



# **PROPERTY MANAGEMENT**



## ROTORUA BOYS' HIGH SCHOOL

# HEALTH AND SAFETY POLICY

### BACKGROUND

The Trustees and management of Rotorua Boys' High School are committed to promoting and maintaining a safe and healthy environment for everyone, and will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

### OBJECTIVE


The achievement of this policy requires commitment and active participation by all. Safety is everyone's responsibility and everyone is expected to comply with our health and safety policy at all times for their own welfare, and with consideration for the safety of others.

### IMPLEMENTATION

1. All staff having individual responsibility for health and safety.
2. All staff being informed of, understanding, and accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area.
3. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management.
4. Ensuring the school has an effective method for identifying hazards. Significant hazards will then be controlled by:
  - a. Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people.
  - b. Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
5. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work.
6. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace, including intruder response and school lock down.
7. Providing appropriate orientation, training and supervision for all new and existing staff.
8. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
9. Accurate recording, reporting and investigation of all injuries.
10. Notification of any serious harm or accidents being made as soon as possible to WORKSAFE , and a written report submitted within 7 days of the event.

11. Ensuring that WORKSAFE Inspectors can gain entry to the workplace for the purpose of any inspection, examination, or other enquiry at all times.
12. Board of Trustees commitment to continuous improvement in health and safety.
13. Board of Trustees commitment to comply with all relevant health and safety legislation.
14. Supporting the safe and early return to work of injured employees.
15. On-going evaluation, review and updating of our compliance with our health and safety programme and this policy.

**Reviewed:**            **March 2022**

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

**Next Review:**        **2025**



## ROTORUA BOYS' HIGH SCHOOL

# PROPERTY POLICY

### BACKGROUND

The Board is expected to maintain, modernise and develop the school site to optimise student opportunity and achievement.

### OBJECTIVE

To ensure Rotorua Boys' High School is a modern, well-resourced school site.

### IMPLEMENTATION

The Board will:

- a) budget for maintenance and upgrading of the school on a regular basis.
- b) prepare a Five and Ten Year Property Plan.
- c) ensure all buildings comply with current legislative requirements.

The Property Committee will regularly review the Property Plan.

Reviewed: April 2023

Approved by the Board: \_\_\_\_\_ Date: 5 April 2023

Next Review: 2026



## ROTORUA BOYS' HIGH SCHOOL

# ASSET MANAGEMENT POLICY

### BACKGROUND

The Board accepts that it has a responsibility to protect the assets of the school. The Board has agreed on the fundamental principles of the policy, and has delegated responsibility for the implementation and monitoring of this policy to the Principal and Business Manager.

### OBJECTIVE

To ensure all school assets are accounted for and that the Asset Register is updated annually.

### IMPLEMENTATION

#### Acquisition of assets

- The Principal shall have delegated authority to purchase assets following good procurement processes, provided that the value of any individual asset is not more than \$10,000.00.
- The Principal will consult the Board before any decision is made to purchase any asset with a cost of more than \$10,000.00.
- The Board shall follow good procurement processes for the acquisition of assets over \$10,000.00. This may include placing a notice on the Government Electronic Tendering System (GETS) for acquiring assets with a combined value over \$100,000.00; obtaining several quotes to compare value for money; and managing any potential conflicts of interest appropriately.

#### Information technology assets

- All information technology assets, such as computers, laptops and associated software, must be compatible with the standard operating platform used within the school.
- The Board aims to provide and maintain a suite of IT assets that provides the best possible learning tools for students, within budget constraints, including a replacement programme that matches the expected useful life of each asset.

#### Expected useful lives

- The Board agrees on the expected useful lives of the following types of assets:

Buildings – school	10 - 75 years
Electrical equipment	10 - 15 years
Furniture and fittings	10 - 15 years
Computers	4 - 5 years
Motor vehicles	5 years
Plant and equipment	10 - 15 years
Library resources	12.5% Diminishing Value
Textbooks	3 years
Leased assets held under a finance lease	Term of Lease

*Maintenance of assets*

- a) The Principal shall have delegated authority to maintain the school's assets in good working order, within the approved budget.

*Asset records*

- a) A fixed asset register for all assets with a cost of \$2,000.00 or more shall be recorded in the fixed asset register.
- b) A review of assets against the fixed asset register shall be undertaken once a year or in line with the Faculty Review schedule.

*Disposal of assets*

- a) The Principal shall have delegated authority to dispose of any asset that has reached the end of its useful life (as recorded in the fixed asset or valuable asset register), provided the original cost of that asset was less than \$10,000.00.
- b) The Board shall approve the disposal of any asset that had an original cost of over \$10,000.00 including the reasons for disposal, disposal process and use of any disposal proceeds.

