GOVERNANCE

ROTORUA BOYS' HIGH SCHOOL

BOARD OF TRUSTEES POLICY

BACKGROUND

Rotorua Boys' High School is a state day and boarding school with at the governance level a Board of Trustees who delegate to the Principal, as its CEO, the daily operation and management of the school.

OBJECTIVE

The Board is responsible for policy and ensuring that Rotorua Boys' High School is well managed and is working towards achieving its vision.

IMPLEMENTATION

The Board of Trustees key areas of contribution are detailed below.
The Board will:

1. Set and as needed, modify the Vision, Mission and Values.
2. Ensure a sensible and feasible Strategic Plan.
3. Approve and monitor the Annual Plan.
4. Develop and review policy.
5. Approve major policies and programme initiatives.
6. Monitor and evaluate student learning outcomes.
7. Appoint, support and assess the performance of the Principal.
8. Act as good employers.
9. Provide financial stewardship.
10. Oversee, conserve and enhance the resource base.
11. Manage risk.
12. Encourage professional development for new trustees.
13. Build a broad base of community support.
14. Exercise governance in a way that fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.

Reviewed: **March 2022**

Approved by the Board: _____ **Date: 30 March 2022**

Next Review: **2025**

ROTORUA BOYS' HIGH SCHOOL

COMPOSITION OF THE BOARD POLICY

Five (5) Elected Parent Representatives

One (1) Principal

One (1) Elected Staff Representative

One (1) Student Representative

Up to six (6) co-opted trustees or selected trustees

Secretary

- The Board appoints a secretary to take minutes and provide administrative support.
- The Board Secretary is not a Board member and does not have a vote.
- The Board Secretary usually stays with the Board in any "Public Excluded" section of the meeting in order to take minutes.

Chair's Role

- The position of Chair is elected at the first meeting of the Board each year except in election year when the Chair is elected at the first meeting following the election.
- The position of Chair is open to review. The Board can change the Chair at any meeting if a majority of trustees present agree by voting on it.

The key role of the Chair is:

- To ensure the work of the Board gets done.
- Oversee the activities of other trustees.
- To maintain a good working relationship with the Principal to ensure smooth and efficient running of the school.

Role of the Finance Chair

The Finance Chair should each month:

- Ensure the bank reconciliation has been carried out.
- Ensure the trial balance has been balanced.
- Ensure the asset register is up to date and reviewed.
- Ensure the creditors invoices have been authorised and paid.
- Monthly financial reports are prepared and presented to the Board. These reports should include the school's cashflow (by showing cashflow against budget).
- Income and expenditure are conforming with budget.

Meeting Procedures

- The Board is committed to effective and efficient meetings.
- Meetings are based on a prepared agenda.
- The agenda preparation is the responsibility of the Chair.
- A copy of Board minutes are kept at the school office.
- Meetings are held with an expectation that all trustees are prepared for them, having read the Board pack and will participate in all discussions at all times within the principles of acceptable behaviour.
- The Board has the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meeting Act 1987.
- Decisions by the Board "in committee' are fully recorded but remain confidential.
- The Board must make clear the reasons for excluding the public.
- Reserve the right to include any non-board member it chooses.
- Board Self-Assessment to be carried out once a year (see attached review sheet).

Meeting Fees

Board of Trustees members are paid at a rate of $100.00 per Full Board meeting and the Chair and Finance Chair are paid at a rate of $150.00 per Full Board meeting.

The Staff Trustee is paid $75.00 per Full Board meeting.

The Student Trustee is paid $50.00 per Full Board meeting.

The IRD has provided for this fee to be tax free to a level of $605 per annum per member and $825 per annum per Chair.

Boards have the right to determine the level of remuneration.

Reviewed: **March 2022**

Approved by the Board: _____ **Date: 30 March 2022**

Next Review: **2025**

Board Self-Assessment Checklist

	YES	NO	DON'T KNOW	DOESN'T APPLY
1. Our mission/vision/purpose statement clearly communicates what we want to achieve				
2. Our values and beliefs are clearly stated and reflect in all our programmes and activities				
3. We have a strategic plan that guides our Board, staff and volunteers				
4. Our Board and committee meetings are well attended				
5. Conflicts among trustees do not interfere with the Board's work				
6. Most Board members attend our special events				
7. Our financial monitoring and control systems enable us to quickly identify errors and protect us from most criminal activities				
8. The Board's relationship with the Principal is one of mutual trust and respect				
9. The roles of Board members and staff complement each other and do not conflict				
10. Our Principal's performance is evaluated frequently enough				
11. Our financial expenditures are in line with our objectives and priorities				
12. The quality and quantity of our programmes and activities is consistent with our resources				
13. The organisation provides adequate orientation, training and evaluation for Board members, staff and volunteers				
14. The Board has adequate measures to prevent conflicts of interest				
15. Our personnel practices and procedures provide adequate protection from and recourse for acts of abuse or harassment				
16. We have reason to be optimistic about our ability to deal with whatever the future brings in the next 3 years				
17. I am proud to be a trustee of this organisation				

ROTORUA BOYS' HIGH SCHOOL

MEETING STANDARD ORDERS POLICY

General

1. A minimum of eight (8) BOT meetings are held a year. A schedule of meetings will be issued to each BOT member at the start of the year.

2. The quorum shall be more than half the members of the Board currently holding office.

3. The Chair may exercise a casting vote in the case of equality of votes, in addition to a deliberative vote.

4. Any trustee with pecuniary interest in any issue shall not take part in any debate on such issues and will leave the meeting for the duration of the debate.

5. Only trustees have automatic speaking rights.

6. The Board delegates (and minutes) power under Sections 16 and 17 of the Education Act to the Disciplinary Committee.

7. The Board delegates (and minutes) authority to a Deputy Principal in times of absence of the Principal.

Time of Meetings

1. Meetings will generally be held on a Wednesday and will be scheduled at a time convenient to the Board of Trustees and should last between 1-2 hours.

Special Meetings

1. A special meeting may be called by delivery of notice to the Chair and signed by at least one third of trustees currently holding office.

Exclusion of the Public

1. The meeting may by resolution exclude the public and news media from the whole or part of the proceedings in accordance with the Meetings Act.

Public Participation

1. Public participation is at the discretion of the Chair. If a person wishes speaking rights at a Board meeting written notice of this must be received 48 hours before the meeting.

2. Public attending the meeting are given a notice about their rights to participation in the meeting.

Welcome to the
Rotorua Boys' High School Board of Trustees Meeting

Thank you for your interest and for coming to observe our meeting tonight.

A Board of Trustees meeting is not a public meeting but a meeting held in public. Therefore only trustees have automatic speaking rights. If you have something you would like to share with the Board, please talk to the Chair before the meeting starts so that it can be decided whether speaking rights will be granted (and for how long) or whether your information is best dealt with at another forum,

You may be asked to leave the meeting if the Board deems it necessary to move into "excluding the public" because of personally or financially sensitive material.

Once again, welcome

Chairperson Board of Trustees

Motions/Amendments

1. All motions and amendments moved in debate must be seconded unless moved by the Chair. When a motion is moved from the Chair this motion does not require seconding.

2. Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.

