



NAG 3 - Policy and Procedure Employment Administration - Prior to Employment

Rationale

This policy is intended to protect and ensure staff at Kamo Primary School meet the requirements within the Children's Act 2014 when employing a new staff member.

Procedure

Prior to the employment of a new staff member, the following must take place:

Must Have	Action	Check and Notes
Two forms of identification	Witness either: <ul style="list-style-type: none">• Passport• Driver's License• Birth Certificate	Check personal details on each form of identification.
Two referees	The referees must cover a period of the last five years.	Details to be documented in eTap by Principal and Office Administrator.
Police Vetting	If one has not been completed in the past three years, obtain a new one.	Check date of previous vetting is current. If one has been completed in the past three years for registration, it will not be necessary to require another one unless circumstances dictate.
Teacher Registration	Check registration number is current.	Check with the Teaching Council of Aotearoa New Zealand for the current number and name.

Guidelines

- The above procedures must be completed prior to employment of a teacher and non-teaching staff. Checking of teacher registration only applies to teachers.
- The principal must check this evidence off with a member of the Senior Leadership Team and the Office Administrator.
- When documentation has been completed and details have been entered into eTap, the employment of the new staff member can continue.

Signed:  Principal

Signed:  BoT Chairperson

Reviewed: Term 2, 2022

Review date: Term 2, 2025