**Reviewed:** April 2023

**Approved by the Board:**  **Date:** 5 April 2023

**Next Review:** 2026



## ROTORUA BOYS' HIGH SCHOOL

# USE OF SCHOOL EQUIPMENT POLICY

### BACKGROUND

Staff members may not use items of school equipment for private purposes off site without prior approval from the Principal or Business Manager.

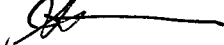
### OBJECTIVE

To ensure all school equipment is accounted for and protected from damage, loss or theft at all times.

### IMPLEMENTATION

- a) Written permission must be obtained from the Principal or Business Manager prior to borrowing any equipment.
- b) A record will be kept of all instances of equipment used for private purposes off site.
- c) All borrowed items must be covered by the appropriate insurance and any cost of such borne by the borrower.
- d) The Principal and/or the Business Manager may refuse permission for the borrowing of some items because of the skill required in its use or where the risk factor makes it unsuitable for lending, such as the school tractor and other items of a mechanical nature.
- e) There is a duty of care to ensure no one is harmed when using approved borrowed school equipment.

Reviewed: April 2023

Approved by the Board:  Date: 5 April 2023

Next Review: 2026



## ROTORUA BOYS' HIGH SCHOOL

# EMERGENCY RESPONSE POLICY

### BACKGROUND

To ensure that any emergencies that affect the school are managed in an immediate, responsive and planned way to ensure the safety of all people in the school at all times.

### OBJECTIVE

Emergencies are unexpected and/or dangerous events that require immediate action. These can include responses to Civil Defence, Fire, Earthquake, Lockdown and Intruder emergencies

The objective of this policy is to have a planned response to such emergencies to ensure the safety of students, staff and visitors.

### IMPLEMENTATION

- a) The School shall establish annually an Emergency Procedures Document for a range of dangerous events.
- b) The Deputy Principal – Student Support will prepare and review the Emergency Procedures Document annually.
- c) The Deputy Principal – Student Support will undertake and evaluate emergency practices at least twice a year for all school sites.
- d) The Emergency Procedures Document will provide an orderly set of procedures to manage different emergencies, taking into account factors before, during and after such events. These procedures are attached.
- e) Tai Mitchell Hostel, Waiotapu Camp and Awhina Activity Centre have site specific Emergency Response Procedures.
- f) The Emergency Procedures Document will define evacuation assembly areas.
- g) The Emergency Procedures Document and the associated Procedures will be displayed in all classrooms and key office areas of the school.

