

Licensing criteria for kōhanga reo

Kōhanga reo run a total immersion te reo Māori whānau (family) programme for mokopuna (young children) from birth to six years of age to be raised within its whānau Māori, where the language of communication will be Māori.

The operation and decision making of each kōhanga reo are the responsibility of the whole whānau within the guidelines set down by Te Kōhanga Reo National Trust Board. The trust and the kōhanga reo whānau administer the kaupapa to ensure the safety and wellbeing of the mokopuna and the whānau and to ensure the survival of te reo Māori.

Kōhanga reo are currently chartered to Te Kōhanga Reo National Trust and licensed by the Ministry of Education under the Education (Early Childhood Services) Regulations 2008.

[Education \(Early Childhood Services\) Regulations 2008\(external link\)](#)

The Ministry does not provide guidance for the kōhanga reo licensing criteria. Guidance is available upon request directly from Te Kōhanga Reo National Trust.

[Contact – Te Kōhanga Reo National Trust\(external link\)](#)

A copy of the criteria can be downloaded from the right-hand column.

The licensing criteria were last updated in September 2022.

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Te Marau | Curriculum

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.

The criteria in this standard have been grouped together by topic. Each criterion has also been given a short, descriptive title. The titles are provided only to help you navigate around more easily on the website – they do not form part of the criteria themselves.

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- [Professional practice](#) - criteria C1-C4
- [Culture and identity](#) - criteria C5-C6
- [Children as learners](#) - criteria C7-C10
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See the [documentation required](#) for all the above criteria.

Professional practice

Criteria for professional practice:

C1: Curriculum consistent

Curriculum criterion 1

Te kōhanga reo curriculum is consistent with the prescribed curriculum framework that applies to kōhanga reo.

Rationale/Intent:

Criterion ensures that there is a link between the prescribed curriculum framework and what happens at the service.

C2: Assessment

Curriculum criterion 2

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: Interactions

Curriculum criterion 3

Whānau responsible for providing positive learning opportunities and care engage in meaningful, positive interactions to enhance mokopuna learning and nurture reciprocal relationships.

C4: Adult's Knowledge

Curriculum criterion 4

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

Criteria for culture and identity:

C5: Acknowledgement of tangata whenua

Curriculum criterion 5

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

C6: Culture

Curriculum criterion 6

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

Criteria for children as learners:

C7: Curriculum responsive

Curriculum criterion 7

Te Kōhanga reo curriculum is inclusive and responsive to the mokopuna and their whānau, empowering whānau

participation in mokopuna learning.

C8: Language-rich environment

Curriculum criterion 8

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

C9: Range of experiences

Curriculum Criterion 9

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: Behaviour management

Curriculum Criterion 10

Te Kōhanga reo curriculum supports mokopuna developing social competence and understanding of appropriate behaviour.

Working with others

Criteria for working with others:

C11: Whānau aspirations

Curriculum criterion 11

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

C12: Opportunities for parents

Curriculum criterion 12

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: Seeking information

Curriculum criterion 13

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.

Curriculum criteria documentation required

Documentation that provides evidence of the service's compliance with criteria C1-C13. Documentation may take a variety of forms to suit the service's operation (such as portfolios, wall displays, policies and procedures) but must include:

1. A process for providing positive guidance to encourage social competence in children (C10);
2. A process for providing formal and informal opportunities for parents to:
 - communicate with adults providing education and care about their child, and share specific evidence of the child's learning; and
 - be involved in decision-making concerning their child's learning (C12); and
3. A record of information and guidance sought from agencies and/or services (C13).

Te Whare me āna Taputapu | Premises and facilities

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.

[What do the symbols next to the criteria in this section mean?](#)

The criteria in this section are grouped together by topic. Each criterion has also been given a short, descriptive title. These titles are provided only to help you navigate around more easily on the website – they do not form part of the criteria themselves.

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- [Food preparation and eating](#) – Criteria PF15-PF17
- [Toilet and hand washing facilities](#) – Criteria PF18-PF23
- [Other sanitary facilities](#) – Criteria PF24-PF28
- [Sleep](#) – Criteria PF29-PF38

General

PF1: Design and layout of premises

Premises and facilities criterion 1

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.

Rationale/Intent:

The criterion aims to uphold a minimum level of quality education by ensuring that children have access to an environment that is 'fit for purpose' – that is, can support a range of activities. Quiet spaces and areas for physically active play have been specified because a) by definition they can be 'in conflict' with each other and having both is an indicator of an environment 'fit for purpose', and b) they are current areas of public interest/concern (noise levels and young children's opportunities for physical activity).

Amended 21 July 2011

PF2: Premises support effective supervision

Premises and facilities criterion 2

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.

Rationale/Intent:

The criterion aims to uphold a minimum level of quality education and safety for children by ensuring that the service environment is 'fit for purpose' - that is, the children's use of the environment is not unduly restricted by design limitations that make adequate supervision difficult.

Amended 21 July 2011

PF3: Building Act compliance

Premises and facilities criterion 3

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

Documentation required:

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.