3. No further amendments may be accepted until the first one is disposed of.

4. The mover of a motion has right of reply.

5. A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

Termination of Debate

1. All decisions are to be taken by open voting by all trustees present.

Suspension of Meeting Procedures

1. Standing orders may be suspended by resolution of the meeting.

Agenda

1. The order of the Agenda may be varied by resolution of the meeting.

Minutes

1. The minutes are distributed in the Board pack where possible 5 days prior to the Board meeting.

Meeting Agenda

Agenda Item		Suggested Timeframe
Administration	▪ Welcome ▪ Apologies ▪ Confirmation of minutes ▪ Correspondence	5 minutes
Principals Report	▪ Personnel ▪ Student achievement ▪ Strategic goals ▪ Compliance reporting ▪ Issues of interest	10 -15 minutes
Key Reporting	▪ Curriculum ▪ Behaviour management ▪ Policy review ▪ Student achievement ▪ NEGS/NAGS	20 - 30 minutes
Finance	▪ Review of Finance Committee meeting ▪ Audit reports	5 -10 minutes
Property	▪ 5YA's ▪ Projects ▪ Vision ▪ Review ▪ Health Safety ▪ OSH	5 -10 minutes
Other Reports		5 -10 minutes
General Business	▪ Legal responsibilities ▪ Whanau Hui ▪ Pasifika Fono ▪ Special issues	5 minutes
Meeting Evaluation and Closure	▪ Dates/upcoming events ▪ Review of report for next meeting ▪ Preparation for next meeting	10 minutes

Reviewed: **March 2022**

Approved by the Board: _____ **Date: 30 March 2022**

Next Review: **2025**

ROTORUA BOYS' HIGH SCHOOL

TRUSTEE CODE OF ETHICS POLICY

The Board is committed to ethical conduct in all areas of its responsibilities and authority. Trustees shall:

1. Maintain and understand the values and goals of the school.
2. Ensure the needs of all students and their achievement are paramount.
3. Be loyal to the organization and its mission.
4. Publicly represent the school in a positive manner.
5. Respect the integrity of the principal and staff.
6. Observe the confidentiality on non-public information acquired in the role of trustee and not disclose to any other persons such information that might be harmful to the school.
7. Be diligent and attend board meetings prepared for full and appropriate participation in decision making.
8. Ensure that individual trustees do not act independently of the board's decisions.
9. Speak with one voice through its adopted policies and ensure that any disagreements with the board's stance are resolved within the board.
10. Avoid any conflicts of interest.
11. Recognise that only the chairperson can speak for the Board of Trustees.
12. Continually self-monitor individual performance as trustees against policies and against any other current board evaluation tools.
13. Be available to undertake appropriate professional development.

That each Board of Trustees member accepts and signs this policy at the start of each year. The signed policy to be held by the Board Secretary with a copy given to the Board member.

Signed: _____ **Date:** _____

Name: _____

Reviewed: **March 2022**

Approved by the Board: _____ **Date: 30 March 2022**

Next Review: **2025**

ROTORUA BOYS' HIGH SCHOOL

DELEGATIONS OF AUTHORITY POLICY

The Board of Rotorua Boys' High School resolves to delegate to the Principal the following powers and responsibilities:

a. Employment of:

- Non-teaching staff but excluding Business Manager
- Teaching staff but excluding Deputy Principals and staff with 3MU's and above
- Staff required for long term relieving and fixed term positions

b. Engagement of:

- Contractors as approved within the school's budget and 5 year plan but excluding building projects of more than $150,000.00

c. Performance Management, disciplinary action (including dismissal) of non-teaching staff.

d. Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Employment Agreement (STCA) through to the completion of the evaluation report as set out in clause 3.3.2(s) of the STCA. The report and any recommendation will then be provided to the Board's Disciplinary Committee for any decision as set out in clause 3.3.2(3) of the STCA.

e. Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.

f. Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.

g. Grant and/or require the following in relation to leave:

- Medical certificate for an absence on sick leave for the period stated in the appropriate Collective Employment Agreement.
- Discretionary leave

h. Authorising expenditure/payments up to a value of $10,000.00 for an unbudgeted item and to bring to the attention of the Finance Committee.

i. Applying for funds, sponsorship or other monies, excluding borrowings.

j. Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education, overseas students and other official agencies where a formal relationship exists with that agency.

k. Mandatory reports to the Teachers' Council.

l. Other powers delegated from the Board from time to time and not covered by the above

m. Finance specific Delegated Authorities

	Approving Authority	**Recommendation**
Choose bankers	Board	Principal
Hostel loan	Board	Principal
Banking instructions	Principal	Business Manager
Cash management	Principal	Business Manager
Outstanding Fee/Debt collection policy	Principal	Business Manager and Director of Boarding
Credit card management	Principal	Business Manager
Contracts – budget/5YA Approved up to <$150k	Principal	Relevant staff member
Unbudgeted expenditure up to $10k	Principal	Relevant staff member
Unbudgeted expenditure over $10k	Finance Committee	Principal
Building Projects over $150k	Board	Principal

Reviewed: **March 2022**

Approved by the Board: _____ **Date: 30 March 2022**

Next Review: **2025**

ROTORUA BOYS' HIGH SCHOOL

ATTESTATION OF PERSONNEL POLICY

BACKGROUND

It is important that an assurance can be given to the school community that the staff of the school have been vetted for appropriateness to work in this environment. An established system will be used to measure this appropriateness to ensure a safe environment for our school.

OBJECTIVE

A well-qualified, fully vetted and registered staff team.

IMPLEMENTATION

1. All staff, teaching and non-teaching staff to have an employment agreement.
2. All non-teaching staff to be police vetted.
3. All teaching staff are registered or have a current Limited Authority to Teach.
4. All staff have undergone an annual performance/professional growth review within the last 12 months.
5. State Sector Act 1988 requirements are met.
6. Privacy Act 2020 requirements are met and the personnel files are secure.
7. All staff are aware of School Policies.

Reviewed: **March 2021**

Approved by the Board: _____ **Date: 31 March 2021**

Next Review: **2024**

GO6

ROTORUA BOYS' HIGH SCHOOL

CONSULTATION POLICY

BACKGROUND

Consultation is an on going process in which both the community and School can share ideas on education, governance and management of the School. There are a number of forums and activities that promote effective consultation between the School and community, including Board meetings, newsletters, morning/afternoon teas, parent/student interviews, Academic Review Days and invitations to comment on all school policies, plans and reports (whānau voice).

OBJECTIVE

Effective consultation between the School and community.

IMPLEMENTATION

The School shall provide and promote appropriate forums and activities annually to allow effective community consultation. This will include both formal and informal avenues, e.g. written submissions to the Principal and Board, Whānau Voice questionnaires etc.

The Board will:

a) Notify all parents and caregivers of each Board meeting.
b) Hold an open forum as required and as appropriate for community consultation.
c) Make available through the Board Secretary the minutes of each Board meeting.
d) Report key Board initiatives in the newsletter and on the school's website/social media pages as appropriate.
e) Endeavour to create an open co-operative and supportive environment within the school and community.
f) Endeavour to create opportunities for the Board of Trustees to meet and greet with the staff on both formal and informal occasions.
g) Create opportunities to share achievement results of all students.
h) Ensure that core values being taught in the school are being shared will all stakeholders.

Reviewed: May 2020

Approved by the Board: _____ **Date: 27 May 2020**

Next Review: 2023

ROTORUA BOYS' HIGH SCHOOL

RELATIONSHIP WITH TĀNGATA WHENUA POLICY

BACKGROUND

One of the themes that has emerged from the Treaty of Waitangi is partnership. In order to meet this theme genuine consultation is required.

The school enjoys and benefits from a special relationship with Ngāti Whakaue.

OBJECTIVE

School consultation with Te Arawa and Ngāti Whakaue to nurture an effective partnership.

IMPLEMENTATION

The Board will:

a) Seek partnership opportunities with Te Arawa and Ngāti Whakaue

b) Recognise that consultation is an on-going process

c) Consult in a culturally appropriate manner

d) When appropriate a delegation of staff and/or students representatives of the school should attend funerals or tangi's of Ngāti Whakaue or Te Arawa descendants.

Reviewed: **July 2021**

Approved by the Board: _____ **Date: 28 July 2021**

Next Review: **2024**

GO8

ROTORUA BOYS' HIGH SCHOOL

REPORTING TO PARENTS AND CAREGIVERS POLICY

BACKGROUND

Reporting to parents and caregivers is a legislative requirement. It is also part of the community consultation.

OBJECTIVE

Effective reporting between the school and parents and caregivers.

IMPLEMENTATION

The school will:

a) Provide at least two full reports on students' performance to parents or caregivers each year.
b) Provide interim reports for all students during each term of each year.
c) Hold an Academic Review opportunity for parents and caregivers twice a year.
d) Provide "Course Information" to all students' parents or caregivers each year.
e) Provide new students with school information and course information.
f) Inform parents and caregivers of activities and school values through newsletters, school website and other forums.

Reviewed: May 2020

Approved by the Board: _____ **Date:** 27 May 2020

Next Review: 2023

GO9

ROTORUA BOYS' HIGH SCHOOL

COMPLAINTS AND CONFLICTS POLICY

BACKGROUND

Complaints and conflicts occur in all communities. Procedures to resolve these need to be fair and well publicised. Sometimes the police may be involved in resolving complaints.