**Reviewed: September 2023**

**Approved by the Board:** \_\_\_\_\_ **Date: 25 October 2023**

**Next Review: 2026**

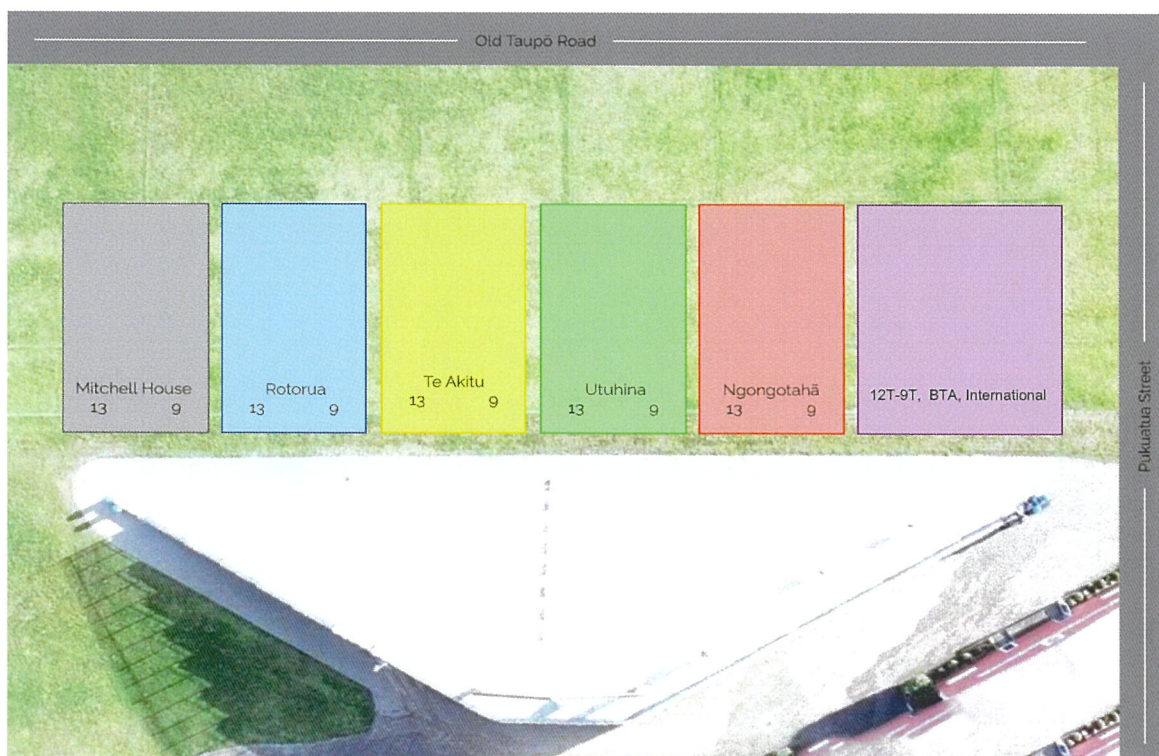


## ROTORUA BOYS' HIGH SCHOOL

# 1. EMERGENCY EVACUATION PROCEDURE

As at 20/09/2023

1. The alarm is a continuous ringing of the bell.
2. When the alarm sounds, ensure that the students make their way safely to the Assembly Point (**on the Number 1 Rugby Field, in front of Ngā Pae a Kahukura**). (refer to the diagram below). The **Deputy Principal- Student Support** will manage the assembly of students at the assembly point.
3. Encourage students as they make their way to the assembly point to leave the main driveway clear for vehicles.
4. Close all doors and windows, if possible.
5. The staff must back each other up and check that rooms on either side of them are evacuated safely.
6. **Leader of Learning/Staff responsible** to clear a Block Area must turn over the appropriate disc on the board.
7. Students must assemble in House Groups and sit in Houses Year 9 - Year 13. One student will hold the House Group sign.
8. House Groups that have no House attachment assemble on the school side (closest to the turf) of the House Group Assembly area.
9. **Head of House** to collect roll from the **Deputy Principal - Teaching and Learning** at the Emergency Board.
10. **House Group Tutors** to mark the roll and return to the **Head of House** who will then turn your House Group disk on the Emergency Board.
11. It is the duty of the **Head of House** to ensure that all House Group Teachers are accounted for.
12. To ensure the process is effective and efficient the **Deputy Principal - Student Support** will oversee assembly of students and staff.
13. All catering staff to report to the **Catering Manager**.
14. All property staff and contractors to report to the **Property Manager or representative**.
15. All SLC staff to report to the **Assistant Principal**.
16. All non Teaching Staff to report to the **Business Manager**.
17. All SLT/Deans/Teachers without House Groups and Relief Teachers report to the **Deputy Principal - Administration**.
18. Visitors to be managed by the inviting staff member at the assembly point.
19. Receptionist to provide Vistab report to **Deputy Principal - Administration**.
20. The **Deputy Principal - Administration** will manage the process of checking for students and staff not accounted for. This will be done by the live attendance printout provided by the **Deputy Principal - Teaching and Learning** or the **Data Entry Operator**.
21. There must be no students standing up at the assembly point.
22. The **Publications and Communications Manager** to liaise with any Media at the 'Media Cordon' outside the school fence on Pererika Street.
23. The **Principal and Principal's PA** will maintain a position at the front of school. If the **Principal** is absent, the **Deputy Principal - Teaching and Learning** will take the Principal's role for the evacuation procedure.





## ROTORUA BOYS' HIGH SCHOOL

# STAFF RESPONSIBILITIES

The following staff are responsible for checking each office and classroom and locking the building when an emergency evacuation drill is in practice. Please ensure **EVERYBODY** has vacated the building prior to lockup.

### **A BLOCK**

Publications and Communications Manager and Senior Masters.

### **LEARNING CENTRE**

Assistant Principal

### **H BLOCK**

Head of Food and Hospitality

### **WHARE**

LOL Māori

### **MILLENNIUM CENTRE**

- a) Head of Guidance – Wellness Centre
- b) Catering Manager – Kitchen/Dining room
- c) Director of Rugby – Rugby Hub

### **SPORTS HUB**

Head of Sport

### **S BLOCK**

LOL Science

### **CANTEEN**

Canteen Manager

### **B BLOCK**

LOL Social Science

### **TECHNOLOGY**

LOL Technology

### **C BLOCK**

LOL Arts

### **GYMNASIUM**

LOL Physical Education

### **LIBRARY**

Librarian

### **BARN**

Property Manager or representative

**Emergency Board - Business Manager**

**Vistab System - Receptionist**



## ROTORUA BOYS' HIGH SCHOOL

# 2. LOCKDOWN PROCEDURE

As at 20/09/2023

During a Lockdown, there will be a specified bell - which is an intermittent bell with a voiceover "This is a Lockdown, please lock doors, stay away from windows and doors"

For a Lockdown follow the procedure below:

### IN THE CLASSROOM

Remain in your classroom

Sit on the floor with your back to a wall out of sight from as many doors and windows as possible.