If the premises fall under section 100 of the Building Act 2004, or section 108 of the Building Act 2004 applies:

a copy of the current Annual Building Warrant of Fitness; or

a copy of the compliance schedule if 12 months have not elapsed since the compliance schedule was first issued.

Rationale/Intent:

The criterion aims to uphold children's safety and well-being by giving Ministry of Education the ability to suspend or cancel a licence if the premises are not compliant with the Building Act or maintained in good condition (as opposed to a fine being imposed by the local authority under the Building Act which may not address the immediate risk to children attending).

PF4: Variety of equipment

Premises and Facilities criterion 4

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.

Rationale/Intent:

The criterion aims to uphold a minimum level of quality education by ensuring that children have access to a range of suitable and safe equipment and materials.

PF5: Safe furniture and equipment

Premises and Facilities criterion 5

Premises and Facilities criterion 5

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

Rationale/Intent:

The criterion aims to uphold the safety of children by ensuring that all equipment is of a standard that is considered safe.

Amended 21 July 2011

PF6: Flooring

Premises and facilities criterion 6

§ 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.

Rationale/Intent:

The criterion aims to uphold a minimum level of quality education as well as safety for children.

PF7: Safety glass

Premises and facilities criterion 7

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.

Rationale/Intent:

The criterion aims to uphold the safety of children by reducing the risk of them coming into direct contact with broken glass.

PF8: Storage

Premises and facilities criterion 8

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.

Rationale/Intent:

The criterion aims to uphold the safety of children by ensuring that equipment is safely stored. The criterion also aims to ensure that the design of the storage area does not unduly limit the range of experiences on offer to children on a daily basis (particularly in relation to 'pack-away' services).

Amended 21 July 2011

PF9: Adult work space

Premises and facilities criterion 9

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.

Rationale/Intent:

The criterion is underpinned by the belief that positive outcomes are achieved for children when adults working at the service have the space and opportunity to plan and reflect, and in the case of all-day services, have their breaks away from children if they wish. The criterion also aims to ensure that a level of privacy, confidentiality, dignity, and respect is available when required for discussions with parents.

Amended 21 July 2011

PF10: Art sink

Premises and facilities criterion 10

§ Ø There are hygienic facilities (other than those required for PF26) or alternative arrangements available for the preparation and cleaning of paint and other art materials.

Rationale/Intent:

The criterion clarifies current expectations of Public Health Units in some areas, and is included in requirements to facilitate clarity and transparency for services with regards to what they have to provide. The criterion aims to ensure that facilities uphold hygienic practices.

PF11: Telephone

Premises and facilities criterion 11

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

Rationale/Intent:

The criterion aims to ensure that services have the means to contact parents as necessary, and vice versa, as well as easily deal with any emergency situations that may arise.

PF12: Heating, lighting, noise, and ventilation

Premises and facilities criterion 12

§ 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 18°C; and
acoustic absorption materials, if necessary, to reduce noise levels that may negatively affect children's learning or wellbeing.

Rationale/Intent:

The criterion aims to uphold the safety and wellbeing of children.

PF13: Outdoor activity space

Premises and facilities criterion 13

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.

Rationale/Intent:

The criterion aims to:

uphold a minimum level of quality education by ensuring that children have easy access to the outdoor environment;
uphold children's safety by ensuring that the outdoor environment is securely fenced so that 'escape' is less likely; and
uphold children's safety and a minimum level of quality education by ensuring the area is well-drained and has suitable surfacing.

The criterion is underpinned by the belief that the opportunity for outdoor play is an important feature of the education and care of young children in New Zealand.

Amended 21 July 2011

PF14: Safe space for Infants and toddlers

Premises and Facilities criterion 14

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.

Rationale/Intent:

The criterion aims to uphold the safety of infants and toddlers as well as a minimum level of quality education by ensuring that mixed-age environments are designed to consider their unique needs.

Food preparation and eating spaces

PF15: Eating area

Premises and facilities criterion 15

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

Rationale/Intent:

It is thought that this part of the regulation is rarely 'unpacked' by the Ministry of Education or the sector; although there is some anecdotal evidence that it has been interpreted to mean that a dedicated dining room must be provided. This criterion expands on and makes more explicit the requirement to make some provision regarding where children eat while attending the service, but does not dictate any particular arrangement.

PF16: Kitchen facilities

Premises and facilities criterion 16

§ Ø 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.

Rationale/Intent:

The criterion aims to uphold children's safety by ensuring that there are facilities to support the hygienic preparation and storage of food.

PF17: Kitchen access

Premises and facilities criterion 17

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.

Rationale/Intent:

Criterion aims to uphold children's safety by ensuring that they are unable to access hazardous equipment or activities (such as hot food/liquid being transferred from the stove to the bench by a staff member whilst preparing a meal) unless adequately supervised.

Toilet and hand washing facilities

PF18: Number of toilets

Premises and facilities criterion 18

There service has at least one 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.

Rationale/Intent:

The criterion ensures at least one toilet is provided for those present at the service. The reference to children aged two:

recognises that around this age children are starting to interact with toilets. Sole use of potties does not provide opportunities for this learning experience.

ensures services licensed exclusively for under two year olds are not disadvantaged by having to provide more toilets than would be of use for under two year olds.

