



## The National Administration Guidelines (NAGs)

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# NAG 1

## CURRICULUM DELIVERY POLICY



- The teaching and learning planning will, wherever possible, be based on Modern Learning Environment practices and pedagogy.
- Students will have opportunities for:
  - Active involvement in all curriculum areas and decision making on topics.
  - Individual programmes planned, developed and taught
  - Teacher directed/child directed experiences
  - Group and individual learning methods will be used as identified through assessments
- Teachers plan programmes based on the needs identified via assessment data and where to next documentation.
- Teachers are encouraged to use an integrated approach to planning and delivery of units of work.
- Teachers are encouraged to plan for and actively teach critical thinking skills in all units of work.
- The key competencies will be incorporated in all curriculum areas of learning.
- Style/format of planning should be in accordance with established school procedures.
- Each teacher is expected to teach in all curriculum areas.
  - Curriculum areas will receive different emphasis depending on the unit.
- The staff development programme will be based on:
  - The needs of teachers as identified during appraisal.
  - The targets set and identified during the review of the annual plan and in conjunction with assessment data.
- The needs of the school as identified through Curriculum/Resource development:
  - The initiatives as directed by the MOE identified and acknowledged through the Strategic Plan, the Long Term Plans and Curriculum Development.  
Flexible grouping will be used throughout the school
- An emphasis on numeracy, literacy, e-learning and EOTC in Years 1-8, will be reflected in all programmes.

- The learning and teaching approaches selected will promote learning in an effective and enjoyable way. We will continue to pursue high standards in harmony with the needs and values of the pupils and the community.

Reviewed by Board of Trustees      Date: 11 April 2018

Signed \_\_\_\_\_ Board of Trustees

# NAG 1

## STUDENT ACHIEVEMENT POLICY



At Waitaria Bay School we put in place a comprehensive programme which ensures all students have access to high quality teaching and learning.

In order to have this happen at Waitaria Bay School we have:

### ➤ **Success for all**

All year 1 to 8 students are given opportunities to gain the knowledge, competencies, attitudes and values as identified in the New Zealand Curriculum Framework and the national curriculum statements.

### ➤ **A Safe Learning Environment**

Waitaria Bay School aims to provide a physically and emotionally safe environment for all students.

### ➤ **Improving Literacy and Numeracy**

Waitaria Bay School places priority on improving student achievement in literacy and numeracy. Special emphasis and intervention is placed on students whose successful achievements may be at risk through identified areas of need in literacy and/or numeracy.

### ➤ **E-learning**

Waitaria Bay School works e-learning into all curriculum areas.

### ➤ **EOTC**

Education outside the classroom experiences are included in the curriculum at Waitaria Bay School wherever and whenever possible.

### ➤ **Better Use of Student Achievement Information**

Waitaria Bay School undertakes comprehensive assessment activities to gather data that will enable teachers to evaluate the progress and achievement of their students to ensure implementation of future teaching and learning priorities.

### ➤ **Improving Outcomes for All Students**

Through monitoring of students' work formally and informally, needs are identified and taught to at Waitaria Bay School: We identify those who are not achieving, those who are at risk of not achieving, or those who have special learning needs, through the establishment of a Special Needs Register and early intervention.

We develop individual programmes to support the needs and development of gifted and talented children.

### ➤ **Improving Maori and Pacifica Outcomes**

Waitaria Bay School will work with our Maori and Pacifica communities to plan and set targets which improve outcomes for Maori and Pacifica students.

### ➤ **Including Career Guidance in planning and delivery**

Waitaria Bay School includes career guidance in teaching and planning for Year 7 and above. Special emphasis is placed on career guidance for at risk students who are unprepared for the transition to the workplace or for further study.

➤ **Reporting**

Waitaria Bay School reports to students and their parents on the achievement of individual students and to the school's community on the achievement of students as a whole. Reports will be based on sound assessment practices and made in plain English.

➤ **Reviewing**

Waitaria Bay School maintains an ongoing programme of self-review in relation to procedures, programmes and planning for curriculum and student achievement.

