**Tauira Puka 6** *<Tāpirihia te ingoa o te kura/tohu i konei>*

*Tērā pea me whakaiti koe i te rahi o te ingoa/te tohu ka whakapiria e koe ki konei, pāwhiritia te kokonga, te taha o te pouaka rānei, ka tō ai kia uru ki roto. Me whakamahi ngā ripa tīaro mauī, ki waenga, matau rānei i ngā paeutauta hei nuku i tō ingoa*

6. Kaiwhakarato ā-waho kirimana ratonga

*Whakamahia tēnei tauira puka mō ngā wā e whakaratoa ai tō kura e tētahi rōpū. Me panoni i tēnei tauira puka kia hāngai ki ngā matea o te tūāhua e whāia nei e te kura.*

*Me mātua mōhio, kāore e tika ana kia waitohua he whakakorenga kawenga nā te mea kāore tērā e whai i ngā mātāpono o te Health and Safety at Work Act 2015. Mā te poari o te kura e whai āwhina motuhake ā-ture hei whakamārama i te ture e pā ana ki ngā kirimana ka tūpono ai te kura me tētahi kaiwhakarato, me tā te kura whakaae ki ōna kawenga ka puta mai i āna whakatau.*

He whakaaetanga ii waenganui i a:

Ingoa o te kura: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rāua ko \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Te Kaikirimana)

E whakaaetia ana ka whakaratoa ngā ratonga e whai ake nei:

1. Whakaako / tohutohu / whakangāwari i waenganui i ngā hāora o te:
2. Whakahaere i waenganui i ngā hāora o te:

Ratonga anō:

1. Wāhi noho kua tohua kētia
2. Whakaurunga kua tohua kētia
3. Waka kua tohua kētia
4. Taputapu kua tohua kētia

Ka timata ki \_\_\_\_\_\_\_\_\_\_\_ a te rā \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ā, ka whakakapi ki \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a te rā \_\_\_\_\_\_\_\_\_\_\_

Utu

Ka tāpae te kaiwhakarato i tētahi nama Tāke mō ngā Taonga Hokohoko me ngā Ratonga hei te [kuhuna te rā…], i mua tonu rānei i taua rā.

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Ka utu te kura i te nama i mua tonu i te paunga o ngā rā mahi e \_\_\_\_ mehemea:

(Tuhia i konei ngā hiahiatanga e hāngai ana ki te utu, hei tauira, he rīhiti o tā te ākonga aromatawai mō ngā wā e whakamahi ai te kura i tētahi kaiwhakarato ki te whakahaere i ngā aromatawai mō te hōtaka akoranga tū-ā-nuku).

Kua matapakina, ā, kua pukapukatia e te Kura me te Kaiwhakarato (tirohia te āpitihanga):

* Ka pēhea tā ngā rōpū e rua Pūnaha Whakahaere Ākonga e mahi tahi ai me te tautohu hoki i ngā wā kei tēnā kei tēnā rōpū te haepapa matua mō ngā ākonga
* te hanganga whakahaere mō te rā/kaupapa EOTC (tae atu ki ngā rā/kaupapa EOTC kei te kura tonu)
* ngā mahi me ngā haepapa a ngā kaimahi katoa.

Ko ngā takohanga kura – hoatu ēnei ki te kaiwhakarato

1. Ko ngā putanga ako e tūmanakohia ana he mea ahu mai ii ngā whāinga paetae i ngā wāhi marautanga e hāngai ana.
2. Ko te huarahi e wātea ai ia ki te whai wāhi ki ngā wāhanga whakamahere, whakatinana, aromātai hoki p te mahi.
3. Ko te ingoa me ngā tau waea whakapā o te takawaenga mō tēnei mahi.
4. Ko te tokomaha o ngā kaimahi me ngā kaitirotiro ka rawaka hei whakatutuki i ngā whakaritenga mahi tino pai rawa (tirohia te whārangi ka whai ake).
5. Ko ngā taipitopito o ngā rawa me ngā utauta e whakaratohia ana e te kura (mēnā ki te hāngai).
6. Ko ngā pūkete hauora, whanonga hoki o ngā ākonga e whai wāhi ana ki te mahi.
7. Ko ngā pūkete hauora o ngā kaimahi e haere ana ki te taha o ngā ākonga
8. He tauākī ka whakamōhio i te whanonga ākonga ka hiahiatia (arā, ko Ngā Tikanga a te Kura / Waiture a te Kura)
9. Kua tika te whakatika me te tuku taputapu ki ngā ākonga (kua hihiratia ngā taputapu)
10. Te tautoko tika mō ngā ākonga he matea motuhake ō rātou
11. He wharenoho mō ngā kaimahi whakarato (ina e tika ana)
12. He kai mā ngā kaimahi whakarato (ina e tika ana)

Ko ngā takohanga kaiwhakarato – hoatu ēnei ki te kura

1. Tūtohitia ka pēhea tā te kura whakatutuki I ngā whāinga ako e tūmanakohia ana.
2. Whakaratoa he taiao ako haumaru mā ngā ākonga, ā, e whakatutuki ana I ngā whāinga ako kua whakapuakina.
3. Whakaratoa he whakarāpopototanga o te hanganga whakahaere o te rā/ kaupapa EOTC tērā kua whakaaetia (tae atu ki ngā haepapa mō te wā kai rānui me te pō).
4. Tūtohitia ngā matea whakahaere ākonga me mātua whai te kura.
5. Whakaratoa ngā pārongo rēhita mehemea kei te whakahaerehia ētahi ngohe waewae kai kapua (tērā kua tautuhia I te Health and Safety at Work (Adventure Activities) Regulations, 2016).