Amended 21 July 2011

PF19: Handwashing facilities

Premises and facilities criterion 19

§ There is at least one 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).

Rationale/Intent:

The criterion aims to uphold hygienic practices by ensuring that handwashing facilities are adequate.

PF20: Toilet facilities

Premises and facilities criterion 20

§ 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.

Rationale/Intent:

The criterion aims to uphold hygienic practices by ensuring that the design/location of toilet/handwashing facilities encourages their use by children. The criterion is underpinned by the belief that independence in children is valued.

PF21: Hand-drying facilities

Premises and facilities criterion 21

§ There is a means of drying hands for children and adults that prevents the spread of infection.

PF22: Toilet privacy

Premises and facilities criterion 22

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

Rationale/Intent:

The criterion aims to uphold children's wellbeing by ensuring that some consideration is given to the need for privacy by some children, due to cultural or individual differences. The criterion also aims to prevent service providers from designing toilet areas purely from a cost-driven perspective.

PF23: Adult toilet

Premises and facilities criterion 23

Ø There is a toilet suitable for adults to use.

Rationale/Intent:

The criterion aims to ensure that adequate toilet provision is made for adults attending the service, thus upholding the wellbeing of children by reducing the possibility of inappropriate adult use of the children's facilities.

Other sanitary facilities

PF24: Water temperature control

Premises and facilities criterion 24

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

Rationale/Intent:

The criterion aims to uphold the safety of children by removing the risk of hot water scalding. The criterion also aims to ensure that water is kept at a comfortable temperature to encourage hygienic handwashing practices.

PF25: Nappy changing facilities

Premises and facilities criterion 25

There are safe and stable nappy changing facilities 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; and
some visibility from another area of the service is possible.

Rationale/Intent:

The criterion aims to uphold the health, safety, and wellbeing of children by ensuring that appropriate facilities are available for children wearing nappies. Nappy changing in an early childhood centre is a high risk activity from a number of perspectives, for example hygiene (as there can be large numbers of children using the facilities) and safety (risk of falls for the child, risk of back injury for adults). Nappy changing is also a personal care routine that by definition makes the young child vulnerable.

PF26: Bathing facilities

Premises and facilities criterion 26

§ Ø 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 and soiled children.

Rationale/Intent:

The criterion aims to uphold the health and wellbeing of children by ensuring that there are suitable facilities and practices for washing children who vomit or soil themselves while attending the service so that the risk of cross-infection is reduced.

PF27: Isolation area

Premises and facilities criterion 27

Ø § 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.

Rationale/Intent:

The criterion aims to uphold the safety and wellbeing of children by ensuring that there are comfortable and safe facilities for the isolation of a sick child.

PF28 First aid kit

Premises and facilities criterion 28

There is a first aid kit that:

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

Rationale/Intent:

The criterion aims to uphold the safety of children by ensuring that:

there are adequate provisions available for the treatment of minor injuries;
adults can easily find the necessary provisions for administering first aid; and
children cannot access any hazardous materials themselves.

Sleep

PF29: Design of sleep provisions

Premises and facilities criterion 29

§ 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.

Rationale/Intent:

The criterion aims to uphold the safety and wellbeing of children by ensuring that sleeping provisions are safe and appropriate for children using them.

PF30: Mattress coverings

Premises and facilities criterion 30

§ 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.

Rationale/Intent:

The criterion aims to prevent cross-infection by ensuring that mattresses that may be used by many children over time can be kept hygienically clean.

PF31: Bedding

Premises and facilities criterion 31

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.

Rationale/Intent:

The criterion aims to uphold the wellbeing of children by ensuring that they have clean and warm bedding when sleeping.

PF32: Sleeping area for children two and over at sessional services

Premises and facilities criterion 32

SESSION 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.

Rationale/Intent:

This criterion makes more explicit the requirement to make some provision for children who need to sleep while attending the service but recognises that it is a rare occurrence.

PF33: Sleeping area for children two and over at all-day services

Premises and facilities criterion 33

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.

Rationale/Intent:

The criterion aims to uphold the wellbeing of children by ensuring there are adequate provisions for sleep. The criterion also aims to ensure that children who are not sleeping do not have their activities unduly limited.

PF34: Sleeping provisions for children two and over at all-day services

Premises and facilities criterion 34

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: Sleeping area for under twos at sessional services

Premises and facilities criterion 35

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.

Rationale/Intent:

The criterion aims to uphold the wellbeing of children by ensuring there are adequate provisions for sleep.

PF36: Child-to-cot ratios for under twos at sessional services

Premises and facilities criterion 36

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 five children under the age of two.

PF37: Sleeping area for under twos at all-day services

Premises and facilities criterion 37

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.

Rationale/Intent:

The criterion aims to uphold the wellbeing of children by ensuring there are adequate provisions for sleep to take account of the needs and sleep patterns of individual children.

PF38: Child-to-cot ratios for under twos at all-day services

Premises and facilities criterion 38

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 two children under the age of two.

Ngā mahi Hauora, Ngā mahi Whakahaumaru | Health and safety

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.