Teachers to lock doors and windows (lock/block doors, close blinds and lock B Block Stair Gates, if it is safe to do so).

### OUTSIDE THE CLASSROOM

Move quickly to the nearest point of shelter and protection or you may choose to take cover in the nearest room in the nearest building.

### IN ASSEMBLY

Lock the doors immediately and pull curtains.

All students must quietly sit or lie down so that they reduce visibility from the door or windows.

### IN OFFICE

Remain in your office.

Sit on the floor with your back to a wall out of sight from as many doors and windows as possible.

Lock doors and windows (and lock/block doors if it is safe to do so).

The Principal/ SLT in the first instance will call the Police.

### B BLOCK LOCK UP

LOL Social Science (Richard Holliday), lock B Block gates for stairs (if safe to do so).

### CLASSROOM MOVEMENTS

Location	Where to go
L3	Into L2 classroom
L4	Through L3 into L2 Classroom
W1	To move to upstairs classrooms W3&W4
W2	To move to upstairs classrooms W3&W4
Please move quickly and safely to the above locations.	

### AFTER A LOCKDOWN

The end of Lockdown and evacuation signal is a continuous ringing of the bell. Follow the Emergency Evacuation Procedure.

### DETAILS

- In a Lockdown scenario the Lockdown could extend beyond normal school hours.
- In all Lockdown procedures teachers will be contacted via email/text message/mobile call every 30 minutes.



## ROTORUA BOYS' HIGH SCHOOL

# STAFF RESPONSIBILITIES

The following staff are responsible for locking the building and checking each office and classroom when the lockdown drill is in practice.

### **A BLOCK**

Publications and Communications Manager and Senior Masters.

### **LEARNING CENTRE**

Assistant Principal

### **H BLOCK**

Head of Food and Hospitality

### **WHARE**

LOL Māori

### **MILLENNIUM CENTRE**

- a) Head of Guidance – Wellness Centre
- b) Catering Manager – Kitchen/Dining room
- c) Director of Rugby – Rugby Hub

### **SPORTS HUB**

Head of Sport

### **S BLOCK**

LOL Science

### **CANTEEN**

Canteen Manager

### **B BLOCK**

LOL Social Science

### **TECHNOLOGY**

LOL Technology

### **C BLOCK**

LOL Arts

### **GYMNASIUM**

LOL Physical Education

### **LIBRARY**

Librarian

### **BARN**

Property Manager or representative



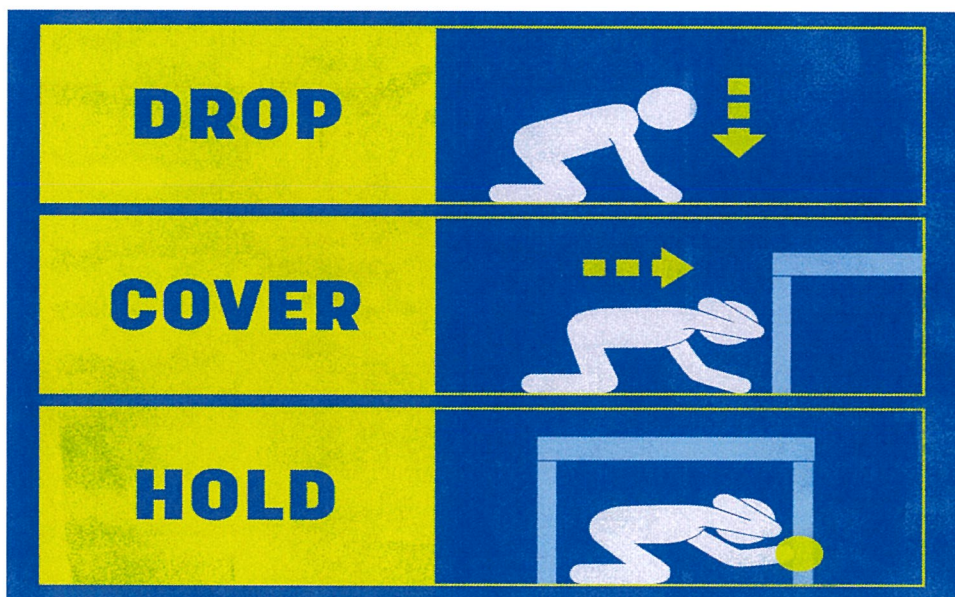
## ROTORUA BOYS' HIGH SCHOOL

### 3. EARTHQUAKE PROCEDURE

As at 20/09/2023

During an Earthquake the bell will ring intermittently. Stop/start. No voiceover.

