

## Teachers Working for Whānau/Parents of the Centre – Policy Q0173

### AIM

To safeguard the Centre against involvement in any disputes between staff and whānau regarding employment arraignments made between them outside Centre work hours.

### STATEMENT

The Ōtātara Children's Centre, EIT, recognise that Centre staff may work for whānau /parents outside the staff member's hours of employment at Ōtātara.

### POLICY

1. Any work undertaken by a staff member, for anyone outside the Centre, must be negotiated directly between the two parties.
2. Centre staff will not give teacher's contact details to anyone unless the teacher makes a specific request.
3. If a work arrangement between a staff member and Centre whānau involves transporting a child to or from the Centre. This is regarded as a private arrangement between the whānau and the teacher and is not covered by centre requirements, policies or procedures.
4. The confidentiality of the Centre, teachers, children and whānau of the Centre must be respected at all times, under the terms of the Privacy Act, 1993.
5. **The Centre is in no way responsible for the actions of teachers during after hours work negotiated between whānau and teachers.**

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