[What do the symbols next to the criteria in this section mean?](#)

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Hygiene

HS1: Premises maintained and hygienic

Health and safety practices criterion 1

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

Rationale/Intent:

The criterion aims to uphold the health and safety of children.

HS2: Linen

Health and safety practices criterion 2

§ 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.

Rationale/Intent:

The criterion aims to ensure that inadequate laundering practices do not pose a health risk to children.

HS3: Nappy changing procedure

Health and safety practices criterion 3

§ 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.

Rationale/Intent:

Displaying the procedure ensures that every person using the facilities is made aware of the procedure to maintain general hygiene and children's safety and wellbeing.

Emergencies

HS4: Fire evacuation scheme

Health and safety practices criterion 4

The premises are located in a building that has a current Fire Evacuation Scheme approved by Fire and Emergency New Zealand.

Documentation required:

A current Fire Evacuation Scheme approved by Fire and Emergency New Zealand.

Rationale/Intent:

The criterion aims to uphold the safety of children by ensuring that the premises have an adequate plan for evacuating children in the event of a fire.

HS5: Safe assembling areas

Health and safety practices criterion 5

Designated assembly areas for evacuation purposes outside the building keep children safe from further risk.

Rationale/Intent:

The criterion aims to uphold the safety of children by ensuring that assembly areas do not place children in further danger - on a main highway for example. The criterion is also based on the assumption that a safe assembly area is more likely to result in regular drills being carried out.

HS6: Securing furniture

Health and safety practices criterion 6

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

Rationale/Intent:

The criterion aims to uphold the safety of children.

HS7: Emergency supplies

Health and safety practices criterion 7

There is a written emergency plan and supplies to ensure the care and safety of children and adults at the service. The plan must include evacuation procedures for the service's premises, which apply in a variety of emergency situations and which are consistent with the fire evacuation scheme for the building.

Documentation required

A written emergency plan that includes at least:

- An evacuation procedure for the premises.

- A list of safety emergency supplies and resources sufficient for the age and number of children and adults at the service and details of how these will be maintained and accessed in an emergency.

- Details of the roles and responsibilities that will apply during an emergency situation.

- A communication plan for families and support services.

- Evidence of review of the plan on, at least, an annual basis and implementation of improved practices as required.

Rationale/Intent:

The criterion aims to uphold the safety of children by ensuring that adults at the service have the necessary knowledge and supplies to deal with emergency situations.

Amended June 2018

HS8: Emergency drills

Health and safety practices criterion 8

Adults providing education and care are familiar with relevant emergency drills and carry out each type of drill with children (as appropriate) on an, at least, three-monthly basis.

Documentation required:

A record of emergency drills carried out and evidence of how evaluation of the drills has informed the annual review of the service's emergency plan.

Sleep

HS9: Sleep monitoring

Health and safety practices criterion 9

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 attending the service sleeps, and checks made by adults during that time.

Rationale/Intent:

The criterion aims to uphold the safety and wellbeing of children while they are sleeping, and minimise risk of harm. Requiring a documented procedure allows for parental input. Display ensures that all adults at the service are made aware of the procedure. Record-keeping requirements serve two purposes; a) to demonstrate compliance with the criterion; and b) to ensure that parents have access to important information about their child's sleeping patterns while at the service.

HS10: Cot spacing

Health and safety practices criterion 10

§ 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.

Rationale/Intent:

The criterion aims to ensure that sleeping provisions are arranged so that they do not present a hazard to children's safety and wellbeing.

HS11: Storage of sleeping provisions

Health and safety practices criterion 11

§ 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.

Rationale/Intent:

The criterion aims to prevent cross-infection by ensuring that sleep provisions used periodically (ie, not permanently

set up) are hygienically stored when not in use.

Hazards and outings

HS12: Hazard management

Health and safety practices criterion 12

Equipment, premises and facilities are checked on every day of operation for hazards to children. Accident/incident records are analysed to identify hazards and appropriate action is taken. Hazards to the safety of children are eliminated, isolated or minimized.

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);
the condition and placement of learning, play and other equipment;
windows and other areas of glass;
poisonous plants; and
bodies of water.

Documentation required:

A documented risk management system.

Rationale/Intent:

The criterion aims to uphold the safety of children by ensuring that services have a mechanism to assess and address environmental hazards in an ongoing way.

HS13: Hot water taps

Health and safety practices criterion 13

§ The temperature of warm water delivered from any taps that children can access independently is no higher than 40°C, and comfortable for children at the centre to use.

HS14: Hot water temperature

Health and safety practices criterion 14

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

HS15: Noise levels

Health and safety practices criterion 15

§ 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: Animals

Health and safety practices criterion 16

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

Rationale/Intent:

The criterion aims to ensure that animals kept by the service do not pose a health risk to children. Wording of current regulation appears to be focused on maintaining animal health. This issue is; a) not the Ministry of Education's core business; and b) now covered by the Animal Welfare Act 1999.

HS17: Excursions

Health and safety practices criterion 17

When children leave the premises on an 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/caregivers have given prior written approval to their child's participation and of the proposed ratios; for regular outings or excursions at the time of enrolment, and

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 excursions that includes:

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 excursions;
evidence of parental permission and approval of adult:child ratios for special excursions; and
the signature of the Person Responsible giving approval for the excursion to take place.