OBJECTIVE

Fair resolution of complaints.

IMPLEMENTATION

Staff, parents, caregivers and the wider School community will for complaints follow the process below:

1. Submit formal complaints to the Principal, and/or Board Chair in writing.
2. On receipt of a letter of complaint the receipt of that letter will be acknowledged to the sender by the recipient within one week of receipt.
   a. The sender is advised that this letter will be referred immediately to the Principal for his attention and resolution.
   b. The sender is also advised that if after the matter is addressed by the Principal they are still dissatisfied then they should refer the matter back to the recipient or Board Chair at that point.
   c. The sender is further advised that the letter will be listed as part of correspondence at the next Board meeting.
3. Complaints should ideally be resolved within two weeks of the complaint being received. The complainant will be notified of any delays to the timeline.
4. The Principal will discuss any serious complaint with the Board Chair.
5. If the Principal cannot resolve the complaint, it is referred, in writing to the Board for Complaint resolution and that letter of complaint is tabled at a Board In-committee meeting (with the public excluded).
6. The Board may establish a Disciplinary Committee or relevant parties to investigate the complaint
7. The Board may call in a mediator if the complaint is still unresolved
8. In the case of a police investigation of a student, the parents or guardians will in the first instance be notified. If the parents cannot be located, the School and staff will act in "loco parentis"
9. No student is obliged to give more than their name and address to the police until their parent, caregiver, custodian or staff member is present and gives consent (*see School Management Document: Police Interviewing of Students at School)*

Reviewed: **May 2020**

Approved by the Board: _____ **Date: 27 May 2020**

Next Review: **2023**

GO10

ROTORUA BOYS' HIGH SCHOOL

TE REO MĀORI AND TIKANGA MĀORI POLICY

BACKGROUND

An understanding of the cultural diversity of Aotearoa (New Zealand) is one of the most important aspects of living in a multicultural society (see Relationship with Tāngata Whenua Policy). Schools must recognise the unique position of Māori culture (Education and Training Act 2020 and National Education Goal 10). To learn the language and customs of other cultures will increase understanding. The school has Te Whare o Raukura, a whare wānanga, providing the base for its bilingual programme.

OBJECTIVE

- An increased understanding of the Māori language and culture.
- Increased participation and success for students who wish to study in a Māori cultural context.
- In all curriculum areas the school will endeavour to promote Te Reo and Tikanga Māori programmes based on National Curriculum statements.

IMPLEMENTATION

The Board and School will:

- Employ a Head of Faculty Māori.
- Promote the academic achievement of Māori students.
- Encourage all students and staff to understand and participate in Tikanga Māori.
- Provide the opportunity for students to learn Te Reo and Tikanga Māori at Year 9/10 and whenever possible in higher levels.
- Provide staff development where necessary to increase knowledge of Māori language and culture.
- Make staffing and financial provisions to enable it to meet a commitment to Te Reo Māori and Tikanga Māori.
- Provide bilingual signage.
- Have the teaching staff consult where necessary with the Head of Faculty Māori when including any aspects of Tikanga Māori in their faculty programmes.
- Support culturally responsive Staff Professional Learning and Development programmes.
- Provide bilingual classes in Years 9 and 10.
- Board members will be encouraged to attend and participate in Whānau Hui.

Reviewed: **September 2021**

Approved by the Board: _____ **Date: 29 September 2021**

Next Review: **2024**

ROTORUA BOYS' HIGH SCHOOL

PASIFIKA EDUCATION POLICY

BACKGROUND

An understanding of the cultural diversity of New Zealand is one of the most important aspects of living in a multicultural society. Schools must recognise the cultures of those who identify with Pasifika culture. The School recognises and affirms the needs of students who identify with a range of Pasifika cultures.

OBJECTIVE

Relevant and meaningful education experiences for all Pasifika students.

IMPLEMENTATION

The Board and School will promote the achievement of Pasifika students by:

- Promote Pasifika student identity at school.
- Promote the achievements of students who identify with Pasifika cultures.
- Promote regular liaison with parents of Pasifika students.
- Encourage all students and staff to understand and support the interests and needs of Pasifika students.
- Appoint a staff member responsible for Pasifika achievement.
- Board members will be encouraged to attend and participate in Pasifika fono's.
- Include Pasifika learning content in the curriculum.

Reviewed: May 2020

Approved by the Board: _____ **Date: 27 May 2020**

Next Review: 2023 GO12

ROTORUA BOYS' HIGH SCHOOL

TIKANGA OF TE ARAWA AND NGĀTI WHAKAUE POLICY

BACKGROUND

The Board of Trustees believes that the Te Arawa Tikanga and Ngāti Whakaue Tikanga will be observed and followed for all major school events.

Major school events are defined as:

- Full School welcomes to visitors/guests/new students/high achievers.
- Prizegivings.

Appropriate Tikanga can be:

- Pōhiri – Formal Māori welcome to visitor(s).
- Whakatau – Informal Māori welcome to visitor(s).

OBJECTIVE

Rotorua Boys' High School will meet its responsibilities relative to the Te Arawa Tikanga and Ngāti Whakaue Tikanga when hosting major school events.

IMPLEMENTATION

1. The Principal will consult with Kaumātua of Ngāti Whakaue and ensure that the appropriate kawa is followed for each major school event.
2. The Principal will confirm with appropriate staff the programme and procedures for each major school event.

Reviewed: July 2021

Approved by the Board: _____ **Date:** 28 July 2021

Next Review: 2024 GO13

ROTORUA BOYS' HIGH SCHOOL

STUDENT GUIDANCE AND SUPPORT POLICY

BACKGROUND

Counselling is needed for the school to meet the personal, social and educational needs of our students and staff.

OBJECTIVE

Individuals are empowered to develop their potential and achieve their goals.

IMPLEMENTATION

1. A qualified counsellor will be employed full time to provide the counselling needed by students and staff.

2. There will be a guidance network centred on the deans and the house group system. The Head of Guidance with the Principal or Deputy Principal for Student Support will oversee this network.

3. The Head of Guidance will liaise with Principal or Deputy Principal for Student Support and Alternative Education (AE) staff for the placement of students in AE programmes.

4. Attendance Adviser(s) will visit the homes of chronically absent students.

5. The expertise and skills of the Rotorua community will be used as appropriate.

6. The guidance team will be involved in all areas of the school where their expertise can be of help to students, parents and staff.

Reviewed: **March 2022**

Approved by the Board: _____ **Date: 30 March 2022**

Next Review: **2025**

GO14

ROTORUA BOYS' HIGH SCHOOL

ABUSE POLICY

BACKGROUND

As required by legislation individuals may report abuse or likely abuse of any child or young person. Such reporting is covered by the Protected Disclosures Legislation.

Child abuse is "any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived..." (s.15 Children and Young Persons and their Families Act 1989). *(See School Management Document: Sexual and Physical Abuse)*

OBJECTIVES

Awareness of:

a) what child abuse is; and
b) the procedures for resolution of reported child abuse.

IMPLEMENTATION

The Principal and the School's Guidance Counsellor will initially deal with all formal and informal reports of child abuse and decide on the appropriate action. This will include if the concerns should be taken further within the School or referred to:

a) the Police; or
b) Oranga Tamariki; or
c) an appropriate support agency

When child abuse is reported an accurate written record must be taken and managed in accordance with the Privacy Act 2020 (see Privacy Act).

If a staff member is implicated in a report of child abuse, the Principal must inform the Board Chair immediately. The Board must ensure the interests of the student and staff member are met.

Reviewed: **March 2021**

Approved by the Board: _____ **Date: 31 March 2021**

Next Review: **2024**

ROTORUA BOYS' HIGH SCHOOL

STUDENT DRUG AND ALCOHOL POLICY

BACKGROUND

This policy protects the rights of the majority of students to a positive, non-disruptive education that must not be eroded by the actions of any students involved with drugs or alcohol.

OBJECTIVES

To provide a relevant drug and alcohol education programme for students.
To ensure students' rights and responsibilities and the possible consequences of involvement with drugs/alcohol are safeguarded.

