

HOSTEL



ROTORUA BOYS' HIGH SCHOOL

HOSTEL BOARDING POLICY

BACKGROUND

On-site accommodation is provided to allow boys the opportunity to attend Rotorua Boys' High School.

OBJECTIVE

A well-managed hostel facility.

IMPLEMENTATION

The Board will ensure the following:

- 1 That the Hostel is appropriately staffed at all times.
- 2 That the parents of Hostel students are consulted at least once annually.
- 3 That the Hostel meets all relevant legislation and Ministry of Education compliance.
- 4 That the Hostel facilities are appropriately maintained.
- 5 That the appropriate student management systems are in place and effective.

Reviewed: March 2021

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

Next Review: 2024



ROTORUA BOYS' HIGH SCHOOL

HOSTEL FEES POLICY

BACKGROUND

The Board of Trustees requires every hostel student to pay their hostel fees according to the prescribed procedure to ensure the smooth operation of the schools 140 bed hostel.

OBJECTIVES

1. To have hostel fees paid in a timely fashion.
2. To have written procedures that are actively practiced and regularly reviewed.
3. To have parents/caregivers aware of procedures for collecting hostel fees including outstanding fees.

IMPLEMENTATION

1. Hostel fees can be paid directly to:
Rotorua Boys' High School
PO Box 10148
Rotorua 3010

By direct credit as follows:

Pay to:	Rotorua Boys' High School
Account Number:	12-3155-0049929-00
Bank:	ASB Bank
Branch:	Cnr Tutanakai and Pukuatua Streets Rotorua

2. To help identify payments, please include full name of hostel boarder on the direct credit or bank transfer.
3. Fees for Tai Mitchell Hostel will be based on the set annual fee plus the building levy and in the following arrangement:
 - i. NZ\$250.00 Administration fee for new applications payable on presentation of application form for the Tai Mitchell Hostel. This fee is non-refundable and extra to the Annual fee.
 - ii. NZ\$1,000.00 deposit for new applications. This deposit is non-refundable. Placements for the following year cannot be guaranteed if this payment is not received by 10th November in the current year. The \$1,000 deposit will be part of the Term 1 fee.
 - iii. NZ\$200.00 Building Levy payable by 10th November in the current year.

- iv. An automatic payment must be established to ensure the appropriate fee is paid each term.
 - v. A fee schedule specifying the exact term fee for the year will be provided on 1 July of the preceding year.
 - vi. The full term fee must be paid by the end of the term in question. If not paid, the boarder cannot return the following term until the fee has been cleared.
4. A 5% reduction is offered for full payment of the annual hostel fees if paid on or before 31st January of the current year.
5. The procedure for collecting hostel fees:
- i. Hostel Fees account sent each term.
 - ii. Telephone contact made for any late hostel fees.
 - iii. First letter sent for any late hostel fees.
 - iv. Second letter sent for any late hostel fees.
 - v. Third letter sent for any late hostel fees and followed up by a telephone call.
 - vi. All accounts overdue by more than three months will be forwarded to a Debt Collection Agency and any collection fees will be added to the account.
5. All overdue accounts will incur 10% interest.

Reviewed: August 2022

Approved by the Board:  **Date: 31 August 2022**

Next Review: 2025



ROTORUA BOYS' HIGH SCHOOL

HOSTEL REFUND POLICY

BACKGROUND

Tai Mitchell Hostel is a separate financial entity from the main school, funded solely from fees.

OBJECTIVE

It is vital that all fees and incidentals are paid by the due date. Accounts are generated from the School Office and any queries should be directed to the Director of Boarding.

IMPLEMENTATION

1. Parents are required to give one term's notice in writing of the withdrawal of their son from the Hostel or an early withdrawal fee of \$1,000 will be applied as per the Refund Policy.
2. This early withdrawal fee also applies to students formally excluded from the hostel for failure to meet hostel rules and regulations.
3. At parents' written request an application for an exemption from the early withdrawal fee will be considered by the Principal in special circumstances.
4. The Tai Mitchell Hostel \$250 administration fee for new applications, the \$1,000.00 Term 1 deposit required to secure your son's hostel placement for the following year and the \$150 Building Levy are non-refundable.

Reviewed: March 2021

Approved by the Board:  Date: 31 March 2021

Next Review: 2024



ROTORUA BOYS' HIGH SCHOOL

HOSTEL AND INTERNATIONAL STUDENTS COMPLAINTS POLICY

BACKGROUND

At Rotorua Boys' High School procedures are available to resolve matters of concern or complaint, whether personal or professional, between or among members of the school community.

OBJECTIVES

All concerns and complaints will be dealt with in an open, equitable and fair manner.

IMPLEMENTATION

1. Any complaint that concerns the conduct or performance of a staff member will be dealt with in accordance with the appropriate employment agreement or the Staff Conduct and Discipline Policy.
2. All concerns and complaints will be treated seriously and will be responded to as soon as is practicable to do so.
3. All concerns and complaints will be dealt with according to Appendix I – Tai Mitchell Hostel Complaint Procedure.
4. Complaints about students in the hostel will be dealt with according to the recommended complaints procedure.
5. Parents and students will be made aware of the complaints procedures in this policy at the start of each school year by the Director of Boarding.
6. Complaints regarding breaching of the Code of Practice for International students will be dealt with in accordance with the procedures outlined as below.