Rationale/Intent

The criterion is underpinned by the understanding that excursions outside the licensed premises are a valuable aspect of the service's curriculum. The inherent risks involved in outings and excursions from the licensed premises must be managed to uphold the safety and well-being of children.

HS18: Travelling in vehicles

Health and safety practices criterion 18

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

each child is restrained as required by the 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 travelling 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.

Rationale/Intent:

The criterion aims to uphold the safety of children while travelling in motor vehicles. Linking the restraint of children to licensing requirements allows Ministry of Education to put a regulatory intervention in place for non-compliance, as opposed to fines given by Police.

Food and drink

HS19: Food and nutrition

Health and safety practices criterion 19

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 the nutritional and developmental needs of each child. 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.

Rationale/Intent:

The criterion aims to uphold the health, safety and wellbeing of children by ensuring the service meets their nutritional needs or alternatively encourages parents to do so. Requirement to keep records for 12 months has been reduced to 3, as this is considered to be a more useful minimum period of time. Record-keeping requirements serve two purposes;

- a) to demonstrate compliance with the criterion; and
- b) to provide useful information in the event of any allergic reactions that may develop in children attending.

HS20: Food hygiene

Health and safety practices criterion 20

§ Food is prepared, served, and stored hygienically.

Rationale/Intent:

The criterion aims to uphold the health and safety of children by ensuring hygienic practices occur in regard to food.

HS21: Water supply

Health and safety practices criterion 21

§ 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.

Rationale/Intent:

The criterion aims to uphold the health and safety of children by ensuring they have access to a clean drinking water supply. Requirement for independent access is based on evidence that self-access to water enables children to maintain an adequate level of hydration.

HS22: Supervision while eating

Health and safety practices criterion 22

Children are supervised and seated while eating.

Where food is provided by the service, foods that pose a high choking risk are not to be served unless prepared in accordance with best practice as set out in [Ministry of Health: Reducing food-related choking for babies and young children at early learning services\(external link\)](#).

Where food is provided by parents, the service promotes best practices as set out in [Ministry of Health: Reducing food-related choking for babies and young children at early learning services\(external link\)](#) and must provide to all parents at the time of enrolment a copy of [Ministry of Health: Reducing food-related choking for babies and young children at early learning services \[PDF, 84 KB\]](#).

Rationale/Intent:

The criterion aims to minimise the risk of choking on food and to ensure in an event of an adverse reaction appropriate action is taken.

HS23: Feeding infants

Health and safety practices criterion 23

APPLIES ONLY TO SERVICES LICENSED FOR UNDER TWOS:

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: Room temperature

Health and safety practices criterion 24

§ Rooms used by mokopuna are kept at a comfortable temperature no lower than 18°C (at 500mm above the floor) while mokopuna are attending.

Rationale/Intent:

The criterion aims to address a current 'gap' in the Regulations which requires services to have heaters, but not that they are used when children are attending. The criterion aims to uphold the wellbeing of children. Note that the wellbeing of adults at the service is covered by the Health and Safety in Employment legislation.

HS25: First aid qualifications

Health and safety practices criterion 25

There is an adult present at all times for every 25 children attending (or part thereof) who:

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:

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

Rationale/Intent:

The criterion aims to uphold the safety of children by ensuring adults with the necessary skills and knowledge to deal with injuries and illness are present at all times and readily available.

Amended 8 April 2021

HS26: Controlling infection

Health and safety practices criterion 26

§ 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.

Rationale/Intent:

The criterion aims to uphold the health and safety of children by ensuring that children are not unduly exposed to specified infectious diseases while at the service. Diseases included in Appendix 2 are those listed in the current Health (Infectious and Notifiable Diseases) Regulations 1966 that commonly occur.

HS27: Medical assistance

Health and safety practices criterion 27

All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent or caregiver of what has happened.

Documentation required:

1. A record of serious illnesses and incidents 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 injury, illness or incident;
actions taken and by whom; and
evidence of parental knowledge of the incident.

2. A procedure outlining the service's response to injury, illness and incident, including the review and implementation of practices as required.

Rationale/Intent:

The criterion aims to uphold the health and safety of children by ensuring that children who fall ill or are injured are given proper care.

HS28: Medicine administration

Health and safety practices criterion 28

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:

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.

A record of all medicine (prescription and non-prescription) given to children attending 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.

Rationale/Intent:

The criterion aims to uphold the health and safety of children by ensuring that children are given proper care, and that medication is not administered inappropriately by services. Required documentation is explicit clarification of current requirement, based on common Ministry of Education interpretation and MoE circular 2001/15.

HS29: Administering medicines training

Health and safety practices criterion 29

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.

Rationale/Intent:

The criterion aims to uphold the health and safety of children by ensuring that medication is given to children only by people with the necessary knowledge and skills. The criterion is linked to common Ministry of Education interpretation and MoE Education Circular 2001/15.

HS30: Washing children

Health and safety practices criterion 30

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

Child protection

HS31: Child protection

Health and safety practices criterion 31

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:

A written child protection policy that contains:

provisions for the service's identification and reporting of child abuse and neglect;

information about the practices the service employs to keep children safe from abuse and neglect; and
information about how the service will respond to suspected child abuse and neglect.

