

The Board of Trustees of Waituna Creek School, as a good employer (defined in the State Sector Act 1987), aims to promote high levels of staff performance and to ensure that competent and appropriately qualified personnel are employed.



Through the Principal, the Board of Trustees will:

- comply with all relevant collective and individual employment contracts
- make sure that the most appropriately qualified applicant for any position is appointed
- have an appraisal process in place that meets all regulatory requirements
- keep all staff personal information confidential and follow the school’s privacy procedures
- treat all employees and all applicants for employment equitably
- make sure that all complaints relating to or from personnel are dealt with fairly and efficiently.

The school has specific policies (below) that cover:

- appointments
- equal employment opportunities
- privacy.

This policy statement is supported by the following school procedures.

- **NAG 3: Employment and personnel procedures**
 - Induction of staff
 - Classroom release
 - Police vetting
 - Performance appraisal
 - Principal’s appraisal

See also: Application for leave or release form

Last reviewed: March 2017	Next review date: March 2018
Signed Principal:	Signed Board of Trustees:
Date:	Date:

Appointments policy

The Board of Trustees is the legal employer of all staff in the school. As such, the Board will ratify all appointments at a full Board meeting.

Before starting any appointment process, we will give full consideration to the current and future needs of the school.

Delegations and responsibilities

- The full Board will be involved in the appointment of the Principal, Deputy Principal and Assistant Principal.
- The Board will establish a Personnel Committee (which will include the Principal) to oversee all appointments, up to but not including the Principal, Deputy Principal and Assistant Principal.
- The Personnel Committee will appoint all other positions of responsibility, including the Administrative Assistant.
- The Board has **delegated to the Principal** the appointment of all support staff, up to but not including relieving and non-unit holding teachers.
- For each appointment, a report will be given to the Board detailing the process followed, the numbers of applicants, those shortlisted and the rationale for the final appointment.
- An external educational professional may be engaged at any time to assist with the recruitment/appointment process.

Vacancies and advertising

- All permanent teaching positions will be advertised nationally by the Principal.
- Non-teaching vacancies will be advertised locally, or as deemed appropriate by the Personnel Committee or Principal.
- There will be a job description, person specification and performance agreement for every position, which will be available for applicants.

Applications

All applicants must:

- use the relevant form of application (if applicable)
- follow relevant procedures for making an application, including adhering to the closing date.

Appointments

When necessary, we will consult over appointments with staff and with the community. This will include consideration of our responsibilities under the Treaty of Waitangi, and consultation with the Māori community if appropriate.

Any new appointee will be offered the conditions covered in the applicable collective agreement. Where there is no collective agreement covering that appointee's duties, an individual employment agreement will be offered, in accordance with the Employment Relations Act.

At all times during recruitment and appointment, the Board will meet the requirements of:

- our Equal Employment Opportunities policy
- the good employer provision of the State Sector Act
- the Employment Relations Act

- the requirements of the Human Rights and Privacy Acts.
- any other relevant legislation.

Equal employment opportunities (EEO) policy

We will:

- appoint an EEO convenor (this may be the Principal)
- make sure we have an EEO programme in place, which will be monitored by the Board
- make our annual report available to our school community, as well as the Education Review Office
- have an employee database so that we can monitor any employment patterns (e.g. gender, ethnicity, disability, age)
- make sure that all school policies, practices and procedures are reviewed with consideration of our EEO policy
- advertise all vacancies according to the provisions of the collective agreement
- make sure all appointments are fair, equitable and transparent
- recognise the aims and aspirations of Māori, the employment requirements of Māori, and the need for greater involvement of Māori in education
- recognise the aims, aspirations and cultural differences of our school community, and celebrate diversity
- recognise our responsibilities as a good employer regarding inclusive practice of all genders, abilities and cultural groups.

Privacy

This relates to NAG 3, NAG 5 and NAG 6.

The Board of Trustees of Waituna Creek School must comply with all aspects of the Privacy Act 1993 as employer and in its role as the body with overall responsibility for running the school.

The Privacy Act 1993 is designed to promote and protect individual privacy. It establishes certain principles in relation to:

- the collection, use, and disclosure, by public and private sector agencies, of information relating to individuals, **and**
- access by each individual to information relating to that individual and held by public and private sector agencies.

Our privacy procedures will comply with the requirements and principles of the Privacy Act, including:

- our purpose for collecting personal information
- the source of personal information
- how we collect information
- the storage and security of information
- access to personal information and how we will provide this to you
- obtaining your own personal information
- checking accuracy
- how we hold information that we no longer use
- limits on the use of information
- limits on disclosure
- assigning unique identifiers.

All staff, including teaching and non-teaching staff, will be made aware of key relevant provisions of the Privacy Act and how they relate to school activities.

Each year we will make sure parents are informed about how the Privacy Act is applied in our school and how it relates to access of information and reporting requirements.

Privacy policy dated: 19 February 2018

Privacy Officer role description

This role description must be read with the privacy policy details above.

The Board of Trustees will appoint a Privacy Officer. This position is confirmed annually. Currently the Board Chair and the Principal hold the position of Privacy Officers. The school is within its rights to have more than one Privacy Officer.

The role of the Privacy Officer is to:

- encourage compliance with the principles of the Privacy Act
- deal with requests made under the Privacy Act
- work with the Privacy Commissioner in relation to any investigations into complaints
- ensure the school complies with the provisions of the Act.

If there is a privacy issue that the Privacy Officers are unable to help with, they will refer the person to the Privacy Commissioner for guidance. Note that it is not the role of the Commissioner to provide legal advice or guidance on a hypothetical situation.

In the event of a complaint to the Privacy Commissioner, Privacy Commission staff may contact the school's Privacy Officers to discuss the complaint and work towards settling the matter. The Privacy Officers need to provide whatever assistance is necessary.

School responsibilities

The school will:

- make sure that the Privacy Officers have the resources to carry out their responsibilities properly
- publish the names of the Privacy Officers each year
- make sure that all members of the school management team, including the Board of Trustees, have knowledge of the information privacy principles and the Privacy Act.