The school supports the use of an independent mediator should this be appropriate.

ADVICE TO PARENTS/STUDENTS – What to do if you have a concern

Rotorua Boys' High School believes everyone has the right to have concerns heard and dealt with equitably.

A. If you have a concern, below are the suggested points of contact:

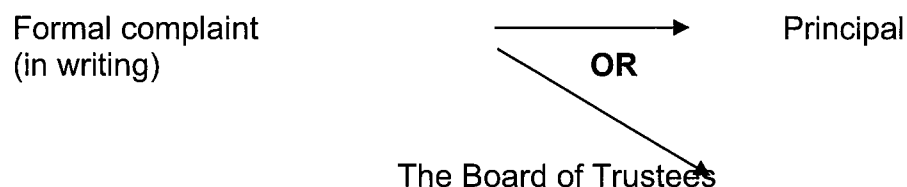
a specific subject/class \longrightarrow contact the teacher directly

For more general issues, or if you don't want to contact a specific teacher

personal concerns	—————→	Guidance Counsellor
general progress, personal concerns	—————→	Year level Dean
subject concerns	—————→	HOF of the subject concerned
absences	—————→	Year level Dean
finances	—————→	Director of Boarding
personal & family concerns	—————→	Guidance Counsellor
staff performance or conduct	—————→	Senior Management
International student concerns	—————→	International Student Director Guidance Counsellor
Hostel issues	—————→	Director of Boarding, Principal
Careers & course selection	—————→	Head of Careers and Transition Dean
OR Senior Management		

Please either email/write directly to or telephone the staff member via the school office. You may need to leave a message with a contact number, and the times when you can be contacted. The staff member will reply to you as soon as possible.

B. If you are not satisfied with the outcome of your concern, you can make a:



Any complaints to the Board of Trustees should be addressed to the Chair, Rotorua Boys' High School Board of Trustees, PO Box 10148, Rotorua (marked *Private and Confidential*) and include all relevant details.

The Principal or the Board of Trustees will take all steps to resolve the issue and will provide a written response.

If you would like to discuss the complaint in person you are welcome to request that. You are also welcome to have a support person with you at any discussions.

- The International Education Appeal Authority is an independent body that receives and adjudicates on complaints received from international students and may be consulted if required.

Recommended Complaints Procedure

Complaint(s) about:

Non-compliance with the Hostel Regulations or conditions of the licence

Complaint(s) may be from:

Students, Parents, Staff members and Board members

Complaint(s) need to be:

In writing or put in writing to the Director of Boarding as soon as practicable if the complainant is unable to put it in writing

Procedure for resolving complaint(s)

1. Within 5 working days:

The Director of Boarding will:

- Send an acknowledgement letter of receipt to the complainant
- Inform the complainant of any relevant internal complaint procedures
- Send a copy of all information held by the hostel that is or may be relevant to the complaint
- Decide whether the complaint is justified in accordance with regulation 69

2. Within 10 working days after acknowledging receipt of the complaint:

The Director of Boarding (in consultation with the senior management of the school) will:

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the Director of Boarding must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified.
- If the additional time required to investigate the complaint is more than 20 working days, the Director of Boarding must inform the complainant as soon as practicable of the fact, and reasons for, the determination and that the Director of Boarding is required to decide as soon as practicable whether the complaint is justified.

3. After making a decision:

The Director of Boarding must inform the complainant of:

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the school proposes to take; and
- Any procedure the Hostel has in place to enable consideration of an appeal by the complainant against the Director of Boarding's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

Reviewed: March 2021

Approved by the Board:  Date: 31 March 2021

Next Review: 2024



ROTORUA BOYS' HIGH SCHOOL

HOSTEL DRUG AND VAPE POLICY

BACKGROUND

Tai Mitchell Hostel is committed to being drug and vape free and ensuring that all boarders are provided with a safe and healthy living environment. Drug use has a debilitating effect on young men; marijuana and other illicit drug use is incompatible with a hostel environment and a student's personal growth, learning and advancement.

OBJECTIVE

To maintain the hostel as a drug and vape free environment.

IMPLEMENTATION

The use or possession of drugs and/or drug taking equipment (other than prescription drugs and/or vapes) is prohibited at Tai Mitchell Hostel.

The use of illicit drugs and/or drug taking equipment and/or vapes by students who board at the hostel is not approved nor acceptable at any time; this behaviour irrespective of when it occurs is considered a breach of the hostel's policy against drug and vape use.

In order to ensure compliance with this policy and to maintain a drug and vape free hostel environment, boarders may from time to time be asked to undergo drug testing. The circumstances in which drug testing is carried out may include situations where there is suspicion of a boarder being under the influence of drugs or vapes. The timing and frequency of random testing to be determined by the Principal, Deputy Principal or Director of Boarding.

The procedure for drug testing is set out in the Drug Testing Procedure (Appendix 1 Drug Testing Procedure and Consent form).