A procedure that sets out how the service will identify and respond to suspected child abuse and/or neglect.

HS32: Inappropriate material

Health and safety practices criterion 32

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

Rationale/Intent:

The criterion aims to uphold the safety and wellbeing of children by ensuring that pornographic or violent material (electronic games, DVDs, websites, magazines, etc) is not available to children.

HS33: Alcohol

Health and safety practices criterion 33

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.

Rationale/Intent:

The criterion aims to uphold the safety and wellbeing of children.

Notification

HS34 Incident notification to Te Kōhanga Reo National Trust

Where there is serious injury or illness or incident involving a child while at the services that is required to be notified to a specified agency, the service provider must also notify Te Kōhanga Reo National Trust who will advise the Ministry of Education at the same time.

Documentation required:

A copy of the notification sent to the specified agency.

Ngā mahi Whakahaere me āna Whakaritenga | Governance, management and administration

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.

The criteria in this section are grouped together by topic. Each criterion has also been given a short, descriptive title. These titles are provided only to help you navigate around more easily on the website – they do not form part of the criteria themselves.

In this section

- [Parent involvement and information](#) - Criteria and guidance for GMA1-GMA4
- [Professional practices](#) - Criteria and guidance for GMA5-GMA7A
- [Planning and documentation](#) - Criteria and guidance for GMA8-GMA12

Parent involvement and information

GMA1: Display of information

Governance, management and administration criterion 1

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.

Rationale/Intent:

The criterion aims to ensure that parents are aware of key regulatory information relating to the service's operation (thus providing an additional level of accountability for the service), and are given the information they need if they wish to raise concerns and be involved in the service.

GMA2: Parent access to information

Governance, management and administration criterion 2

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.

Rationale/Intent:

The criterion is underpinned by the belief that a level of collaboration between parents and adults providing education and care will result in positive outcomes for children. The criterion aims to ensure that parents are well informed about the service's operation and their child's education, and are made aware of the input they are able to have.

GMA3 Information provided to parents

Governance, management and administration criterion 3

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.

Rationale/Intent:

The criterion is underpinned by the belief that a level of collaboration between parents and adults providing education and care will result in positive outcomes for children. The criterion aims to ensure that parents are well informed about the service's operation and their child's education, and are made aware of the input they are able to have.

GMA4: Parent involvement

Governance, management and administration criterion 4

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 Philosophy statement

Governance, management and administration criterion 5

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.

Rationale/Intent:

The criterion aims to ensure that the service has information available for parents and staff about the philosophy that underpins their provision of early childhood education and care. This information supports the collaboration between parents and the service to achieve positive outcomes for children.

Amended 21 July 2011

GMA6: Self-review and internal evaluation

Governance, management and administration criterion 6

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

Documentation required:

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/GMA3, and includes a schedule showing timelines for planned review of different areas of operation.

Recorded outcomes from the review and evaluation process. Outcomes show how the service has regard for the Statement of National Education and Learning Priorities (NELP) in its operation.

GMA7: Human resource management

Governance, management and administration criterion 7

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.

Rationale/Intent:

The criterion informs the Ministry of Education about the management's commitment and capability to implement human resource management practices that will recruit, manage and develop competent staff, as the ongoing quality of the staff engaging with and educating children is important in a quality service.

GMA7A: Safety checks

Government, management and administration criterion 7A

Before a person is employed or engaged as a children's worker, as defined in the Children's Act 2014, a safety check as required by that Act must be completed.

A detailed record of each component of the safety check must be kept, and the date on which each step was taken must be recorded, including the date of the risk assessment required to be completed after all relevant information is obtained.

These records must be kept by, or available to, the service provider as long as the person is employed or engaged.

Every children's worker must be safety checked every three years. Safety checks may be carried out by the employer or another person or organization acting on their behalf.

Documentation required:

A written procedure for safety checking all children's workers before employment or engagement of the worker commences that meets the safety checking requirements of the Children's Act 2014.

A record of all safety checks and the results.

Planning and documentation

GMA8: Annual plan

Governance, management and administration criterion 8:

An annual plan guides the service's operation.

Documentation required:

An annual plan identifying 'who', 'what', and 'when' in relation to key tasks the service intends to undertake each year, and how key tasks will have regard to the Statement of National Education and Learning Priorities (NELP).

Rationale/Intent:

An annual plan is part of good business practice and will show the Ministry of Education how the service intends to ensure ongoing compliance with all regulatory requirements and criteria.

GMA9 Annual budget

Governance, management and administration criterion 9:

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.

Rationale/Intent:

The criterion will provide the Ministry of Education with evidence of the service's ability to continue to meet regulatory standards and criteria and afford the financial costs of providing a quality licensed service.

Updated 21 July 2011

GMA10: Enrolment records

Governance, management and administration Criterion 10:

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 meet the requirements of the Early Childhood Education Funding Handbook and 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: Attendance records

Governance, management and administration criterion 11

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: Documentation available

Governance, management and administration criterion 12

Required documentation is made available as appropriate to parents and Government officials having right of entry to the service under Section [626 of the Education and Training Act 2020\(external link\)](#).

