



# Miller Avenue School

*"Creating brighter futures together"*

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## MAS Appointments Policy 2020

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Vulnerable Children Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with the Appointment and Recruitment Safety Checks Procedure on safety checking, police vetting and screening.

**Therefore, the principal must ensure that they:**

1. Determine the composition of the various appointment committees according to the schedule outlined below:
  - a. Appointment of the deputy-principal, head of departments/senior teachers will involve an appointment committee consisting of the principal, the board chair and a further trustee (should the board feel the need to include one).
  - b. Unless determined otherwise by the board, appointment of all other teachers, part time teachers, long term relieving teachers, and non-teaching staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary.
2. Have school procedures in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff.
3. Complete exit interviews with all outgoing staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary.

Appointment of the principal is the responsibility of the board which will determine the process.

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### Related Documents

- [Appointments Procedure](#)
- [Appointment and Recruitment Safety Checks Procedure](#)
- [Schedule of Delegations Policy](#)

### Legislation

- Vulnerable Children Act 2014
- Privacy Act 1993

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## Resources

- Oranga Tamariki Ministry for Vulnerable Children: [Vulnerable Children Act](#)
  - [New Zealand Police Vetting Service](#)
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Kelly Te Moananui Judd | Chair Person  
On Behalf of the MAS Board of Trustees

Date: October 2020

Triennial review date: October 2023