As a condition of boarding at Tai Mitchell Hostel, parents will be required to sign a drug testing consent form (Appendix 1 Drug Testing Procedure and Consent form). If this consent is withdrawn at any time by a parent or their child, then the student's place at Tai Mitchell Hostel will be reviewed by the Tai Mitchell Hostel Disciplinary Committee. This consent and the ability to undertake drug testing is part of the hostel's commitment to maintaining a drug free environment.


Random testing for boarders will not require parents to be notified in advance of the test taking place. If the drug test is non negative, then parents will be notified along with advice as to how the hostel staff intends to address the situation and the parents' right to request a second opinion.

Parents to sign as part of the enrolment to the Hostel, permission for the school to bring in from time to time a drug dog to check the Hostel for banned substances.

When a student has been found in possession or under the influence of alcohol or drugs or vapes the following may apply:

1. Stand-down from the hostel with conditions for readmission. These conditions may include:
 - direction to counselling sessions
 - clear drug test before readmission
 - reasonable ongoing random drug testing
 - behaviour contract covering uniform, academic, sporting/cultural expectations as required.
 - final warning or similar sanction
2. Suspension and referral to the Tai Mitchell Hostel Disciplinary Committee (as per the Hostel Serious Misbehaviour/Gross Misconduct Policy).

Reviewed: **July 2021**

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

Next Review: **2024**



ROTORUA BOYS' HIGH SCHOOL

HOSTEL DRUG TESTING PROCEDURE AND CONSENT FORM APPENDIX 1

The Principal/Director of Boarding may initiate drug testing where there is reasonable cause to suspect that a boarder is involved with or is under the influence of drugs.

Where a boarder is requested to undergo a drug test then this shall be carried out by the school nurse at the Wellness Centre, the boarder will be accompanied by a senior staff member. The procedure to be undertaken shall be determined by the nurse and staff member concerned, however the following shall be part of the process:

1. The boarder will be given an explanation of the drug testing procedure using the Drug Smart Drug Testing Kit. A written copy of the process must also be shown to the boarder.
2. The test administered will be either a urine drug test or a saliva drug test.
3. The boarder's privacy shall be respected when giving a urine sample.
4. The test results will be read in the presence of the boarder, with at least two people able to witness the results.
5. The test result will be recorded on the drug testing procedure template and filed by the Director of Boarding.

Boarders will be given reasonable opportunity to contact their parents/caregiver, if they so wish, before a test is undertaken. Unless it is inappropriate or impractical, a boarder will be allowed to have a support person of their choosing present at the time of the test.

The boarder's parents/guardian will be notified of a non negative test result and will be given the opportunity to request a second test which will be at the parent's/guardian's cost.

A document detailing completion of each of the above steps will be initialled and signed by staff members present and will record the boarder's name, date and time of the test.

Information sheet for students providing a urine sample

You have been requested to provide a urine sample to enable a drug test to be made and you therefore need to be aware of the following:

1. If the sample fails to read at body temperature
2. If the sample is not provided within 1 hour
3. If there is evidence of tampering of the sample
4. If there is a refusal to provide the sample

You will have been deemed to have failed the test and you will be immediately suspended from the Tai Mitchell Hostel and returned to your caregivers.

You will then be required to provide a clearance following a Diagnostic Laboratory test at the expense of your caregivers, before you will be admitted back to the Tai Mitchell Hostel.

If you are on a final warning however and you are found to have drugs in your system, you will be required to attend a hearing of the Tai Mitchell Hostel Disciplinary Committee.

DRUG TESTING PROCEDURE AND CONSENT FORM

Consent

Student's name: _____

Date of birth: _____

- ☐ I have read the Drug Policy and understand and accept this policy.
- ☐ I have read the conditions of the Drug Testing procedure and understand them.
- ☐ I agree/accept the above procedure as a condition of my son's enrolment and retaining a place at Tai Mitchell Hostel.

Signed: _____ (Parent/Guardian)

Signed: _____ (Parent/Guardian)

Signed: _____ (Student)

Date: _____



ROTORUA BOYS' HIGH SCHOOL

HOSTEL ALCOHOL POLICY

BACKGROUND

Tai Mitchell Hostel is committed to being alcohol free and ensuring that all boarders are provided with a safe and healthy living environment. Alcohol use has a debilitating effect on young men and is incompatible with a hostel environment and a student's personal growth, learning and advancement.

OBJECTIVE

To maintain the common areas of each hostel house as alcohol free environments when students are in residence in that house.

IMPLEMENTATION

The use or possession of alcohol by students is prohibited at Tai Mitchell Hostel.

The use of alcohol by students who board at the hostel is not approved nor acceptable at any time; this behaviour irrespective of when it occurs is considered a breach of the hostel's policy against alcohol use.

In order to ensure compliance with this policy and to maintain an alcohol free hostel environment, boarders may from time to time be asked to undergo alcohol testing. The circumstances in which alcohol testing is carried out may include situations where there is suspicion of a boarder being under the influence of alcohol or by way of random test, the timing and frequency of random testing to be determined by the Principal, Deputy Principal or Director of Boarding.

The procedure for alcohol testing is set out in the Alcohol Testing Procedure (Appendix 1 Alcohol Test Procedure and Consent form).