Rationale/Intent:

The criterion makes the development and maintenance of all the 'required documentation' related to the criteria a licensing requirement.

Glossary

For the purposes of these criteria:

‘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.

‘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 all, of what and how children are learning in order to inform teaching, and make learning visible.

‘Culture’ means the understandings, patterns of behaviour, practices, and values shared by a group of people.

‘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.

‘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](#).

‘Non-porous material’ means a material which does not allow water to pass through it.

‘Excursion’ means:

- being outside the licensed premises whilst receiving education and care from the service; but
- does not include an outing for the purposes of emergency evacuations, drills or the receipt of urgent medical attention;
- regular excursion means – 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; and

- special excursion means – excursions that parents have agreed to prior to the excursion taking place, that are not a regular excursion;

‘Parent’ means:

- the person (or people) responsible for having the role of providing day to day care for the child; and
- 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;

‘Philosophy’ means a statement that:

- 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;
- identifies what is special about the service; and
- is intended to be the basis for decisions about the way the service is managed and about its direction in the future;

‘Policy’ means a statement intended to influence and determine decisions, actions, and other matters.

‘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.

‘Procedure’ means a particular and established way of doing something.

‘Process’ means a goal-directed, interrelated series of actions, events, procedures, or steps.

‘Records’ means information or data on a particular subject collected and preserved.

‘Regulation’ means a regulation under the Education (Early Childhood Services) Regulations 2008.

‘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).

‘Service’ means a kōhanga reo affiliated with Te Kōhanga Reo National Trust.

‘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.

‘Service provider’ means the body, agency, or person who or that operates the early childhood education and care centre.

‘Specified agency’ means any government agency or statutory body that an early childhood education and care service is required to notify if there is a serious (or as defined) injury, illness, incident or allegation. This may include but is not limited to: the New Zealand Police; the Ministry of Health; Oranga Tamariki; Worksafe New Zealand; and the Teaching Council of Aotearoa New Zealand.

Te Tāpiringa tuatahi: Mō te kete rongoa : Te Paearu PF28 | Appendix 1: First aid 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 [HS28](#)).

Te Tāpiringa tuarua : Ngā Mate tino hopuhopu: Paearu HS26 | Appendix 2: Infectious diseases for criterion HS26

Rashes and skin infections

CONDITION	THIS DISEASE IS SPREAD BY...	EARLY SYMPTOMS	TIME BETWEEN EXPOSURE AND SICKNESS	EXCLUSION FROM SCHOOL, EARLY CHILDHOOD CENTRE, OR WORK*
Chicken Pox #**	Coughing, sneezing and contact with weeping blisters.	Fever and spots with a blister on top of each spot.	10-21 days after being exposed.	1 week from appearance of rash, or until all blisters have dried.
Hand, foot and mouth disease	Coughing, sneezing, and poor hand washing.	Fever, flu-like symptoms - rash on soles and palms and in the mouth.	3-5 days	Exclude until blisters have dried. If blisters are able to be covered, and child feeling well, they will not need to be excluded.

CONDITION	THIS DISEASE IS SPREAD BY...	EARLY SYMPTOMS	TIME BETWEEN EXPOSURE AND SICKNESS	EXCLUSION FROM SCHOOL, EARLY CHILDHOOD CENTRE, OR WORK*
Head lice (Nits)	Direct contact with an infested person's hair, and less commonly by contact with contaminated surfaces and objects.	Itchy scalp, especially behind ears. Occasionally scalp infections that require treatment may develop.	N/A	None, but ECC/school should be informed. Treatment recommended to kill eggs and lice.
Measles !#**	Coughing and sneezing. Direct contact with an infected person. Highly infectious.	Runny nose and eyes, cough and fever, followed a few days later by a rash.	7-21 days	5 days after the appearance of rash. Non-immune contacts of a case may be excluded.
Ringworm	Contact with infected skin, bedding and clothing.	Flat, ring-shaped rash.	4-6 weeks	None, but skin contact should be avoided.
Rubella (German Measles) !#**	Coughing and sneezing. Also direct contact with an infected person.	Fever, swollen neck glands and a rash on the face, scalp and body.	14-23 days	Until well and for 7 days from appearance of rash.
Scabies	Contact with infected skin, bedding and clothing.	Itchy rash.	4-6 weeks (but if had scabies before it may develop within 1-4 days)	Exclude until the day after appropriate treatment.
School sores (Impetigo)	Direct contact with infected sores.	Blisters on the body which burst and turn into scabby sores.	Variable	Until sores have dried up or 24 hours after antibiotic treatment has started.
Slapped cheek (Human parvovirus infection) #	Coughing and sneezing. The virus may be passed from mother to child during pregnancy.	Red cheeks and a lace-like rash on body.	4-20 days	Unnecessary unless unwell.

