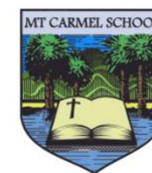


Mt Carmel School Compliance with the Education and Training Act 2020

requirement - to be a good employer for the year ending 31 December 2024



The following statements address key aspects of compliance with a good employer policy:

Reporting on the principles of being a Good Employer	
Mt Carmel meets its obligations to provide good and safe working conditions by;	<p>Mt Carmel school has and is compliant with the following policies and procedures:</p> <ul style="list-style-type: none">• Up-to-date emergency procedures and plans and evacuation procedures• Specific planning and processes for EOTC activities• Duty of Care - see Policy and Registers• Risk management procedure• Health and Hygiene• Hazard and injury register• Health and Safety including digital safety• Employment Policy• Student behaviour management policy• Worker engagement and participation• Complaints Policy• Supportive and collegial work environment• Ongoing conversations with all staff and support from leadership where needed• Induction of new staff• CPS Staff Handbook updated and introduced to staff annually• Board and Principal sympathetic to requests for discretionary leave.
Mt Carmel equal employment opportunities programme?	<ul style="list-style-type: none">• We adhere to our EEO Policy and a range of procedures for employment• The Equal Employment Opportunities policy ensures that all employees and applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes, without bias or discrimination.

How Mt Carmel fulfils this programme	<ul style="list-style-type: none"> • Include in the annual report a summary of the year's compliance.
Mt Carmel practises impartial selection of suitably qualified persons for an appointment by;	<ul style="list-style-type: none"> • Follow NZSTA and legislation processes with all appointments • Advertise through the Ed Gazette permanent teaching position • Use a compliant application form and process for all appointments - We carry out verification of all documentation • References / Qualifications are checked • Registration is checked for teaching staff • Shortlist and appoint based on current job description and appointment criteria if appropriate • Appointment committees selected to ensure the suitability of the person and no conflicts of interest
Mt Carmel recognises, <ul style="list-style-type: none"> - The aims and aspirations of Maori, - The employment requirements of Maori, and - Greater involvement of Maori in the Education Service by; 	Aim to give effect to Te Tiriti o Waitangi in all processes <ul style="list-style-type: none"> • Follow EEO principles • Include a Te Tiriti o Waitangi element in the employment questions • Support with appropriate professional learning and culturally responsive development • Hui held with whānau to share their aspirations with the school • Strengthening links to local iwi with Kahui Ako
CPS enhances the abilities of individual employees by;	<ul style="list-style-type: none"> • Professional Growth Cycle - individual development opportunities • Connection with development through the Kāhui Ako • Supportive of staff participating in further learning outside of school
CPS recognises the employment requirements of women by;	<ul style="list-style-type: none"> • Following the principles of EEO • School flexible and responsive to family needs
CPS recognises the employment requirements	<ul style="list-style-type: none"> • Through Health and Safety - ensuring that the school gives access to meet all staff and student needs • Being open to adaptation as needed e.g. car parks, accessibility

of persons with disabilities by;	<ul style="list-style-type: none"> Supporting staff with disabilities to ensure work environment is supportive of them.
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Good employer policies should include provisions for an Equal Employment Opportunities (EEO) programme/policy.

The Ministry of Education monitors these policies:

Reporting on Equal Employment Opportunities (EEO) Programme/Policy	YES	NO
Do you operate an EEO programme/policy?	✓	
Has this policy or programme been made available to staff?	✓	
Does your EEO programme/policy include training to raise awareness of issues which may impact EEO?	✓	
Has your EEO programme/policy appointed someone to coordinate compliance with its requirements?	✓	
Does your EEO programme/policy provide for regular reporting on compliance with the policy and/or achievements under the policy?	✓	
Does your EEO programme/policy set priorities and objectives?		✓