

Policy title	Kids/Youth Staffing and Volunteering
Policy area	Kids/Youth Programmes / Culture and Employment
Policy available for Students – yes/no	YES
Policy detail	The Learning Connexion has a procedure for selecting and vetting staff and volunteers, as follows: The Learning Connexion’s Culture & Employment (C&E) team will be responsible for recruiting and vetting new staff. Tutors and staff employed to deliver our Kids/Youth art classes and holiday programmes are identified as Children’s Workers or Core Children’s Workers under the Children’s Act 2014. Children’s Workers and Core Children’s Workers A Core Children’s Worker is defined as being employed by the state sector, or a government-funded organisation to provide regulated services. In the course of that work, the person is either: • the only person present, or; • is the children’s worker who has primary responsibility for, or authority over, the child or children present TLC’s lead tutor and Kids Art Programme Coordinator is an example of a position identified as a Core Children’s Worker and TLC carries out the relevant safety checking for such positions as per the requirements of the Children’s Act 2014. Recruitment and Safety Checking During the recruitment and vetting process, C&E must complete a safety check for all children’s workers that includes: • A CV with five years’ employment and education history • Interview with the applicant • At least two employment or personal references • ID Verification with two forms of ID provided (one of which must be photographic, either a driver’s licence, 18+ card or passport) • NZ children’s worker police vet via the New Zealand Police Vetting Service • Risk assessment If C&E receives any information about a candidate which could affect their potential employment working with children, concerns and risks must be discussed with C&E and the Tutor/Kids Art Programme Coordinator as part of a risk assessment to determine suitability for employment. All staff and volunteers must be re-vetted every three years.

	Staff Induction All new employees must work through the induction booklet and programme policies with the Tutor/Kids Art Programme Coordinator. In addition, holiday programme staff will meet before each class to address any individual needs children might have and what their roles and responsibilities will be in relation to the day's activity. Parents or Caregivers attending class Parents or caregivers may attend classes with their children without being police vetted if their child needs extra support, i.e. if they are anxious, shy, or have a disability which means extra support may be necessary. This is on a case by case basis and must be pre-approved by the Tutor/Kids Art Programme Coordinator. Approved parents/caregivers must sign an agreement outlining their adherence to our policies and procedures. Parents MUST be accompanied by a staff member or tutor at all times and should never be left alone with any children. Staff Age and Student/Staff Ratio No staff members under 16 years are to be counted towards the staff to child ratio. An overall manager or site supervisor who is over 20 years of age shall remain on-site during all programme hours. Registration for Vetting Service TLC is registered with the New Zealand Police Vetting Service for vetting staff - Agency code T71178.
Related Procedures	
Date Created	March 2018
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Next review date	Sept 2026