Follow the national guidelines of Drop, Cover and Hold:



**DROP** - down on your hands and knees. This protects you from falling but lets you move if you need to.

**COVER** - your head and neck (or your entire body if possible) under a sturdy table or desk (if it is within a few steps of you). If there is no shelter nearby, and cover your head and neck with your arms and hands.

**HOLD** - on to your shelter (or your position to protect your head and neck) until the shaking stops. If the shaking shifts your shelter around, move with it.

#### IN THE CLASSROOM

Remain in your classroom  
Drop, Cover and Hold

#### OUTSIDE THE CLASSROOM

Do not try to move, **immediately** protect yourself as best as possible where you are  
Drop, Cover and Hold

#### IN ASSEMBLY

Remain in the assembly area  
Drop, Cover and Hold

#### IN OFFICE

Remain in your office  
Drop, Cover and Hold

After an Earthquake, the alarm is a continuous ringing of the bell or a long blast on an air horn. Follow the Emergency Evacuation Procedure.

Note : In all Earthquake procedures teachers will be contacted via email/text message/mobile call every 30 minutes.

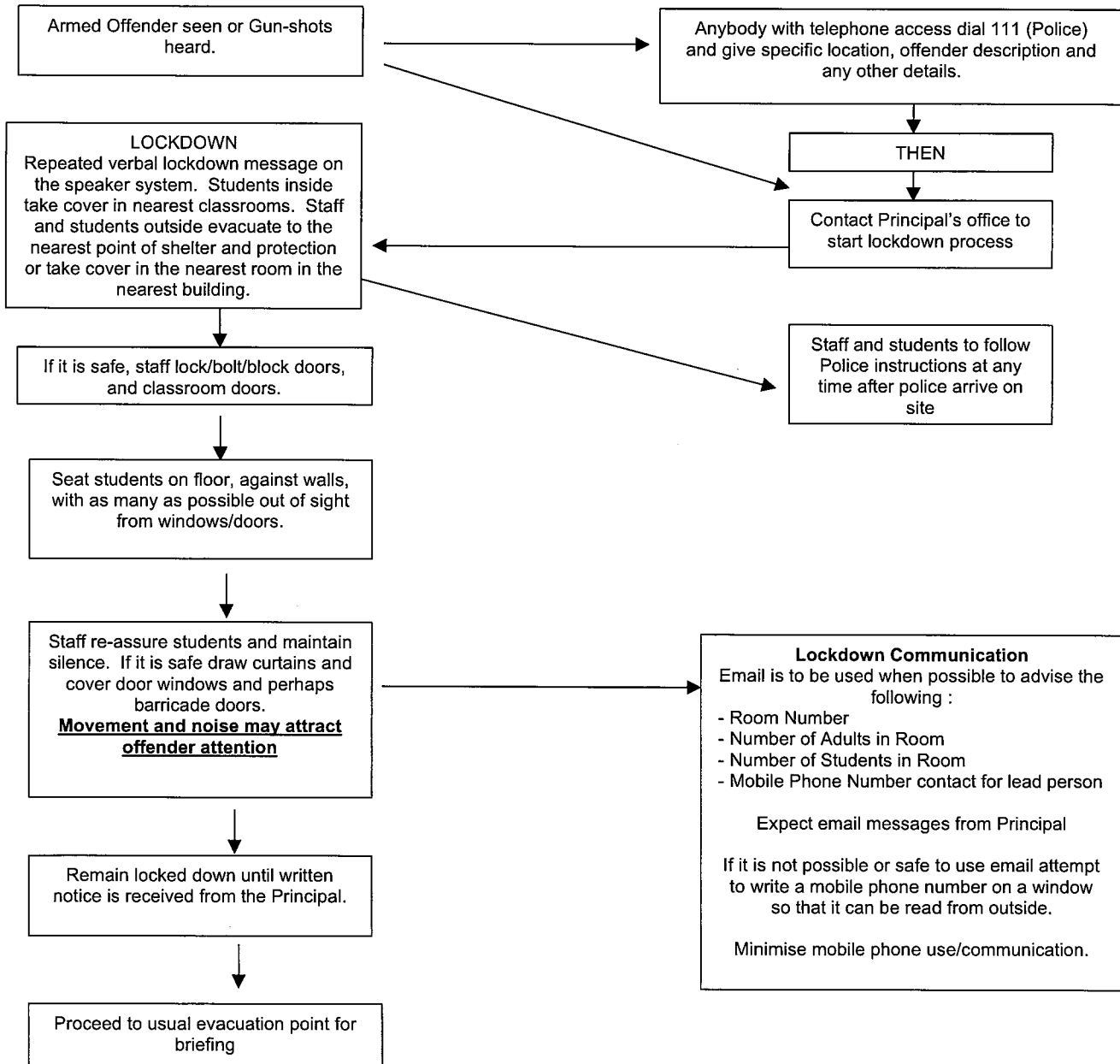


## ROTORUA BOYS' HIGH SCHOOL

### 4. INTRUDER RESPONSE PROCEDURE

As at 20/09/2023

The following response flowchart will be followed :





## ROTORUA BOYS' HIGH SCHOOL

# STAFF RESPONSIBILITIES

The following staff are responsible for locking the building and checking each office and classroom when the intruder response drill is in practice.