**In order to meet these requirements, the management of Waitaria Bay School has developed and is implementing:**

- A curriculum delivery statement*
- A curriculum delivery programme for essential learning areas including literacy and numeracy foci.*
- A curriculum development programme*
- An assessment and evaluation programme*
- A reporting to parents procedure*
- An education outside the classroom procedure*
- A special needs register*
- An on-going programme of curriculum review and reporting to the BOT*
- An on-going timetable of curriculum and overview rewriting*
- Other programmes as funded from time to time by the Ministry of Education eg Reading Recovery*

Through regular reviewing at Board of Trustees level, the Board of Trustees will be assured that the curriculum at Waitaria Bay School has the infrastructure to allow for successful delivery and student achievement.

Reviewed By Board of Trustees      Date: 11 April 2018  
Signed: \_\_\_\_\_ BoT

## NAG 2 ADMINISTRATION POLICY



Waitaria Bay School complies with all general administration requirements.

In order to meet these requirements the Board of Trustees will develop and implement:

- School Planning and Reporting (*refer to school Information Book*)
- Procedures to ensure the Board of Trustees is properly elected and constituted (*refer Education Amendment Act No. 4 1991*)
- Procedures to ensure Board meetings are run properly – (*Reference Model Standing Orders for Meetings of Public Bodies 1993*)
- An ongoing programme of BOT operational review (*refer Self Review folder*)
- An ongoing programme of policy/procedure review (*refer Self Review folder*)
- Board of Trustees Code of Conduct

The Principal and Staff (*Management*) will develop and implement:

- Student achievement Annual Planning (*Refer Strategic Plan and Charter*)
- Attendance registers (*Refer school Information Book*)
- General procedures for school administration (*Refer school Information Book*)
- Procedures for stand-down and expulsion – *Leadspace*
- Procedures for community consultation and Charter

Through the development and implementation of sound administrative practice Waitaria Bay School ensures all legal administrative requirements are met.

Reviewed: 30/05/2018

Signed \_\_\_\_\_  
Board for Trustees

## NAG 2 SCHOOL ADMINISTRATION, GOVERNANCE & MANAGEMENT POLICY



The efficient administration of a school will enable staff to teach appropriately and students to learn to the best of their ability. Systems of effective administration vary but some basic roles are constant and should be followed in the best interests of the school. Successful administration depends on a genuine partnership among all sections of the school community. Waitaria Bay School will comply with all general administration requirements.

- To provide an efficient and effective administration system for the school
- To enhance the learning opportunities of all students
- To facilitate the well being of staff and students
- The governance of WBS is the responsibility of the BOT
- Governance means the BOT should be primarily concerned with the establishment of general goals for the school. This requires the BOT to establish policy, to monitor its implementation, to evaluate its results and to review the policy itself regularly.
- The management of WBS is the responsibility of the Principal and staff.
- Management means the Principal and staff should be concerned with the ways in which the policy is carried out.
- The BOT recognises the school has a consultative management system and it approves the system as an appropriate one.
- The Principal and staff of WBS should meet their management responsibilities by close contact and co-operation with BOT and school community.
- The BOT should meet its governance responsibilities by close contact and co-operation with the Principal, staff and school community.

A clear understanding of roles and responsibilities by all concerned with administration should ensure the smooth functioning of the school.

Reviewed Date: 30/05/2018

Signed: \_\_\_\_\_ for BoT

## NAG 2 SELF REVIEW POLICY



The Board of Trustees will ensure that a cyclical programme of self review is reflective and proactive enabling all operational, governance, management, teaching and learning and assessment to be reviewed. The evidence of this will be documented through Principal's reports and BoT reports at each BoT meeting.

### Board of Trustees Review

- All areas will be reviewed concurrently within the cycle covering the NAGs using the policy review format system:
  - Curriculum – Term 1
  - Review and Documentation – Term 1
  - Personnel – Term 2
  - Property and Finance – Term 2
  - Health and Safety – Term 3
  - Legislation – Term 3
  - Charter/Annual Plan/Budget – Term 4
- Recommendations and action plans from reviews will be incorporated in the school's policies and procedures, Strategic Plan, teaching and learning plan and assessment. An action plan will be identified within a timeframe as specified by the board.
- The Board will accept responsibility for reviewing its own operations within the review schedule.
- By implementing the Self Review, Waitaria Bay School will identify strategies for continuous improvement in quality teaching and learning practices.

Self Review is the way in which the Board identifies, assesses and evaluates the effectiveness of the school in meeting the values it has adopted; fulfilling its obligations to the community and providing the education it wants for its students.

