



Relievers

Rationale/Purpose

We aim to provide a consistent environment for children and teachers. We also appreciate the need for our permanent teachers to complete professional development, and take annual leave and special leave. To ensure an appropriate ratio at all times we are required to utilize relieving teachers at these times. These teachers require some guidelines to ensure they are acting in accordance with our policies and procedures.

Statement/Objective:

To ensure relievers experience an environment where they feel comfortable with the routines, customs and regular events.

Procedures:

- If time allows, the Principal Teacher will ensure that relievers are given a brief induction before commencing work with children.
- An induction folder will be made available to new relieving teachers so that they may become familiar with our philosophy, important points and policies.
- If a relieving teacher is present in the environment this information will be communicated to parents via the whiteboard.
- The Principal Teacher will use their discretion when making the decision to allow a new relieving teacher to take on roles of responsibility such as mat time and toileting.

Lines of Responsibility:

Principal Teacher

Links to Other Documentation:

Te Whaariki – Belonging Goal 3

Date: April 2010

Signed:

Review Date: September 2011

Responsibility for Review: Principal Teacher