### **A BLOCK**

Publications and Communications Manager and Senior Masters.

### **LEARNING CENTRE**

Assistant Principal

### **H BLOCK**

Head of Food and Hospitality

### **WHARE**

LOL Māori

### **MILLENNIUM CENTRE**

- a) Head of Guidance – Wellness Centre
- b) Catering Manager – Kitchen/Dining room
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### **S BLOCK**

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### **B BLOCK**

LOL Social Science

### **TECHNOLOGY**

LOL Technology

### **C BLOCK**

LOL Arts

### **GYMNASIUM**

LOL Physical Education

### **LIBRARY**

Librarian

### **BARN**

Property Manager or representative



## **ROTORUA BOYS' HIGH SCHOOL**

# **EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY**

### **BACKGROUND**

At Rotorua Boys High School (RBHS), we believe in the value of Education Outside the Classroom (EOTC) as an essential element of our students' holistic education. EOTC activities provide unique learning opportunities, enhance personal development, and fosters a deeper understanding of our environment and community. This policy outlines our commitment to delivering safe, meaningful, and well-planned EOTC experiences in accordance with New Zealand's Ministry of Education guidelines.

### **OBJECTIVE**

All EOTC activities organised or endorsed by RBHS will ensure the physical, emotional and social safety of both staff and students. These activities must comply with relevant regulations and Ministry of Education guidelines, and align with educational objectives.

### **SCOPE**

This policy applies to all EOTC activities organised, facilitated, or endorsed by RBHS, including but not limited to:

- On site – in the school grounds
- Off site – short visits in the local community within school hours
- Off site – day trips, which may extend outside of school hours
- Off site – residential multi-day trips further afield, including international travel.

### **GUIDELINES**

- 4.1 EOTC activities are intended to:
- Provide opportunities for students to develop intellectual, physical, social, cultural and emotional skills.
  - Recognise and make use of resources in the community, providing where possible local, authentic and relevant contexts for learning.
  - Develop students' personal confidence and self-esteem.
  - Increase students' awareness of, and concern for, the environment beyond the school.
  - Increase students' awareness of, and respect for, the similarities and differences existing between cultures, groups and individuals.

- 4.2 EOTC practice at RBHS is based on the standards in the guidelines issued by the Ministry of Education - Refer EOTC Guidelines: Bringing the Curriculum Alive.
- 4.3 Professional development opportunities will be provided to upskill staff regarding EOTC responsibilities.
- 4.4 The Board is required to approve all requests for EOTC involving international travel. Applications are required at least six (6) months prior to the trip in most cases.
- 4.5 EOTC activity funding is subject to approval by the Principal and Business Manager.
- 4.6 RBHS volunteers participating in EOTC activities, at the discretion of the Principal may be required to be Police vetted.

## **COMPLIANCE WITH MINISTRY OF EDUCATION GUIDELINES**

We are committed to adhering to the Ministry of Education EOTC Guidelines: Bringing the Curriculum Alive, throughout the planning, execution, and evaluation of EOTC activities.

Key areas of compliance include but are not limited to:

- Hazard identification and risk management.
- Activity supervision structures.
- Parent/guardian consent procedures.
- Emergency response plans.
- Incident reporting.
- Staff and volunteer competency assessments.
- Regular policy review and updates.

## **DELEGATIONS**

The Board delegates authority to the Principal to approve all EOTC trips within New Zealand. International trips must be approved by the Board.

## **DOCUMENTATION AND REPORTING**

Detailed records of all EOTC activities, including risk assessments, consent forms, emergency plans, and incident reports, will be maintained and be reported to the Board in a timely fashion. Any incidents or near-misses will be promptly reported and investigated.

## **REVIEW AND EVALUATION**

This EOTC policy will be reviewed every 3 years to ensure alignment with changes in legislation, Ministry of Education guidelines, and school practices. Modifications and updates will be made as needed.

**Associated Legislation/Documentation:**

- Health and Safety at Work Act 2015
- Vulnerable Children Act 2014
- Health and Safety at Work (Adventure Activities) Regulations 2016
- EOTC Guidelines: Bringing the Curriculum Alive
- RBHS Offsite Application Procedure
- RBHS Management Guide for EOTC Activity Types
- RBHS EOTC Application Form A
- RBHS EOTC Application Form B

**Reviewed: October 2023**

**Approved by the Board:**  **Date: 25 October 2023**

**Next Review: 2026**



## ROTORUA BOYS' HIGH SCHOOL

# SCHOOL VAN/VEHICLE POLICY

### BACKGROUND

Staff members and other designated adult drivers with full and current driving licences (*not those holding restricted licences*) may drive school vans for driving students to or from school approved events.