As a condition of boarding at Tai Mitchell Hostel, parents will be required to sign an alcohol testing consent form (Appendix 1 Alcohol Test Procedure and Consent form). If this consent is withdrawn at any time by a parent or their child, then the student's place at Tai Mitchell Hostel will be reviewed by the Tai Mitchell Hostel Disciplinary Committee. This consent and the ability to undertake alcohol testing is part of the hostel's commitment to maintaining an alcohol free environment.

Random testing for boarders will not require parents to be notified in advance of the test taking place. If the alcohol test is positive, then parents will be notified along with advice as to how the hostel staff intends to address the situation and the parents' right to request a second opinion.

When a student has been found in possession or under the influence of alcohol the following will apply:

1. Suspension from the hostel with conditions for readmission. These conditions may include:
 - counselling sessions
 - behaviour contract
 - final warning or similar sanction
2. Suspension and referral to the Tai Mitchell Hostel Disciplinary Committee (as per the Hostel Serious Misbehaviour/Gross Misconduct Policy).

Reviewed: **September 2022**

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

Next Review: **2025**



ROTORUA BOYS' HIGH SCHOOL

**HOSTEL ALCOHOL TESTING PROCEDURE
AND CONSENT FORM
APPENDIX 1**

Alcohol testing shall be by way of breathalyser and will be carried out by the Director of Boarding, as appropriate.

The breathalyser test shall be witnessed by at least two people and undertaken in a way that respects the privacy of the boarder.

ALCOHOL TESTING PROCEDURE AND CONSENT FORM

Consent

Student's name: _____

Date of birth: _____

- ☐ I have read the Alcohol Policy and understand and accept this policy.
- ☐ I have read the conditions of the Alcohol Testing procedure and understand them.
- ☐ I agree/accept the above procedure as a condition of my son's enrolment and retaining a place at Tai Mitchell Hostel.

Signed: _____ (Parent/Guardian)

Signed: _____ (Parent/Guardian)

Signed: _____ (Student)

Date: _____



ROTORUA BOYS' HIGH SCHOOL

HOSTEL SERIOUS MISBEHAVIOUR/GROSS MISCONDUCT POLICY

BACKGROUND

Tai Mitchell Hostel is committed to providing a safe and healthy living environment for all hostel residents. Where serious misbehaviour or gross misconduct occurs hostel staff have the procedures to fairly deal with such behaviour in the best interests of all hostel residents.

OBJECTIVE

To maintain the hostel as a safe and healthy living environment.

IMPLEMENTATION

If a boarder breaches a behavioural contract that has been put in place or commits a more serious breach of hostel rules, the boarder's place at Tai Mitchell Hostel will be reviewed by the Tai Mitchell Hostel Disciplinary Committee ("Disciplinary Committee").

A failed drug test or possession/use of alcohol/drugs/vapes, theft, bullying, threats or acts of violence are examples of what is considered serious misbehaviour or gross misconduct. These behaviours are not acceptable within the hostel and will be dealt with in accordance with the procedures set out below.

Where there is a report of gross misconduct or a breach of a behaviour contract and/or final warning, then the Principal shall be notified by the Director of Boarding who may require the boarder's parents to remove the boarder while the disciplinary review process is undertaken.

The boarder's parents (includes a guardian) will be notified by the Principal of the allegations/behavioural concerns and if asked to remove their son from Tai Mitchell Hostel. The boarder's parents will also be advised of the procedure that will follow and have the opportunity to be heard by the Hostel Disciplinary Committee.

The Hostel Disciplinary Committee shall be made up of two members of the Rotorua Boys High School Board of Trustees, and the Principal.

The Hostel Disciplinary Committee will meet within 7 school days of the boarder's parents being notified of the allegations/behavioural concerns. Prior to the meeting:

1. A report will be prepared for the Hostel Disciplinary Committee outlining the allegations/behavioural concerns, the boarder's disciplinary record at Tai Mitchell Hostel and any other matters which may be relevant to the boarder maintaining his place at Tai Mitchell Hostel.

2. The boarder's parents will be notified in writing of the meeting time and place and shall be invited to attend the meeting with their son in order to address the Hostel Disciplinary Committee.
3. The report prepared for the Hostel Disciplinary Committee shall be made available to the boarder's parents at least 24 hours in advance of the Hostel Disciplinary Committee meeting.

The procedure for the Hostel Disciplinary Committee meeting shall be determined by the person appointed to chair the meeting. The Committee may seek to have others present at the meeting in order to hear from them. The boarder's parents, the boarder and a representative/support person for the boarder are entitled to attend the meeting and will be heard prior to the Hostel Disciplinary Committee making a decision about the boarder's place at Tai Mitchell Hostel.

The Hostel Disciplinary Committee may resolve to return the boarder to Tai Mitchell Hostel unconditionally, return the boarder on such reasonable conditions as the Committee thinks fit or exclude the boarder from Tai Mitchell Hostel, either permanently or for such period as is considered appropriate.