IMPLEMENTATION

1. This policy refers to any illegal substances. Prescription medicine legitimately brought to school and after approval by the School Nurse and prescribed for a medical condition is excluded from this policy.

2. The policy applies to students in the school grounds at all times, and/or students during school hours regardless of location, and/or students on any school related activity (irrespective of the time), including travelling to and from school.

3. The teacher in charge of Health and HOF Guidance will ensure appropriate health education programmes are offered to students.

4. The Board of Trustees will approve procedures related to drug misuse including:
   - Informing students of their rights and responsibilities in maintaining a drug-free environment
   - the protection of students' rights regarding drug detection
   - the guidance and counselling received by students involved in drug misuse
   - the testing of students for drugs
   - the use of drug sniffer dogs
   - obtaining evidence of drug possession
   - the procedures for drug testing.

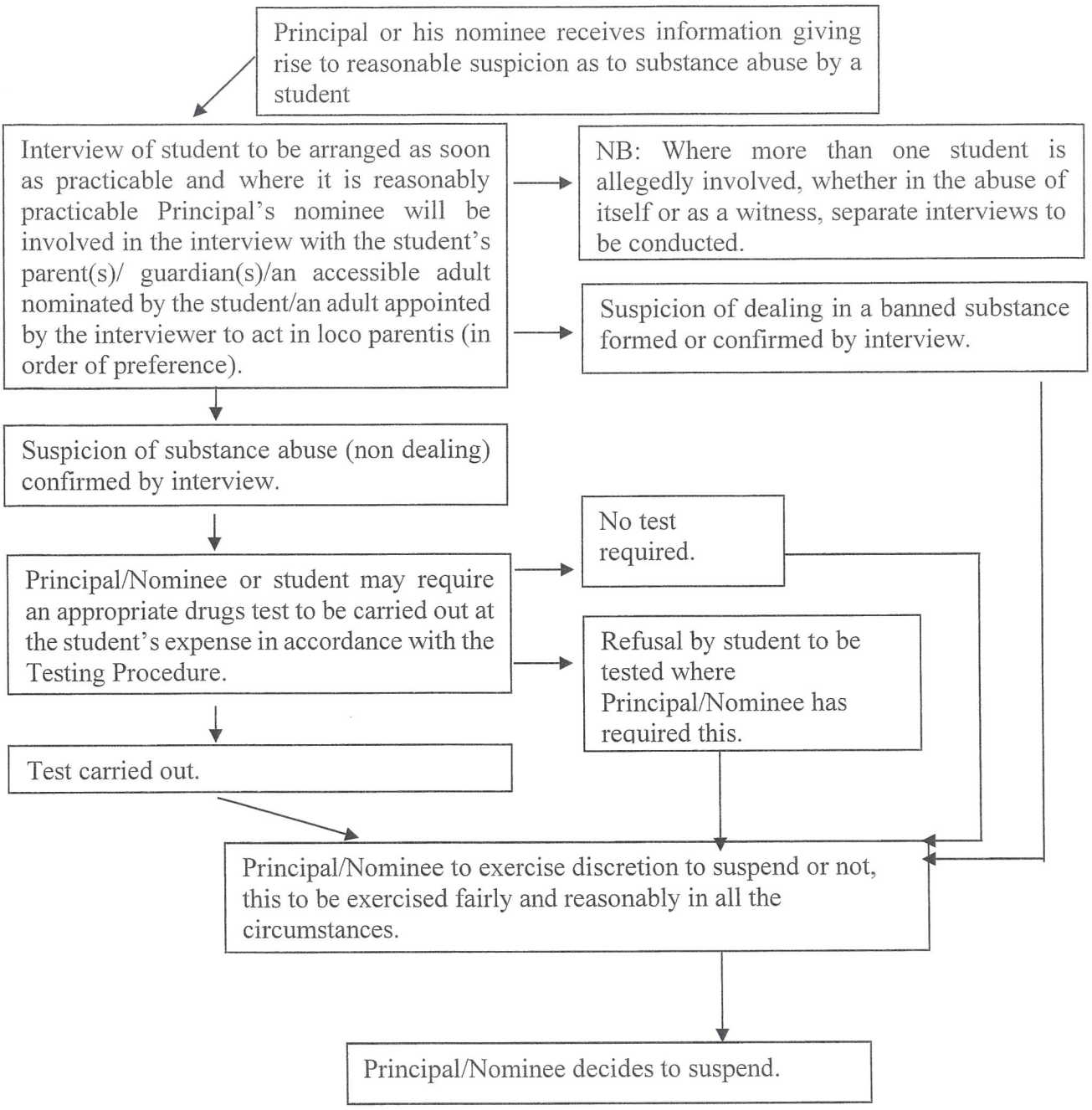
SUBSTANCE ABUSE INVESTIGATION PROCEDURE

1. Where the Principal or his nominee receives information giving rise to reasonable suspicion of substance abuse by a student, the procedure outlined in the flow chart attached is to be followed.

2. Drug testing of students may be undertaken including from time to time random testing for hostel students.

3. Further to the notes contained in the flow chart:
   a. At the interviewing stage of cases where there is a substantive suspicion of substance abuse and where a decision to suspend may result, then before any decision to suspend is made and where it is reasonably practicable to do so the interviewer will involve in the interview parents/guardians/an accessible adult nominated by the student/an adult appointed by the interviewer (those options to be considered in that order).
   b. In cases where there is evidence of involvement with a banned substance it shall be at the discretion of the Principal or his nominee as to whether the Police are notified.
   c. Adults will be identified who are willing and may be able to accept nomination by a student or appointed by an interviewer to attend interviews of the type described above and to act in loco parentis.
   d. Where there is a substantive suspicion of substance abuse or possession of a banned substance for supply, the Principal or his nominee may require, and the student shall have the right to require, an appropriate drug test to be carried out at the student's expense.
   e. If a student refuses to undergo a test without providing good reason then an inference may be drawn from that refusal, together with any other evidence, that the student is under the influence of a banned substance of the kind sought to be tested for.
   f. The Principal or his nominee shall exercise his discretion whether or not to suspend a student for substance abuse after the results of any drug test are known or following a refusal by the student to be tested.
   g. Where there is a substantive suspicion of possession of a banned substance for supply at school (dealing) then the Principal or his nominee shall exercise his discretion to suspend after fairly and reasonably having regard to the evidence available.

FLOW CHART OF PROCESS/OPTIONS WHERE A STUDENT IS SUSPECTED OF BEING INVOLVED IN AN INCIDENT OF SUBSTANCE ABUSE



Reviewed: September 2022

Approved by the Board: _____ **Date:** 28 September 2022

Next Review: 2025

ROTORUA BOYS' HIGH SCHOOL

PRESCRIPTION DRUGS POLICY

BACKGROUND

In recognition of the widespread use and abuse of drugs in our community the school seeks to support its students by helping them to acquire the necessary information and skills to make responsible decisions regarding their health and wellbeing.

Prescription drug use by a person other than the person the drugs were prescribed for and the supply of prescription drugs to a person other than the prescribed are dangerous behaviours.

OBJECTIVE

1. To establish clearly the school's position regarding prescription drug use (noting there are separate policies on illegal drugs, alcohol use and smoking).
2. To encourage students to take responsibility for their own health and wellbeing.
3. To provide access to programmes which assist students, staff and caregivers to avoid substance abuse.

IMPLEMENTATION

1. Students with prescription drugs prescribed for their own use must not make them available to other students. This will be communicated as inappropriate to students and to parent/caregivers.
2. Students who need to take prescription drugs on a regular basis should have these held by the nurse.
3. Where necessary the nurse after appropriate consultation may in an emergency make a prescription drug available to a student (most commonly ventolin or similar).
4. No member of staff shall supply any student with any drug unless it has been brought to school by the student and is identifiable as appropriate medication for that student.
5. No member of staff other than the nurse or in her absence a designated first aid person shall apply 'over the counter' drugs such as pain relief and cough mixtures.
6. Drug and harmful substance education will be an integral part of the health education programme.

