Category (ii) medicines**

*Definition – a prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is:*

- *used for a specified period of time to treat a specific condition or symptom; and*
- *provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.*

**Authority required** – *a written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.*

### **Category (iii) medicines**

*Definition – a prescription (such as asthma inhalers, epilepsy medication etc) or non-prescription (such as antihistamine syrup, lanolin cream etc) medicine that is:*

- *used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc); and*
- *provided by a parent for the use of that child only.*

**Authority required** – *a written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given.*

Dated at Wellington on 13th day of September 2008.

**Chris Carter**  
Minister of Education