Reviewed: July 2021

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

Next Review: 2024



ROTORUA BOYS' HIGH SCHOOL

HOSTEL SURRENDER AND RETENTION OF PROPERTY AND SEARCH PROCESSES POLICY

BACKGROUND

Tai Mitchell Hostel is committed to providing a safe physical and emotional environment for all hostel residents. Tai Mitchell staff 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 Hostel Surrender and Retention of Property and Search Processes are designed to help Tai Mitchell Hostel staff if they are faced with a situation where the safety of boarders, staff or the hostel 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, suitcases, 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 suitcase, 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 hostel's usual disciplinary or behaviour management practices may apply such as; contact parent / caregiver to request an interview and collect the student from the hostel so that appropriate discipline and support can be determined.
9. A hostel room search may be conducted from time to time on the grounds of reasonable suspicion, again with two staff members present. Boarders will be given the opportunity to be present during this procedure.
10. The Principal and/or Director of Boarding may also arrange for the services of a drug detection agency (including the use of drug detection dogs) to carry out an inspection of rooms and/or lockers.
11. The hostel has the discretion to involve Police to carry out any of their lawful functions
12. The hostel must notify parents/caregivers of the search, the circumstances and the results as soon as possible.
13. If any illegal substances are found or produced staff are to collect and bag for NZ Police to process.
14. Staff involved are to keep a detailed written record of the incident on file, and send to Principal.
15. As part of the Tai Mitchell Hostel Enrolment form boarders and whanau must sign the Hostel Surrender and Retention of Property and Search Processes Policy to reflect their acceptance of this procedure.

Reviewed: **March 2021**

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

Next Review: **2024**



ROTORUA BOYS' HIGH SCHOOL

HOSTEL SURRENDER AND RETENTION OF PROPERTY AND SEARCH PROCESSES CONSENT FORM APPENDIX 1

Consent

Student's name: _____

Date of birth: _____

- ☐ I have read the conditions outlined in the Hostel Surrender and Retention of Property and Search Processes Policy and understand them.
- ☐ I have read the attached Hostel Surrender and Retention of Property and Search Processes Policy and understand and accept them.
- ☐ I agree/accept the above Hostel Surrender and Retention of Property and Search Processes procedure as a condition of my son's enrolment and retaining a place at Tai Mitchell Hostel.

Signed: _____ (Parent/Guardian)

Signed: _____ (Parent/Guardian)

Signed: _____ (Student)

Date: _____



ROTORUA BOYS' HIGH SCHOOL

HOSTEL RELATIONSHIPS & PROTECTION FROM ILL TREATMENT POLICY

BACKGROUND

Positive relationships with other students and with staff and protection from ill treatment is especially important for the physical and emotional wellbeing of student boarders. A safe and secure hostel environment is fundamental to our students' success in their academic studies, personal growth and physical/emotional development.

OBJECTIVES

1. To ensure every student is treated with respect and dignity.
2. To ensure every student is given positive guidance to promote appropriate behaviour.
3. To ensure positive guidance includes praise and encouragement but not blame, harsh language and/or degrading responses.
4. To ensure students are not subjected to any form of discrimination, physical ill-treatment or deprivation (e.g. food, drink, shelter, privacy).
5. Physical restraint of students is used only in exceptional circumstances where the student is a danger to themselves or others.

IMPLEMENTATION

- a) Student pastoral care: Students are encouraged to share their concerns with Prefects, Housemasters on duty, Director of Boarding or the school staff (House Group Tutor, Teachers, Deans, Counsellor, or School Nurse).
- b) On-duty staff (House Masters and Director of Boarding), are the first point of contact for any immediate relationship issues or problems.
- c) School Deans: Act as a second step for pastoral/relationship issues or problems.
- d) Personal Safety audits: Are conducted randomly throughout the year (by Housemasters/Director of Boarding) with different year groups. Those who are bullies or victims are counselled and parents are contacted if necessary.
- e) Group Relationship audits are randomly conducted for each year group. Those at the extremes of the audits (high or low) are interviewed by Guidance staff.
- f) If necessary the Tai Mitchell Hostel Serious Misbehaviour/Gross Misconduct Policy is invoked.

Reviewed: March 2021

Approved by the Board:  Date: 31 March 2021

Next Review: 2024



ROTORUA BOYS' HIGH SCHOOL

HOSTEL CHILD ABUSE ALLEGATIONS AGAINST AN EMPLOYEE POLICY

BACKGROUND

This policy is made on the basis that all young people should be treated with dignity and respect and have the right to have their needs met in a safe environment. When allegations are made that threaten that safety, hostel and school management will act on those allegations while taking care to treat the employee fairly.

OBJECTIVES

To ensure and/or provide:

1. The safety of the young person is the first consideration.
2. That all complaints are taken seriously and dealt with effectively.
3. That in the case of a complaint against an employee, action is guided by the applicable employment contract and/or principles of natural justice.
4. Clear guidance for management and employee in respect of any allegations received concerning young persons within the school environment.

IMPLEMENTATION

The recommended procedures should be followed in the event of suspicion or disclosure of abuse of a student by an employee (refer Appendix 1 Flow chart of action). The child or young person must be adequately protected.

Please note there are two procedures to be followed:

1. The reporting procedure in respect of the child/young person.
2. The procedure for dealing with the employee.

In all cases it is suggested that no one person should have responsibility for dealing with both the reporting issues and the employment issues.