Reviewed: **March 2022**

Approved by the Board: _____ **Date: 30 March 2022**

Next Review: **2025**

GO17

ROTORUA BOYS' HIGH SCHOOL

SMOKING/VAPING POLICY

BACKGROUND

Legislation requires employers to provide a healthy environment and a written policy on smoking in the workplace. In 2019, vaping was also added to this policy. In this case the School and venues for associated activities such as education outside the classroom and camps are considered to be "the workplace".

OBJECTIVE

A smoke-free and vape-free environment.

IMPLEMENTATION

There will be no smoking or vaping :

a) In the school grounds or buildings.
b) In front of students when staff, parents or caregivers are on any school excursion, e.g. camp.
c) By students on the school premises or in school uniform at any time.

No smoking/No vaping signs and posters will be displayed around the school.

Reviewed: **March 2022**

Approved by the Board: _____ **Date: 30 March 2022**

Next Review: **2025**

GO18

ROTORUA BOYS' HIGH SCHOOL

SUN SMART POLICY

BACKGROUND

Excessive exposure to UV rays from the sun causes sun and skin damage and the risk of skin cancer.

OBJECTIVE

To protect students and staff from harmful UV radiation from the sun.

IMPLEMENTATION

- Encourage students to wear clothing that protects the skin from the sun.
- Encourage staff to role model sun smart behaviour, particularly the use of appropriate hats within school grounds and during outdoor school activities.
- Work towards developing and improving existing shade particularly in areas where students congregate. Shade can be both built and natural.
- Organise outdoor activities to be held in areas with plenty of shade whenever possible.
- Regularly publicise and reinforce sun smart policy to students, teachers and parents.

Reviewed: **May 2020**

Approved by the Board: _____ **Date: 27 May 2020**

Next Review: **2023**

GO19

ROTORUA BOYS' HIGH SCHOOL

FOOD AND NUTRITION POLICY

BACKGROUND

Healthy eating patterns are essential for students to achieve their academic potential, physical and mental growth and lifelong health and well-being. Schools are responsible to help students and encourage the relevant staff to establish and maintain healthy eating patterns for students.

OBJECTIVE

1. To offer varied and nutritious food choices that are consistent with the latest Food and Nutrition Guidelines.

2. To reinforce healthy eating practice across the school including the hostel and canteen.

IMPLEMENTATION

1. Food sold in the canteen is to be consistent with the latest National Food and Nutrition Guidelines.
2. The school will promote foods that are nutritious and are consistent with food/nutrition guidelines.
3. The school will actively promote the following:
   - Food will be prepared in a smoke free environment
   - Appropriate food safety practices will be in place
4. The canteen menu will be planned by the Kitchen Manager with input from students and other school personnel.
5. The hostel menu will be planned by the Kitchen Manager with input from students and other school personnel.

Reviewed: **March 2021**

Approved by the Board: _____ **Date: 31 March 2021**

Next Review: **2024**

GO20

ROTORUA BOYS' HIGH SCHOOL

STUDENT INTERNET POLICY

BACKGROUND

The Board of Rotorua Boys' High School places a high priority on providing the school with Internet facilities and Digital devices / equipment which will benefit student learning outcomes and the effective operation of the school.

OBJECTIVE

The internet provides access to computer and website systems around the world. Some of these systems may contain defamatory, inaccurate, abusive or offensive material. Rotorua Boys' High School does not condone the use of such materials and does not permit use of such materials.

IMPLEMENTATION

Internet access is available for students and is provided under the following conditions:

1. Students must take full responsibility for their devices. The school is not responsible for the security of personal technology, although MDM security is available.
2. Use is restricted to research and activities relevant to the courses and learning of the student.
3. Students must not download or publish information or material which would be abusive or offensive or would bring Rotorua Boys' High School into disrepute.
4. Students are not permitted to transmit or post photographic images/videos of any person at school on public and/or social networking sites.
5. Students must sign an internet agreement on enrolment (as attached).
6. Any commercial use of the school's internet both for sale or purchase of goods is prohibited.
7. Any inappropriate use or security/password breach or copyright breach may result in termination or suspension of an internet user account.
8. Student use of the school wireless network will at all times adhere to the principles of good Digital Citizenship.
9. All student devices must be loaded on to the MDM, before being allowed access to the network.
10. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
11. The school also has the right to inspect the contents of any student account. Particular departments or sections within Rotorua Boys' High School may have additional conditions of use.

Reviewed: **May 2020**

Approved by the Board: _____ **Date: 27 May 2020**

Next Review: **2023**

GO21

Rotorua Boys' High School

Ad Astra per Aspera
Whaia Te Iti Kahurangi

Education Details

Do you wish for your son to be considered for an Accelerate class? (Please Circle) Yes No

Will your son be applying for a Jubilee Scholarship? (Please Circle) Yes No

Do you wish for your son to be considered for a bi-lingual class? (Please Circle) Yes No

If yes, please indicate his proficiency with Te Reo Māori: Fluent ☐ Proficient ☐ Beginner ☐

Do you wish for your son to be considered for a sports academy? (Please Circle) Yes No

If yes, please indicate which academy you would like your son to considered for:

Rugby ☐ Hockey ☐ Football ☐ Basketball ☐ Golf ☐

Our sports class is a mainstream class where teachers give a sporting focus to the subjects studied.

Do you wish for your son to be considered for the sports class? (Please Circle) Yes No

If yes, please indicate his sporting achievements Bay Rep ☐ Provincial Rep ☐ NZ Rep ☐

Sport/s

Do you have the intention to Rent/Buy an IPAD? Rent ☐ Buy ☐ Already Own ☐

Co-curricular activities

Please indicate any Co-curricular interests:_____

Sporting/Cultural/Other interests:_____

PLEASE STATE IF ANY MEMBERS OF YOUR HOUSEHOLD ARE CURRENTLY AT RBHS, OR ARE OLD BOYS OF THE SCHOOL, AND WHICH HOUSE THEY ARE AFFILIATED TO:

FULL NAME:_____ HOUSE:_____

FULL NAME:_____ HOUSE:_____

STUDENT DECLARATION:

I agree to abide by all school rules and regulations, including the Student Internet Policy

Student signed:_____ Date:_____

PARENT/GUARDIAN DECLARATION:

I/We also agree to the school:

1. Requesting relevant information from other schools for enrolment purposes.
2. Forwarding relevant information to another school for enrolment purposes.
3. Forwarding relevant information to other institutions for the purpose of qualifications entry.
4. Forwarding relevant contact information to government ministries as required by law.
5. Using information for statistical purposes.
6. Using our son's name and photo on the school website and other school publications (including social media).

Parent/Guardian signed:_____ Date:_____

Parent/Guardian signed:_____ Date:_____

Rotorua Boys' High School; Pukuatua Street, Rotorua 3010, PO Box 10148, Rotorua 3046, New Zealand
phone: +64 7 3486169 fax: +64 7 3461270 email: info@rbhs.school.nz www.rbhs.school.nz

ROTORUA BOYS' HIGH SCHOOL

STAFF INTERNET POLICY

BACKGROUND

This document is to cover the use of the internet at school and external internet based services and workspaces for teaching and learning at Rotorua Boys' High School. Staff are considered to be acting in their professional capacity as agents of the school.

OBJECTIVE

The overriding concerns of this document are:

- The safety and progress of the students in our care.
- The safety of our staff.
- The public image of the school.
- Compliance with the law.

IMPLEMENTATION

The Board will ensure the following is adhered to relative to the internet:

1. Professional Identities: Staff are required to create separate work identities/accounts for online services and workspaces used in connection with Rotorua Boys' High School. Any personal identities are not to be used for school purposes.
2. Professional Interactions: Staff are required to act with a professional demeanour at all times and maintain appropriate teacher/student boundaries.
3. Downloading or Publishing information: Staff must not download or publish information or material which would be abusive or offensive or would bring Rotorua Boys' High School into disrepute.
4. Digital Citizenship: Staff are expected to model good digital citizenship and teach students appropriate ways to interact and behave online.
5. Closed Groups: Whenever possible, online services and workspaces are to be set up as closed to the general public and available only to invited members.
6. All online services and workspaces must adhere to all professional standards and expectations and not bring Rotorua Boys' High School into disrepute.
7. The DP – Teaching and Learning is responsible in the first instance for Cyber Safety.
8. New Zealand Law: All relevant law, particularly that applying to copyright and privacy is to be followed at all times.
9. All school owned devices must be loaded onto the MDM (iPads and Mac's) for staff usage in the school environment.