Diarrhoea & Vomiting Illnesses

CONDITION	THIS DISEASE IS SPREAD BY...	EARLY SYMPTOMS	TIME BETWEEN EXPOSURE AND SICKNESS	EXCLUSION FROM SCHOOL, EARLY CHILDHOOD CENTRE, OR WORK*
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CONDITION	THIS DISEASE IS SPREAD BY...	EARLY SYMPTOMS	TIME BETWEEN EXPOSURE AND SICKNESS	EXCLUSION FROM SCHOOL, EARLY CHILDHOOD CENTRE, OR WORK*
<p>Campylobacter !</p> <p>Cryptosporidium !</p> <p>Giardia !</p> <p>Salmonella !</p>	<p>Undercooked food, contaminated water.</p> <p>Direct spread from an infected person or animal.</p>	<p>Stomach pain, fever, nausea, diarrhoea and/or vomiting.</p>	<p>Campylobacter 1-10 days</p> <p>Cryptosporidium 1-12 days</p> <p>Giardia 3-25 days</p> <p>Salmonella 6-72 hours</p>	<p>Until well and for 48 hours after the last episode of diarrhoea or vomiting.</p> <p>Cryptosporidium - do not use public pool for 2 weeks after symptoms have stopped.</p> <p>Salmonella - Discuss exclusion of cases and contacts with public health service.</p>
Hepatitis A !	Contaminated food or water, direct spread from an infected person or animal.	Nausea, stomach pains, general sickness with jaundice (yellow skin) appearing a few days later.	15-50 days	7 days from the onset of jaundice.
Norovirus	Contact with secretions from infected people.	Nausea, diarrhoea and/or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
Rotavirus **	Direct spread from infected person.	Nausea, diarrhoea and/or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
Shigella !	Contaminated food or water, contact with an infected person.	Diarrhoea (may be bloody), fever, stomach pain.	12 hours-1 week	Discuss exclusion of cases and their contacts with public health service.
VTEC/STEC ! (Verocytotoxin-or shiga toxin-producing E.coli)	Contaminated food or water, unpasteurised milk. Direct contact with animals or infected person.	High incidence of bloody diarrhoea, stomach pain. High rate of hospitalisation and complications.	2-10 days	Discuss exclusion of cases and their contacts with public health service.

Respiratory Infections

CONDITION	THIS DISEASE IS SPREAD BY...	EARLY SYMPTOMS	TIME BETWEEN EXPOSURE AND SICKNESS	EXCLUSION FROM SCHOOL, EARLY CHILDHOOD CENTRE, OR WORK*
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CONDITION	THIS DISEASE IS SPREAD BY...	EARLY SYMPTOMS	TIME BETWEEN EXPOSURE AND SICKNESS	EXCLUSION FROM SCHOOL, EARLY CHILDHOOD CENTRE, OR WORK*
Influenza and Influenza-like illness (ILI) **	Coughing and sneezing. Direct contact with infected person.	Sudden onset of fever with cough, sore throat, muscular aches and a headache.	1-4 days (average about 2 days)	Until well.
Streptococcal sore throat	Contact with secretions of a sore throat. (Coughing, sneezing etc.)	Headache, vomiting, sore throat. An untreated sore throat could lead to Rheumatic fever.	1-3 days	Exclude until well and/or has received antibiotic treatment for at least 24 hours.
Whooping cough (Pertussis) !#**	Coughing. Adults and older children can pass on the infection to babies.	Runny nose, persistent cough followed by "whoop", vomiting or breathlessness.	5-21 days	Five days from commencing antibiotic treatment or, if no antibiotic treatment then 21 days from onset of illness or until no more coughing, whichever comes first.

Other Infections

CONDITION	THIS DISEASE IS SPREAD BY...	EARLY SYMPTOMS	TIME BETWEEN EXPOSURE AND SICKNESS	EXCLUSION FROM SCHOOL, EARLY CHILDHOOD CENTRE, OR WORK*
Conjunctivitis (Pink eye)	Direct contact with discharge from the eyes or with items contaminated by the discharge.	Irritation and redness of eye. Sometimes there is a discharge.	2-10 days (usually 3-4 days)	While there is discharge from the eyes.
Meningococcal Meningitis **	Close contact with oral secretions. (Coughing, sneezing, etc.)	Generally unwell, fever, headache, vomiting, sometimes a rash. Urgent treatment is required.	3-7 days	Until well enough to return.
Meningitis - Viral	Spread through different routes including coughing, sneezing, faecal-oral route.	Generally unwell, fever, headache, vomiting.	Variable	Until well.

CONDITION	THIS DISEASE IS SPREAD BY...	EARLY SYMPTOMS	TIME BETWEEN EXPOSURE AND SICKNESS	EXCLUSION FROM SCHOOL, EARLY CHILDHOOD CENTRE, OR WORK*
Mumps !**	Coughing, sneezing and infected saliva.	Pain in jaw, then swelling in front of ear and fever.	12-25 days	Exclude until 5 days after facial swelling develops, or until well.

*Seek further advice from a healthcare professional or public health service.

**Vaccine-preventable and/or on the National Immunisation Schedule

! Notifiable disease (Doctors notify the Public Health Service)

Pregnant women should seek advice from their maternity provider or G.P.

Te Tāpiringa tuatoru : Ngā tūmomo rongoā me te whakamana ā tuhi a ngā matua : Paearu HS28 | Appendix 3: Categories of medicine 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 specific 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.