These steps are to be followed when dealing with an employee:

1. The Principal should inform the Chair of the Board of Trustees as soon as possible.
2. The Principal is advised to ensure records are kept of any comments by the student, complaints and/or allegations, and follow up action taken.

3. The decision to follow up on an allegation of suspected abuse or neglect against an employee of the school should be made in consultation with the following:
 - Oranga Tamariki New Zealand Police
 - Chair of Board of Trustees
4. The Principal has a dual responsibility in respect of both the young person and the employee. Immediate consultation should take place with agencies involved to enable the Principal to:
 - Determine the extent of the assistance they can give to the investigation.
 - Consider the time frame to be followed with regard to the possible conflict between what steps the Board may take as an employer and possible police intervention.
 - Consider the employer role of the Board in conjunction with any procedures outlined in relevant employee contracts.
5. When it has been determined the Board should pursue the matter as an employer the Board should advise the person accused of the allegation and seek a response. It is vital that the employer should refer to the relevant employee contract, complaints policy and staff discipline policy.
6. The employee complained against should be advised of their right to seek support/advice from:
 - PPTA counsellor or field officer, or other appropriate union/representative.
 - Other relevant teachers organisation if applicable.
7. Under no circumstances should the young person raising the concern or making the allegation be exposed to unnecessary risk. This may require the Board to contemplate removal of the employee from the hostel environment subject to the requirements of the applicable employee contract.
8. All actions of the Board must be consistent and applicable with the collective employment contract or individual employment contract.
9. Boards should take care to ensure actions taken by the school do not undermine or frustrate any investigations being conducted by any external agency. It is strongly recommended that the school maintains a close liaison with Oranga Tamariki and the Police to achieve this.

Reviewed: **March 2021**

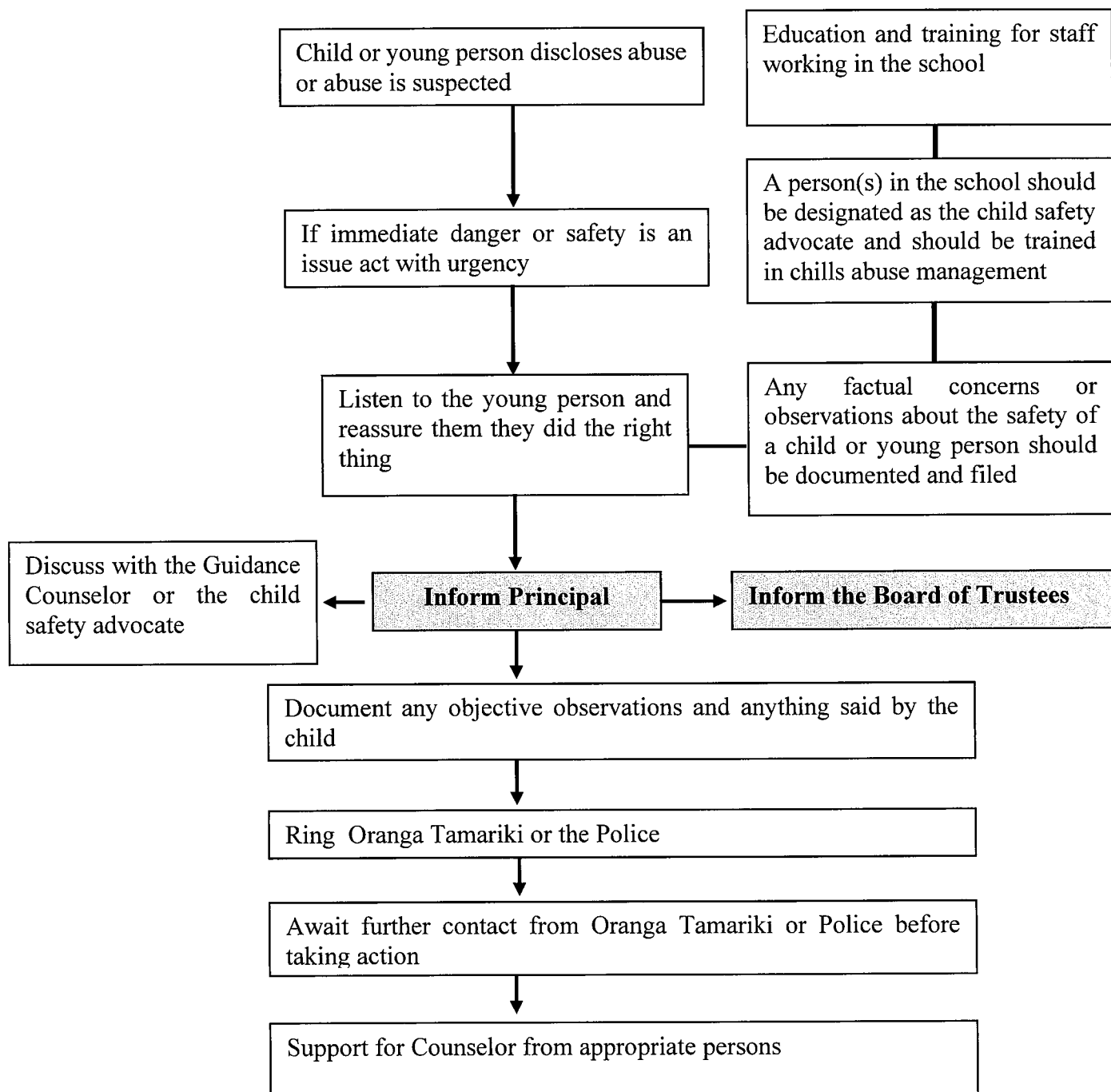
Approved by the Board:  **Date: 31 March 2021**