In addition staff must adhere to the following relative to Facebook and other such social networking sites:

1. Facebook and other such social networking sites are not permitted for use during school hours except where professional pages/groups are being used for school business and/or educational purposes.
2. Staff must have a "professional" Facebook page/group if they wish to interact with students on Facebook.
3. Any group created will be a closed group.
4. Staff must not "friend" current students in either their personal or professional Facebook accounts.

Reviewed: **May 2020**

Approved by the Board: _____ **Date: 27 May 2020**

Next Review: **2023**

ROTORUA BOYS' HIGH SCHOOL

BALL POLICY

BACKGROUND

The School Ball is for Year 12 and 13 students to experience a formal social occasion with the appropriate formal dress, food, music and dancing.

OBJECTIVE

1. To provide a sense of occasion and enthusiasm for a formal social occasion through the expectation that dress and behaviour will be appropriate for such an occasion.
2. To help foster school spirit and celebrate school life.
3. To have an enjoyable, memorable and exciting evening.

IMPLEMENTATION

Pre-Ball

1. The School is not opposed in principle to pre-ball functions, but accepts no responsibility for them. At the same time students entering the Ball will be screened and may be refused entry if deemed to be intoxicated or under the influence of a banned substance.

Ball

1. Students will sign a ball agreement before attending the ball.
2. The School takes full responsibility for students at the School Ball venue between the hours of 6.30pm and 11.00pm.
3. The Ball will be supervised by school staff and venue and event employees.
4. There will be no entry for students to the ball venue after 7.30pm.
5. Students will not be permitted to leave the Ball before 10.30pm.
6. No alcohol, drugs, vaping or smoking will be permitted.
7. Any student who exhibits inappropriate behaviour may be sent home.

Reviewed: November 2022

Approved by the Board: _____ **Date: 30 November 2022**

Next Review: 2025 GO23

ROTORUA BOYS' HIGH SCHOOL

BLOOD POLICY

BACKGROUND

It is important to manage the risks associated with HIV/AIDS and other blood borne viruses such as Hepatitis B & C.

OBJECTIVE

- To take all reasonable steps to ensure the health and safety of students, staff and all persons within the school community.
- Be aware of the guidelines for infection control of HIV/AIDS and other blood borne viruses in schools.
- Staff who work in areas where there is special equipment or machinery, or who have specific health and safety responsibilities should be knowledgeable about the risks and safety practices involved. Such staff could be for example technology, outdoor education teachers and the school nurse.
- School cleaning staff should be trained in the correct procedures for the disposal of contaminated wastes.
- First aid kits should be sited strategically around the school particular in the areas where an injury is more likely to be sustained. These should contain all necessary materials and equipment.
- Students should be trained in the correct safety procedures.
- Following these procedures will prevent transmission of blood borne viruses when providing first aid.

IMPLEMENTATION

1. The School's Doctor(s), and/or School Nurse are to be contacted. where possible when a student is treated for a major bleeding incident. These same staff will have knowledge and training specific to this policy. If these people are unavailable, parts 2 – 9 must be followed.
2. Before treating a student who is bleeding make sure you cover any cuts or abrasions with a water proof dressing.
3. Wear gloves for all procedures.
4. Don't delay treatment of a student who is bleeding, **under any circumstances** because gloves are not immediately available. Use an absorbent barrier such as a towel, paper towel, handkerchief etc for an actively bleeding child.

5. Dispose of used gloves, soiled dressings, etc in a place where they will not be handled e.g. in plastic bags.
6. Wipe clean and then sterilise all surfaces and instruments contaminated with blood. Make sure you use an effective disinfectant e.g. (one volume of household bleach to nine volumes of cold water).
7. Clean all surfaces and then wipe dry.
8. Wash hands thoroughly when you have finished. Hand washing is usually adequate for blood and non-blood secretions.
9. Make sure that first aid kits include disposable gloves, disposable wipes or towels, plastic bags for contaminate waste, a skin disinfectant and a bleach solution (or hypochlorite solution/or granules) with instruction for use.

HIV/AIDS

In the event of a case of HIV/AIDS within the school or any areas of concerns relative to this policy, the Principal must be notified. He will then inform the Board and advise action based on the guidelines provided by the Ministry of Education.

The Principal is to be the only spokesperson to the media on matters pertaining to this policy.

Reviewed: **May 2020**

Approved by the Board: _____ **Date: 27 May 2020**

Next Review: **2023**

ROTORUA BOYS' HIGH SCHOOL

PANDEMIC PLANNING POLICY

BACKGROUND

1. Rotorua Boys' High School has a strong commitment to the health and well-being of all students, staff and visitors.

OBJECTIVE

1. To acknowledge and uphold the responsibility that the Rotorua Boys' High School Board of Trustees has under the National Administration Guidelines and the Health and Safety at Work Act to ensure a safe environment for students, staff and visitors.

2. To provide for a comprehensive plan of action in the event of a pandemic in order to protect our staff, students and our education services.

3. To ensure all staff have access to materials and resources to enable them to be fully informed, alert and ready to respond appropriately should a pandemic occur.

4. To ensure that pandemic planning and the actions taken should a pandemic occur are managed in conjunction with existing Rotorua Boys' High School emergency management plans.

5. To be advised and guided by the Ministry of Education Pandemic Planning Guidelines and Action Plans for Schools, obtainable on the Ministry website: www.education.govt.nz.

IMPLEMENTATION

Pandemic Planning Resources

1. The Principal and Deputy Principal – Teaching and Learning respectively are appointed to the positions of Pandemic Planning Manager and Deputy Pandemic Planning Manager.

2. In the event of a pandemic the Principal as Pandemic Planning Manager will consult the appropriate staff and may in addition convene a Pandemic Planning Committee who may include:
   - Chair Board of Trustees or his representative
   - Designated Medical Advisor
   - School Nurse
   - Director of International Students
   - Director of Boarding
   - Deputy Principal – Teaching and Learning

3. The Principal as the Pandemic Planning Manager will ensure the materials, resources and communications required to ensure staff are fully informed and ready to respond appropriately should a pandemic occur. This includes :

   (a) Up to date emergency contact details for all staff and students.
   (b) Resources are displayed in a prominent, designated area in the Health and Wellness Centre and in Reception. Resources to include posters and publications from Ministry of Health, Ministry of Education, Ministry of Business, Innovation and Employment (MBIE), Medical Officer of Health, Lakes District Health Board, School Trustees Association, and other agencies.

4. The Principal as the Pandemic Planning Manager will co-ordinate regular briefings to all staff, students, parents and board should a pandemic occur.

5. The Principal will designate a room(s) on campus as an isolation area in the event of a pandemic.

6. The School Nurse will ensure the Health and Wellness Centre has an updated emergency supplies kit including adequate supplies of gloves, surgical masks and extra medication.

7. The Principal and/or Principal's PA will be the contact person with the Lakes District Health Board (DHB) Emergency Planner.

8. The Principal will liaise as required with the School Nurse/Doctor.

9. Ongoing professional development will be provided to staff covering such subjects as *Dealing with Change, Loss and Grief, Understanding Loss and Helping Others, Crisis and Change and Key Messages for Keeping Well.*

10. The Director of Boarding will ensure that there is an on-going review of cleaning policies, practices and supplies for the hostel.

11. The Business Manager and Property Manager will ensure that there is an on-going review of cleaning policies, practices and supplies for the classrooms and office areas.

12. The Director of International Students will ensure that there is an on-going review of cleaning, practices and supplies for those international students in Homestays.

13. The administration of this policy will have regard to the established emergency procedures for the school.

Maintaining Essential Services

1. As a State School Rotorua Boys' High School will maintain as full a service as is possible for as long as is possible during any pandemic emergency.

2. The Principal shall develop a Health and Safety Plan consistent with Ministry of Health and Ministry of Education Guidelines.

3. The Principal will endeavour to maintain core business services within the school in the event of large-scale staff absences and other possible pandemic scenarios.

