



RUDOLF STEINER SCHOOL TRUST OTAGO

Personnel Policy

The Rudolf Steiner School Trust is accountable for ensuring staff are managed in a sound, fair, and respectful manner, in accordance with the current terms of employment documents and identified good practice. It delegates responsibility for this to the Kindergarten Manager.

The Kindergarten Manager will:-

- Consult with a delegate of the Trust when appointments or other significant staffing decisions are made.
- Ensure that employees or candidates for staff positions are not discriminated against on anything other than job related criteria, qualifications and performance
- Ensure that all employees have access to a fair internal grievance process
- Ensure all teachers are registered or have a current Limited Authority to Teach or have undergone appropriate safety checks.
- Provide a safe working environment as specified in the Health and Safety policies and take reasonable steps to protect staff from unsafe or unhealthy working environments
- Provide all staff with employment contracts (individual or collective)
- Carry out annual performance appraisals
- Comply with employment legislation
- Provide Protected Disclosure protection

Staff will be consulted on any proposed changes to personnel policies and procedures and these are available to all staff and the wider parent community.

Signed  Name Russi Hurtado (Trust Chair)

Date 9/4/24 Review Date 9/4/27