Next Review: **2024**



ROTORUA BOYS' HIGH SCHOOL

HOSTEL CHILD ABUSE ALLEGATIONS AGAINST AN EMPLOYEE FLOW CHART OF ACTION APPENDIX 1



Points to note:

- Documentation may subsequently be used in court as evidence for either side.
- Avoid making judgments – simply record the facts.
- Interviewing of suspected abuse victims is a specialized procedure best left to those who are trained in such techniques.
- The child advocate should be responsible for ensuring that the child's welfare remains paramount.



ROTORUA BOYS' HIGH SCHOOL

HOSTEL REPORTING CHILD ABUSE AND NEGLECT OF STUDENTS POLICY

BACKGROUND

This policy acknowledges that Boards of Trustees have particular responsibilities under legislation as well as through social expectations to provide a safe environment that caters for the physical and emotional wellbeing of its students. Such an environment should aim to ensure that all young people are treated with dignity and respect.

OBJECTIVES

The recommended policy on reporting child abuse and neglect at Rotorua Boys' High School will be successfully implemented with:


1. An emphasis that the paramount consideration in such a policy is the welfare and interests of the young person.
2. The provision of guidelines and training for teachers and others working with young people in the school environment.
3. A commitment to ensure that young people are provided with preventative education to enhance their safety and awareness.
4. The development of procedures for dealing with cases of current or historical abuse.
5. The identification of which external agencies should be used, what services they provide, what liaison is required along with appropriate referral procedures.

IMPLEMENTATION

1. The Board of Trustees will provide through Senior Management training for staff to help them to identify suspected abuse and/or neglect and to be able to respond appropriately. It is recommended that training needs be identified and planned regularly in consultation with staff.
2. The Board of Trustees will provide through Senior Management training for staff to help them to identify suspected abuse and/or to assist with the implementation of a training programme the Principal could liaise with Oranga Tamariki and New Zealand Police.
3. Students should have access to information about child abuse and appropriate responses to it through the relevant parts of the Health and Physical Wellbeing Curriculum.

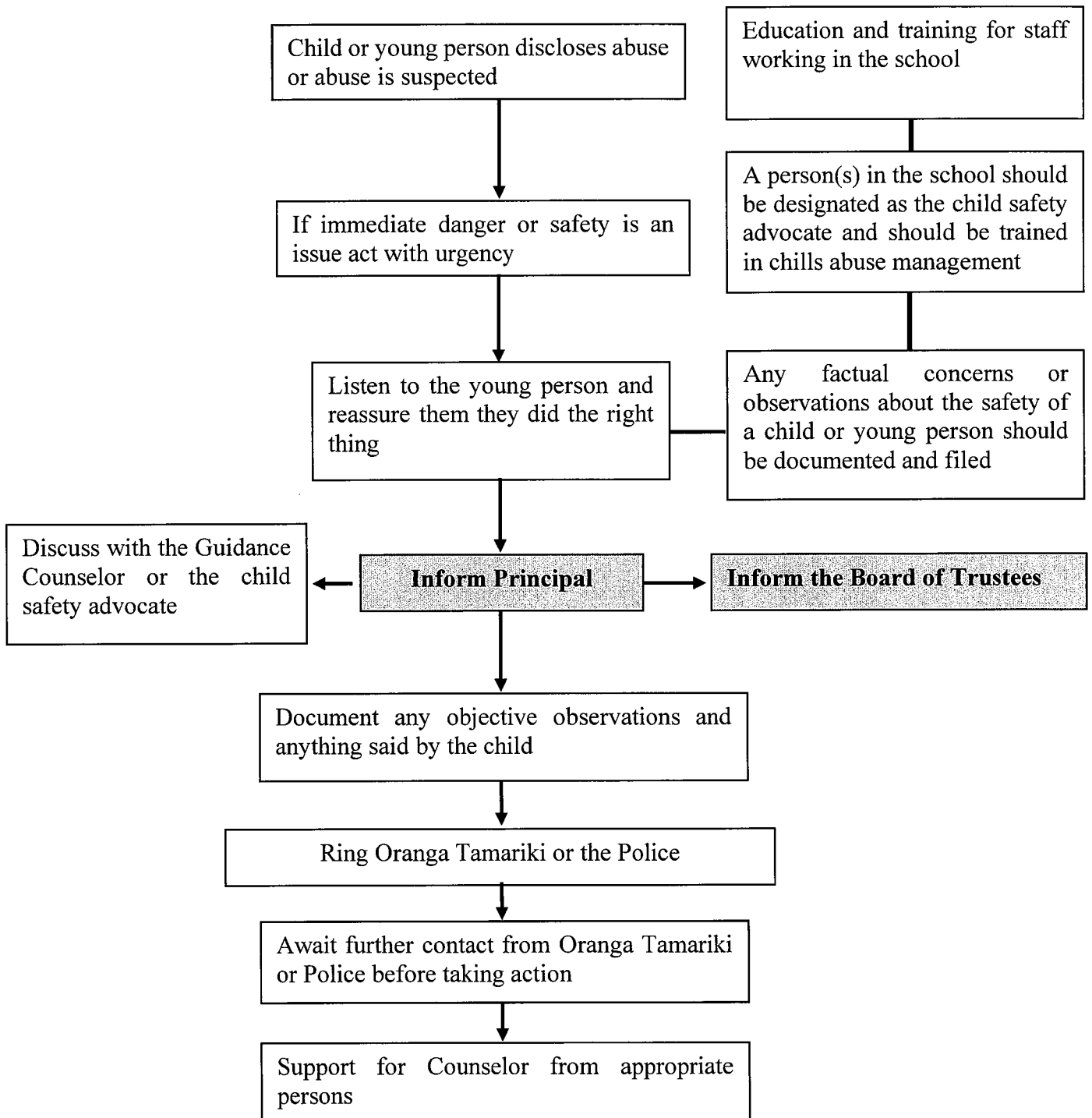
4. Decisions about informing parents or caregivers should be made after consultation between the school and the statutory child protection service called in by them.