4. During a pandemic emergency Rotorua Boys' High School will endeavour to provide alternative means of delivering education to students such as paper-based and online learning options.

5. All staff will be informed by the Principal as to their roles and responsibilities and salary and leave entitlements during a pandemic.

Workplace Safety Measures and Hygiene

1. Students and staff will be fully informed by the Principal as to practical steps that can be taken to protect them from contracting influenza or other virus type illnesses. These initiatives will be promoted by the School Nurse and Health and Wellness centre at the school.

   These include:
   - Hand washing using soap
   - Drying hands thoroughly
   - Using tissues when coughing or sneezing
   - Safely disposing of used tissues
   - No spitting
   - Regularly using hand sanitiser gel
   - Providing disinfectant for cleaning desks and surfaces
   - Maintaining a supply of paracetamol and other appropriate medication.
   - Maintaining a supply of face masks and glasses.

International Students

1. All international students will be informed at the time of their enrolment of the key role of the Director of International Students if and when a pandemic is declared.

2. The Director of International Students in liaison with the Principal will oversee accommodation arrangements and pastoral care for international students in the event of a pandemic being declared.

3. The Director of International Students shall maintain an up to date register of all international students including:

   - Full name
   - Current address and accommodation type
   - Contact telephone numbers
   - Full details of Health and Travel insurance (compulsory)
   - Passport and visa details (photocopy of title page and current permit)
   - Full names and contact details of parents for students under the age of 18 years
   - Emergency contact person and/or next of kin for students over 18 years. **GO25**

Hostel Students

1. All hostel students will be informed at the time of their enrolment of the key role of the Director of Boarding if and when a pandemic is declared.

2. The Director of Boarding in liaison with the Principal will oversee accommodation arrangements and pastoral care for hostel students in the event of a pandemic being declared.

3. The Director of Boarding shall maintain an up to date register of all hostel students including:

    - Full name
    - Current address
    - Contact telephone numbers
    - Full names and contact details of parents for students under the age of 18 years
    - Emergency contact person and/or next of kin for students over 18 years.

Communications and Media Contact

The Principal is to be the only spokesperson to the media on matters pertaining to this policy.

Reviewed: **March 2021**

Approved by the Board: _____ **Date: 31 March 2021**

Next Review: **2024**

ROTORUA BOYS' HIGH SCHOOL

CHILD PROTECTION POLICY

This policy outlines the board's commitment to child protection and recognises the important role and responsibility of all staff in the protection of children. It includes the board's expectations when child abuse is reported or suspected.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The board of trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our school who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

Although ultimate accountability sits with the board, the board delegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school
2. Comply with relevant legislative requirements and responsibilities
3. Make this policy available on the school's website, on the schools google docs in a staff shared folder and available on request
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required
5. Ensure the interests and protection of the child are paramount in all circumstances
6. Recognise the rights of family/whanau to participate in the decision-making about their children
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response

8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person
11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise

Reviewed: **August 2020**

Approved by the Board: _____ **Date: 26 August 2020**

Next Review: **2023**

ROTORUA BOYS' HIGH SCHOOL

SURRENDER AND RETENTION OF PROPERTY AND SEARCH PROCESSES POLICY

BACKGROUND

Schools must provide a safe physical and emotional environment for students and staff. Schools can search and confiscate student property providing such processes comply with the legislation (Section 106 of The Education and Training Act 2020; Section 21 of the NZ Bill of Rights Act 1990), and such actions can be justified as reasonable and necessary to keep the environment safe.

OBJECTIVE

The Surrender and Retention of Property and Search Processes are designed to help staff if they are faced with a situation where the safety of students, staff or the school is compromised, and they are considering searching or confiscating student property.

IMPLEMENTATION

1. The procedure may only be carried out by two staff members of which one must be a member of the Senior Management team.
2. Staff are to separate the student from other students. Keep the student under supervision and isolated from other students throughout the entire investigation process.
3. Staff are to ask the student to bring belongs, bag, pouch, pencil case etc with them.
4. Staff are to interview the student in private: not in front of other students. Demonstrate respect for the dignity of the student.
5. Staff are to invite the student to empty the contents of the bag, pencil case, pockets etc and say why the student is being asked to do so. Do not reveal the source(s) of your information. **Do not consider strip searches, or pat downs. Do not use force.**
6. To conduct a search for an item / device, staff must require the student to remove outer clothing or surrender a bag or other belongings in which they suspect the item / device is. Staff cannot search clothing that the student is still wearing, nor may a student's person / body be searched.
7. If the outer clothing is removed, or the bag or other belongings are surrendered, then staff can search them and retain any harmful items / devices. Whether or not an item / device is found, the clothing, bag, or other belongings must be returned immediately.
8. If a student refuses to remove the outer clothing, or surrender a bag or other belongings, then the school's usual disciplinary or behaviour management practices may apply such as; contact parent / caregiver to request an interview and collect the student from school so that appropriate discipline and support can be determined

9. The school has the discretion to involve Police to carry out any of their lawful functions
10. The school must notify parents/caregivers of the search, the circumstances and the results as soon as possible.
11. If any illegal substances are found or produced staff are to collect and bag for NZ Police to process.
12. Staff involved are to keep a detailed written record of the incident on file, and send to Principal.

Reviewed: **March 2021**

Approved by the Board: _____ **Date: 31 March 2021**

Next Review: **2024**

ROTORUA BOYS' HIGH SCHOOL

STUDENT WORK EXPERIENCE POLICY

BACKGROUND

Work experience is a program in which students are placed in actual work situations for short periods of time so as to learn about the world of work.

OBJECTIVE

The Work Experience Programme provides an opportunity to begin exploration of the world of work and develop values, attitudes and habits which may lead to the securing and retaining of employment after leaving Awhina.

The work experience program will :

- Provide the student with first-hand experience of the workplace.
- Assist the student to gain knowledge of the skills and abilities required in various occupations.
- Provide the student with an opportunity to compare his/her own skills and abilities with the requirement of occupations.
- Assist the student to develop habits necessary in the workforce e.g regular attendance, punctuality, application to tasks, reliability etc
- Provide experience of the social aspects of the workplace – e.g acceptance of direction, relationships with fellow workers.
- Assist the student in setting goals for their own employment on leaving school.

The safety and welfare of students in workplaces is supported using the following guidelines:

- Injury Prevention, Rehabilitation and Compensation Act 2001.
- If a student is injured while in the workplace, the injury will be covered by ACC. While such an injury is not deemed a work accident, ACC will make this determination.
- Health and Safety at Work Act 2015, Human Rights Act 1993.
- Students going on Gateway placements may be required to submit to random drug testing. Any student who fails a drug test will not be allowed to go on placement until he has submitted a negative test.

As a result of changes in the Social Security Act in 2018, the Health and Safety at Work Act and the Human Rights Act apply to employers providing workplace training. This means that :

- Employers are required to train students in basic health and safety in the workplace, in the same way as they do their employees.
- If they discriminate against students in any way based on the grounds prohibited in the Act, the students can complain to the Human Rights Commission.
- Students in workplaces are expected to take all practicable steps to ensure that they are not harmed at work, and that they do not harm anyone else either by their actions or failure to take action at work.
- The school will be satisfied that the workplace environment is safe and appropriate for work-placement.

IMPLEMENTATION

- Students will take part in the Work Experience Programme at the discretion of the Principal.
  The student and his/her parents/caregivers will be given first responsibility for finding a suitable Work Experience placement.
- Placements will be made in accordance with the provisions of the Education and Training Act 2020 (especially clause 53 attached) and the Health and Safety in Employment Regulations 1995 (Part V).
- The employer will meet all obligations of an employer, or person conducting a business or undertaking (PCBU) under the Health and Safety at Work Act 2015, and all obligations under the Human Rights Act 1993, and any other relevant statute, regulation or bylaw.
- Employers willing to provide Work Experience placements for students will be established so as to provide for those students unable to find suitable placements for themselves.
- For all placements the employers will be asked to sign an agreement that they understand the nature and aims of the Work Experience Programme. A Student Agreement and Parent Consent are signed as part of the work experience placement.
- Each student will keep a Work Experience Diary in which to keep a record of the days spent on Work Experience, the tasks they performed and the skills they may have learned.
- Employers will be asked to fill in an evaluation sheet commenting on the student's progress.

