

Teachers Working for Whānau/Parents of the Centre – Policy QO173

1. AIM

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

2. STATEMENT

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

3. POLICY

1. Centre staff working for whānau/parents outside of employment at Ōtātara will adhere to the EIT Staff Code of Conduct – Policy QH100 and advise the Centre Manager before the commencement of privately arranged work.
2. Any work undertaken by a staff member, for anyone outside the Centre, must be negotiated directly between the two parties.
3. Centre staff will not give teacher's contact details to anyone unless the teacher makes a specific request.
4. 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.
5. 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, 2020.
6. **The Centre is in no way responsible for the actions of teachers during after hours work negotiated between whānau and teachers.**

Document information – Office use only	
Document Name	Teachers Working for Whānau/Parents of the Centre
Document Number	QO173
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Student and Academic Services
Developer	Supervisor Children Centre
Review Frequency	24
Last Review	19/07/2026
Next Review	19/07/2028
Related Items	
Version history	New format July 2020 Migrated format March 2023 Reviewed for EIT as independent entity June 2026

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Refer to the [QMS](#) for the latest version.