### OBJECTIVE

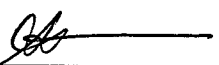
To ensure all school vans are driven by approved drivers in the interests of student and staff safety.

### IMPLEMENTATION

1. All drivers of school vans/vehicles must ensure that a copy of their full and current driving licence is sighted by the Receptionist and that a copy is held.
2. Appropriate loadings must be adhered to. Currently maximum loadings, including driver, in all school vans is 12.
3. The driver is to be 21 years of age or older, and hold a full and current New Zealand driver's licence.
4. The driver is to take responsibility for operating the car/van within the law.
5. The driver must obey all road rules including speed restrictions. Any infringement notices are to be paid for by the driver, within the set payment period.
6. The approved driver is the only driver permitted to use the car/van and as the law requires must carry with them a driver's licence at all times.
7. School rules apply on all trips.
8. All passengers, including the driver, must wear seatbelts provided.
9. All bookings are to be made and amended through Reception.
10. The odometer readings are to be taken when leaving the School and when returning and recorded in the vehicle logbook provided.
11. All drivers must sign a copy of the agreement based upon this policy.

12. Every accident or incident requires a written report from the driver, to be given to the Receptionist or Business Manager within 24 hours of the accident/incident.
13. Drivers must ensure that the van is returned with a minimum of a half full fuel tank.  
A fuel card is provided in the vehicle for this purpose.
  - a) **School vans use diesel fuel**
  - b) **School cars use petrol fuel**
14. Van keys, fuel card, fuel dockets and vehicle logbook are to be returned to the school office immediately after use. If returning after 4.30pm van is to be left in parked by the Barn & keys put in Dropbox by Hostel North entrance.
15. Drivers will return the van in a clean condition inside and out. All rubbish is to be removed.
16. If the van has been booked for weekend use, keys and vehicle logbook must be collected from the School Office by 4pm Friday. When the van is booked by different groups for Saturday and Sunday, drivers are to liaise directly regarding transfer of van between parties. The van, van keys, and vehicle logbook are to be returned to the School by 8am Monday.
17. School vans are not permitted to be used for personal use unless agreed by the Principal.
18. Drivers who are unfamiliar with the driving of the school van, the school Property Manager will provide appropriate training and instructions.

**Reviewed:**            **April 2023**

**Approved by the Board:**  **Date: 5 April 2023**

**Next Review:**        **2026**



## **ROTORUA BOYS' HIGH SCHOOL**

# **PROVISION OF A SCHOOL PROVIDED DEVICE POLICY**

### **BACKGROUND**

This policy applies to all staff members where a school provided device has been provided during their employment with Rotorua Boys' High School.

### **OBJECTIVE**

This policy details the conditions under which staff members accept the provision of a school provided device for their use of that device both at school and outside of school. The agreement will start on receipt of the school provided device from the school.

### **IMPLEMENTATION**

1. The school will provide a laptop computer and an iPad for each staff member's use whilst that staff member is in a teaching position at the school. The school provided device is for work use. Staff members are encouraged to use it outside work hours, however, it is for their use only, and not for use by students, family members or any other person.
2. The school provided device is to enable the staff member to connect to and make effective use of the school network.
3. The school provided device is to enable the professional learning and development required to use the school provided device effectively in their professional practice.
4. The excess for accidental damage or loss, or repair/replacement costs must be met by the staff member where the loss or damage is a result of the staff member's own negligence.

If your laptop is lost/stolen/destroyed whilst it is in your office or classroom you will not need to pay the excess of \$100. Classrooms and offices must be secured when leaving your room or office.

If the staff member's iPad is lost/destroyed/stolen etc it is not possible to have a similar insurance arrangement for iPads because the excess is greater than the replacement cost of approximately \$700.00. This being the case if the above does happen to the staff member's iPad staff will only be issued with a new iPad on the payment of \$200.00 towards the replacement cost. Furthermore this amount will increase to \$400.00 if the MDM (JAMF) and the "find my iPad" facility are not enabled and active. The school's IT support provider can assist in this regard.

5. The school reserves the right to transfer the school provided device to another eligible staff member or withdraw the provided device at any time.
6. The staff member will return the school provided device(s) if on extended leave e.g. Study Leave, Maternity Leave, (with pay or without pay) for use by the Reliever/others.