For Awhina Students

- At least once per fortnight Awhina staff will make contact with each student's workplace.
- The Home School will be advised of the work experience placement before the student attends work experience.

For Gateway Students the following forms are attached :

- Gateway Information
- School Permission and Conduct
- Gateway Student Enrolment
- Gateway Placement Agreement

Reviewed: **March 2021**

Approved by the Board: _____ **Date: 31 March 2021**

Next Review: **2024**

PARLIAMENTARY COUNSEL OFFICE
TE TARI TOHUTOHU PĀREMATA

New Zealand Legislation

Education and Training Act 2020

- Warning: Some amendments have not yet been incorporated
- This version was replaced on 21 January 2021 to make a correction to section 169(7) under section 25(1)(j)(v) of the Legislation Act 2012.
- with search matches highlighted

53 Courses, work experience, and visits outside school premises

(1) A board may authorise any students to undertake courses of education, gain work experience, or make visits outside the school premises.

(2) If authorisation is given, the student must be treated as attending the school while undertaking the course, gaining the experience, or making the visit.

(3) A principal, a teacher, or an occupier of a workplace may not allow a student to go into, or remain in, a workplace to gain work experience except in accordance with any conditions prescribed by the Minister by notice in the *Gazette*.

(4) A student who is in any workplace to gain work experience is to be treated as being employed by the workplace, and every enactment and collective agreement (to the extent that it relates to the health, safety, and welfare of workers) applies to the student and the occupier of the workplace accordingly.

(5) However, subsection (4) does not—

(a) entitle a student to be paid; or

(b) require a student to join or belong to a union; or

(c) entitle a student to enter or remain in a workplace; or

(d) require any person to pay a levy, fee, or charge of any kind.

Compare: 1989 No 80 s 71

Gateway

- is designed to **strengthen the pathway** for students to progress from school to workplace learning
- provides students with **structured workplace learning** across a range of industries and businesses around New Zealand, while they continue to study at school
- delivers **hands on, practical learning** that leads to **nationally recognised qualifications**
- builds students' **workplace experience**, helping them move smoothly from school to work.

Availability

Gateway is available to support to **senior secondary students** (Year 11 to Year 13+) at state and integrated secondary schools.

Benefits

For students

an opportunity to build skills for employment and working in real workplaces

an opportunity to try out potential careers and build links to Industry Training Organisations, modern apprenticeships and workplaces

"I now have a clear view of the options available to my career area. Gateway has helped me narrow down my choices for tertiary study" (Year 12 student)

For employers

gaining extra part time help

strengthening links to industry training

an opportunity to give something back to your community

"Take this opportunity to expose your industry to the employees of the future" (Small manufacturing employer)

Gateway is managed by participating schools through **Gateway co-ordinators** who customise the learning and select students to complement employers' businesses.

For more information on Gateway, talk to your school's Gateway co-ordinator.

Gateway is funded and monitored by the **Tertiary Education Commission.**

www.tec.govt.nz 0800 601 301

Rotorua Boys' High School Gateway Placement
Permission & Conduct 2021

Student Name: _____ Personal Mobile: _____

Address: _____

Home Ph: _____ Emergency Contact Name & Phone: _____

Student:

I understand that being on the Gateway Programme is a privilege. I acknowledge that my behavior and conduct must follow school rules, while on placement or attending courses, that no action of mine will be detrimental to the school. I will abide by my workplace safety regulations and take responsibility for my safety and actions. I will also maintain my conduct and attendance while at school. I can be removed from the Gateway Programme at the school's discretion.

Parent/Caregiver:

I give permission for my son to be on the Gateway Programme. I understand that this may mean attending a workplace and/or course during school hours. **At times my son may, also be transported to interviews, courses and placements in a school vehicle accompanied by a staff member**. Generally, it is expected to be 1 day a week over a period of 10 weeks, although this may vary on the basis of each individuals' circumstances. **Generally, these visits are during school hours, so students may be missing out on class time.**

Please note your son is expected to make up his missed class work in his own time. I agree my son can take part in the activities of the Gateway programme, as required by school staff or his employer. He is governed by both the 'School Rules' and Workplace regulations and requirements. I have completed the medical form and authorize any medical assistance, if required for my son.

My son and I have read and agreed to the above:

Parent/Caregiver Name: _____ Signed: _____

Student Name: _____ Signed: _____

Date: _____

Gateway Student Enrolment

Tertiary Education Commission
Te Amorangi Mātauranga Matua

School name.....

Programme name.....

Programme number.....Edumis number.....

Office Use

Entered on ...../...../.....

Entered by .....

Student Details

Student's name...../...../..... National Student Number
First name Middle name Last name

Date of Birth...../...../..... Gender Male ☐ Female ☐

Street address.....

Suburb..... Town/City.....

Contact telephone number (0)..... Other contact number (0).....

School year: Y11 / Y12 / Y13 / Y14

Statistical Information

Ethnicity *(please tick at least one)*

NZ European Pākehā ☐	Māori ☐	Samoan ☐	Cook Islands Māori ☐	Tongan ☐
Niuean ☐	Tokelauan ☐	Fijian ☐	Other Pacific Peoples ☐	Sri Lankan ☐
Indian ☐	Chinese ☐	Japanese ☐	Korean ☐	Other Asian ☐
Filipino ☐	Cambodian ☐	Vietnamese ☐	Other Southeast Asian ☐	British/Irish ☐
Dutch ☐	Greek ☐	Polish ☐	South Slav ☐	Italian ☐
German ☐	Australian ☐	Other European ☐	Middle Eastern ☐	Latin American ☐
African ☐	Other Ethnicity ☐	Not stated ☐		

If **NZ Māori**, please state:

Main tribal affiliation.....

Other tribal affiliations.....

Placement Details

Industry name (refer Gateway Handbook for codes).....

Employer..... Contact .....

Employer address.....

.....

Suburb..... Town/City.....

Contact telephone number (0)....

Duration of Placement with Employer

Start Date...../...../..... Proposed duration of the placement.....(weeks)

Proposed hours of placement per week.....

Please turn over >

Learning Plan Details if Known

Unit Standards/Achievement Standards

Unit Standard number	Unit Standard name	Level	Credit value	Where Unit Standard will be assessed		
				work	school	shared

Student Declaration

I declare that all the information on this form is true and correct.

I authorise the school to submit to the Tertiary Education Commission (TEC) the information contained on this form and in any supporting documentation. Where the information is submitted electronically the school may not alter any of the information, except to correct any obvious typographical error (and where such a correction is made the school is to note the correction on the form).

I agree to notify the provider if any of the information I have provided changes.

I acknowledge that:

1. The information provided in this form is being collected and will be held by both the school, to enable it enrol me in the programme specified, and the TEC, to enable it to provide and monitor funding in relation to that programme. The information may also be used for the other purposes set out in this section.
2. If I do not provide the information required I may not be able to be enrolled in the programme I wish to take.
3. Under the Privacy Act 1993 I have a right to access and to request correction to any of my personal information provided to the school and the TEC. I can contact the school at the address set out in my contract with it, and the TEC at PO Box 27-048, Wellington.

I authorise the school and the TEC to collect from and disclose to other Training providers/brokers, Work and Income New Zealand, Ministry of Education, New Zealand Qualifications Authority, Workbridge, Studylink and employers, information that is required to:

1. verify my eligibility for and record my progress on this and future training or to confirm an employment outcome
2. confirm credits that I have or may achieve on the National Qualifications Framework, and/or
3. compile information for statistical purposes.

I acknowledge that the TEC or its agents may undertake evaluations of Gateway that I may be invited to take part in interviews as part of these evaluations. I understand that standard research ethics procedures will be followed, including protecting my identity and obtaining my informed consent.

Signed..... Date..... /..... /.....

Print Name.....

School Declaration

1. I certify this student meets the eligibility criteria to participate in the Gateway programme.
2. I certify that, to the best of my knowledge and belief, the information relating to this learner is true and correct.
3. I have verified that this student has signed the student declaration.

Signed..... Date..... /..... / .....

Print Name.....

GATEWAY