

Mt Carmel School Compliance with the Education and Training Act 2020

requirement - to be a good employer for the year ending 31 December 2025



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

Reporting on the principles of being a Good Employer	
<p>Mt Carmel meets its obligations to provide good and safe working conditions by;</p>	<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 ● Risk management procedure ● Health and Hygiene ● Operating a 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 ● Staff Handbook updated and introduced to staff annually ● Board and Principal sympathetic to requests for discretionary leave.
<p>Mt Carmel equal employment opportunities programme?</p>	<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.

<p>How Mt Carmel fulfils this programme</p>	<ul style="list-style-type: none"> ● Include in the annual report a summary of the year's compliance.
<p>Mt Carmel practises impartial selection of suitably qualified persons for an appointment by;</p>	<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
<p>Mt Carmel recognises,</p> <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; 	<p>Aim to give effect to Te Tiriti o Waitangi in all processes</p> <ul style="list-style-type: none"> ● Follow EEO principles ● Support with appropriate professional learning and culturally responsive development ● Hui held with whānau to share their aspirations with the school ● Investigating with local schools how to strengthen links to local iwi ● Monitoring of academic achievement and attendance of Māori pupils
<p>MCS enhances the abilities of individual employees by;</p>	<ul style="list-style-type: none"> ● Professional Growth Cycle - individual development opportunities ● Connection with development through local Catholic schools ● Supportive of staff participating in further learning outside of school ● Advertising leadership opportunities to staff ● Providing Leadership team with external Professional Growth Coaching ●

MCS 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
MCS recognises the employment requirements of persons with disabilities by;	<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 • Supporting staff with disabilities to ensure work environment is supportive of them.

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?		✓