TĒRĀ RĀNEI

1. Whakaratoa he tirohanga whānui o tā rātou pūnaha whakahaere haumarutanga mehemea tē whakarato I ngā ngohe waewae kai kapua (tae atu pea ki ngā mahere whakahaere haumarutanga, ko ngā tohu, ngā whakangungu me te hāngai ki nāianei a ngā kaimahi, ngā rekoata o ngā mahinga hauora, haumaru hoki).
2. Kua hihiratia haumarutia ngā kaimahi katoa ka noho takitahi me tētahi tamaiti (tērā pea rānei ka noho takitahi, hei tauira, inā tūpono ai he ohotata) e ai ki ngā mateatanga mā ngā kaimahi matua kua tautuhia ki ngā Vulnerable Children (Requirements for Safety Checks of Children’s Workers) Regulations, 2015. Kua hihiratia haumarutia hoki ērā atu kaimahi e ai ki ngā mateatanga mā ngā kaimahi ehara I te kaimahi matua.
3. Whakaratoa he kape o tā rātou kaupapa here Tiaki Tamaiti.
4. Kua hihiratia pirihimanatia ngā kaimahi katoa inā mateatia I raro I te Education Act, 1989.
5. Whakaratoa ngā taipitopito o ngā taputapu me ngā kākahu (rānei) ka whakaratoa e te kura / e ngā ākonga.
6. He pārongo mō ngā rawa me ngā utauta ka whakaratohia
7. He whakataunga utu ā-tuhi mō ngā utauta me ngā ratonga ka whakaratohia
8. Whakaratoa ngā taipitopito mō ngā mahi whakarite me mātua mahi ngā ākonga kia haumaru ai tā rātou whakaurunga ki te rā/kaupapa EOTC.
9. Whakaratoa ngā taipitopito mō ngā whakaritenga huarere mākū, whakaritenga kāinga rua rānei.
10. Whakatūturungia ko ngā waka ka whakamahia hei kawe i ngā ākonga me ngā kaimahi e tautuku ana ki ngā ture o te wā
11. Whakatūturungia te tika o ngā taputapu tiaki/whakahaumaru whaiaro mō te mahi, ā, ka whakamahia inā mateatia
12. Whakatūturungia te tika o te whakakapi i ngā kaimahi whai muri mai i te whakaaetanga, ā, e rite ana ngā āheinga ngaio o ngā kairīwhi
13. Pupuritia ai ngā rekoatatanga katoa o ngā mahinga tūpono ā, ka whakamōhiotia te kura
14. Whakatūturungia te whakamōhio inamata ki te tangata o te kura, ngā ratonga whai pānga rānei, tae ana ki te Mahi Haumaru Aotearoa me ngā Pirihimana, ngā tūāhua me mātua whakamōhio atu
15. Hoatu ngā ingoa o ngā rewherī inā tonohia.

Whakapuakitanga

❑ E whakapuaki ana mātou kua pānuihia, ā, e mārama ana tēnei ‘Kirimana Ratonga’

❑ E whakapuaki ana mātou ka whakatutuki mātou i ō mātou haepapa kua tuhia ki tēnei whakaaetanga

❑ He mea rēhita mātou ki te Rēhita o ngā kaiwhakahaere ngohe waewae kai kapua. Ka mōnehu te rēhitatanga hei te \_\_\_\_\_\_\_\_\_\_\_\_

(Kāore e whai pānga mō tēnei rā/kaupapa EOTC)

❑ E whakapuaki ana mātou kua hihiratia pirihimanatia ō mātou kaimahi katoa

❑ E whakaae ana mātou kāore e whai wāhi mai te waipiro me te whakapōauau ki ngā rā/kaupapa EOTC o te kura

❑ E whakaae ana mātou mehemea ka whakaaro te kaimahi o te kura kia wawao, ā, kāti, me whai whakaaro whakaute ki tēnā

❑ E whakapuaki ana mātou ko te tūranga kua whakaratoa ki a mātou i raro i tēnei whakaaetanga ka taea e mātou nā runga i ō mātou wheako, pūkenga hoki

❑ E whakaae ana mātou kia āta whai i ngā hātepe whakatūturu i te hauora me te haumarutanga o ngā ākonga me ngā kaimahi ka whai wāhi mai ki tēnei rā/kaupapa EOTC (Health and Safety at Work Act, 2015 tae ana ki ngā amenemana me ngā waeture o muri mai, pēnā i ngā Adventure Activities Regulations, 2016)

❑ E whakapuaki ana mātou kua whakatutuki i ngā mateatanga hihira haumaru o ngā rōpū kua tohua ki raro i te Vulnerable Children Act, 2014, ā, kei a mātou hoki he Kaupapa Here Tiaki Tamaiti

❑ E whakaae ana mātou ka whakahaeretia ngā ākonga e ai ki te hanganga whakahaere kua whakaaetia e te kura.

Haingatanga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e te Kaiwhakarato) Ingoa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rā \_\_\_\_\_\_\_

Haingatanga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e te kura) Ingoa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rā \_\_\_\_\_\_\_

E pupuri ana te kura, te ratonga rānei I te mōtika kia kūmea tētahi, te katoa rānei o ngā kaiwhakaurunga mai I te rā/ kaupapa EOTC inā whakamōreareatia tōna/ tō rātou haumarutanga.