7. Provide suitable care and security of the school provided device computer at all times and immediately report any damage or loss of the school provided device to the DP – Teaching and Learning and IT Help Desk. The leasing company has ongoing ownership rights to the school provided device.
8. All school supplied devices will be enrolled in the schools MDM (currently Jamf).
9. Make necessary arrangements, for the return of the school provided device to the school prior to when the staff member resigns or leaves the school.
10. In accordance with school policies, staff members will be held responsible for any involvement by themselves or any other user of their school provided device in activities associated with accessing inappropriate or illegal materials.

**Reviewed:** April 2023

**Approved by the Board:**  **Date:** 5 April 2023

**Next Review:** 2026



## ROTORUA BOYS' HIGH SCHOOL

# SECURITY CAMERAS/CCTV POLICY

### BACKGROUND

Rotorua Boys' High School is close to the centre of the city and open to the public on three fronts. Further, given a roll of over 1100 there is a need to provide a safe environment for all students and all staff.

### OBJECTIVE

The use of Security Cameras/CCTV at Rotorua Boys' High School is designed to address issues such as vandalism and individual safety.

### IMPLEMENTATION

1. Cameras have been installed in most buildings on the campus as well as around the campus.
2. Notices advising of the presence of cameras will be displayed in all buildings and other appropriate areas.
3. Information collected from School Security Cameras/CCTV will not be made public or displayed on Social Media/Internet.
4. No cameras will be placed in areas where intimate visual recordings are possible.
5. Information collected will be accessed only by Senior Management.
6. Camera footage will be used in an investigation around vandalism, graffiti or issues relating to individual health and safety.

Reviewed: March 2022

Approved by the Board:  Date: 30 March 2022

Next Review: 2025



## ROTORUA BOYS' HIGH SCHOOL

# THE USE OF ROTORUA BOYS' HIGH SCHOOL FOR FUNERALS POLICY

### BACKGROUND

The school from time to time is asked to provide a setting/venue for the funeral of people who have had a close relationship with the school. This is particularly the case when the anticipated number of guests exceeds the capacity of the usual venues for funerals.

Likewise, the school from time to time can be asked to provide a setting for the body to lie in Te Whare o Raukura for Memorial assemblies, for the spreading of ashes, for the erection of Memorials and the establishment of memorial trophies.

When the school is approached in this regard there is a significant workload on a small but key number of staff and to this end some protocols and guidelines around this provision are needed.

The school at this time is also very much "on display" similarly the approach to the school requires a careful but significant decision at a sensitive time for the Principal.

### OBJECTIVE

To provide a clear set of guidelines for school management and members of families and the community should the school be approached for the purposes of holding a funeral or memorial services.

### IMPLEMENTATION

1. The school will consider on a case by case basis the acceptance of a request to be a venue for a funeral for significant school partners as detailed in the following list :
  - Members of the Rotorua Boys' High School Hall of Fame
  - Former Head Prefects
  - Former School Dux's
  - Current Teaching and Support Staff both in service and within one year of their retirement/ resignation
  - Staff listed on the Staff Long Service Honours Board
2. In the case of current students, the school will on a case by case basis consider holding a memorial assembly at a time at least two months after the funeral but not later than six months after the passing of that student.

- All costs to the school (wages and other) to be met by those making the request.

Approved by the Board:  Date: 31 March 2021

PR12



## ROTORUA BOYS' HIGH SCHOOL

# MEMORIALS AND COMMEMORATIONS POLICY

### BACKGROUND

The school has memorials to and commemorations of former Board Members, Principals, staff, students and other people who have made a significant contribution or have been closely associated with it.

### OBJECTIVE

To provide a clear set of guidelines for school management and members of families and the community for the purposes of establishing a memorial or commemoration at the school.

### IMPLEMENTATION

#### 1. Memorial Assemblies

Memorial Assemblies are held at the Principal's discretion, only for current students and serving members of the staff.

In the case of current students, the School will on a case-by-case basis consider holding a Memorial Assembly at a time at least two months after the funeral but not later than six months after the death of that student.

A framed photograph of the deceased person with a brief inscription is placed above the Photographic Year-Frame for the year in which the Memorial Assembly was held.

#### 2. Memorial Trophies

The School may accept and/or commission memorial trophies from time to time.

The type of trophy, the name of the trophy, and the inscription on the trophy is to be agreed to by the Principal in consultation with the donor(s).

#### 3. Naming of School Buildings and Grounds

Existing and newly erected school buildings will with the approval of the Board of Trustees, only be named in honour of former Principals and former students.

The person so honoured will, if living, be invited to officially dedicate and/or open the building. The inscription for the building's commemorative plaque will be agreed to by the Principal in consultation with the person being honoured and/or their family and with the approval of the Board of Trustees.

Reviewed: March 2021

Approved by the Board:  Date: 31 March 2021

Next Review: 2024