Reviewed: **March 2021**

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

Next Review: **2024**

Appendix I Flow Chart of Action



Points to note:

- Documentation may subsequently be used in court as evidence for either side.
- Avoid making judgments – simply record the facts.
- Interviewing of suspected abuse victims is a specialized procedure best left to those who are trained in such techniques.
- The child advocate should be responsible for ensuring that the child's welfare remains paramount.



ROTORUA BOYS' HIGH SCHOOL

HOSTEL PANDEMIC PLANNING POLICY

BACKGROUND

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

OBJECTIVES

1. To acknowledge and uphold the responsibility that the Rotorua Boys' High School Board of Trustees has under the National Administration Guidelines (NAG 5) and the Health and Safety at Work Act 2015 to ensure a safe environment for hostel students, staff and visitors.
2. To provide for a comprehensive plan of action in the event of a pandemic in order to protect our hostel students, staff and visitors.
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 web site: www.minedu.govt.nz

IMPLEMENTATION

Pandemic planning resources

1. At Rotorua Boys' High School the Principal will be Pandemic Planning Manager and the Deputy Principal – Teaching and Learning will be the 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:
 - a. Chair Board of Trustees or his representative
 - b. Designated Medical Advisor
 - c. Nurse
 - d. Dean of International Students
 - e. Director of Boarding
 - f. Deputy Principal – Teaching and Learning

2. The Principal as the Pandemic Planning Manager will ensure the materials, resources and communications required to ensure staff are fully informed, alert and ready to respond appropriately should a pandemic occur. These include:
 - i. Up-to-date emergency contact details for all staff and students
 - ii. Resources are displayed in a prominent, designated area in the Health & 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.
3. The Principal as the Pandemic Planning Manager will co-ordinate regular briefings to all staff, students, parents and board should a pandemic occur.
4. The Principal will designate a room(s) on campus as an isolation area in the event of a pandemic.
5. 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.
6. The Principal and/or Principal's PA will be the contact person with the Lakes District Health Board (DHB) Emergency Planner.
7. The Principal will liaise as required with the School Nurse/Doctor.
8. 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*.
9. The Director of Boarding will ensure that there is an ongoing review of cleaning policies, practices and supplies for the Hostel.
10. The administration of this policy will have regard to the emergency procedures in the staff manual.

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 pandemic emergency.
2. The Principal shall develop a Health and Safety Plan consistent with the Ministry of Health and Ministry of Education Guidelines.
3. During a pandemic emergency Rotorua Boys' High School will endeavour to provide alternative means of delivering education to our students such as paper-based and electronic distance learning options.
4. 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

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 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.

This information will be available at all times to the person or persons designated responsible for the pastoral care of hostel students.

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Next Review: **2024**



ROTORUA BOYS' HIGH SCHOOL

HOSTEL EMERGENCY AND CIVIL DEFENCE POLICY

BACKGROUND

Emergency procedures are required to safeguard all people in the school in the event of an emergency.

The continuous ringing of a bell, electric or by hand, will indicate an emergency. (See School Management Document: Emergency Plans)

OBJECTIVE

Ensure the safety of all people in the hostel.

IMPLEMENTATION

The hostel will address the following evacuation procedures including:

- a) actions to be taken in response to likely local emergencies. Procedures will be in accordance with local civil defence guidelines;
- b) defining evacuation assembly areas;
- c) preparing and displaying evacuation procedures in all rooms and administration areas of the hostel;
- d) undertaking and evaluating an evacuation practice at least once each term;
- e) informing all staff and volunteers to check rooms and toilets, collect the emergency roll, including the disabled student roll, when evacuating;
- f) an accurate check of the roll;
- g) all further action will be directed by the Director of Boarding who will also keep the Principal informed.

Designated hostel staff members shall be trained in first aid and have available at all times a first aid kit. This kit is to be brought out to assembly areas in time of emergency or civil defence.

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