- We use the above timetable of review for the National Administrative Guidelines and reporting requirements.
- The local goals of the Annual/Strategic plan will be included in the review process.
- The National Education Goals will be implemented through the Waitaria Bay School Charter and curriculum and management systems.

Reviewed 30/05/2018

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ for BoT



## NAG 3 CLASSROOM RELEASE TIME POLICY

### Rationale

The intent of classroom release time is to address teacher workload while maximising benefits for student learning. The use of classroom release time will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

### Purpose

In our school classroom release time will be used for:

- Planning
- Evaluation
- Reporting
- Personal professional development
- Observing other teachers
- Reading/research
- Assessment
- Any other use agreed to from time to time between teacher and principal

### Guidelines

The teacher will be allocated 2 days per term/or on a pro rata basis for contracted employment agreement.

Where for genuine reasons, during term planning or at short notice, it is not possible to provide CRT to an individual or group of teachers the school will:

- Record the reason for non-delivery
- Endeavour to reallocate the CRT at a later date in that school year
- Review the CRT policy if required
- Use the record of non-delivery when reviewing the policy

Signed \_\_\_\_\_

Date: 27 June 2018



## NAG 3

# Concerns and Complaints Policy

### RATIONALE

When concerns and complaints are dealt with through an agreed process that is understood by everyone involved in the school, smooth functioning of the school will be enhanced.

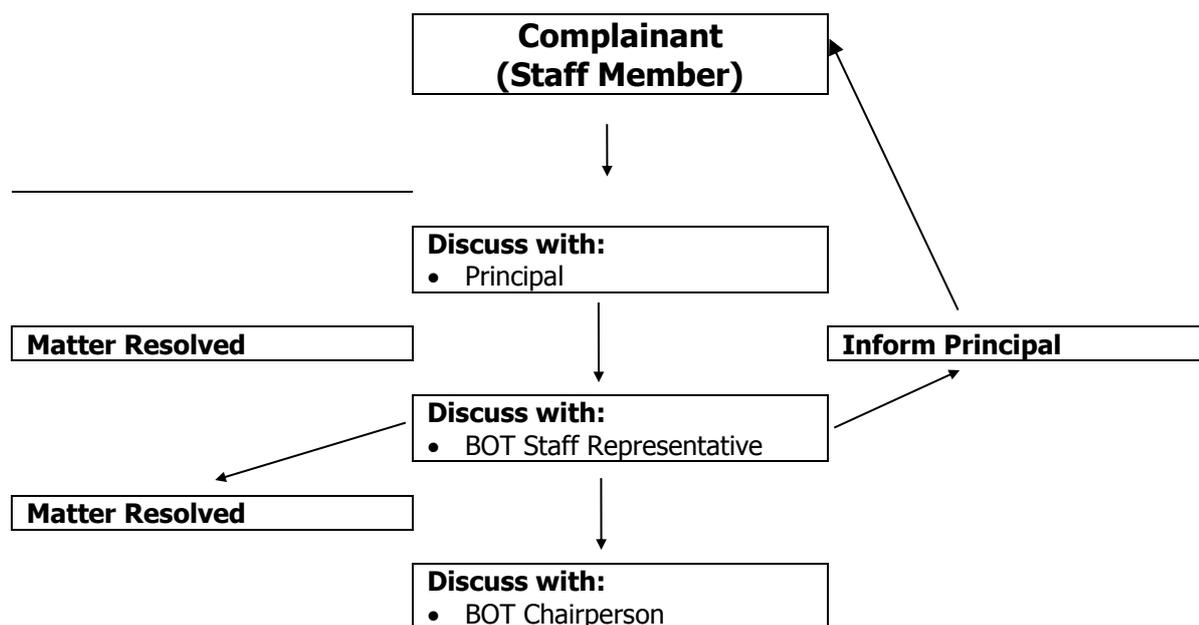
### PURPOSE

- To set out procedures for dealing with the concerns or complaints of / from pupils, parents, staff and Board of Trustees.
- To assist those who have concerns with any aspect of the functioning of the school.

### GUIDELINES

- Pupils who have concerns should in the first instance take these to their class teacher.
- Parents who have concerns should take these to the teacher of the child. Concerns that are not able to be resolved with class teacher, should be taken up with the Principal.
- Parent concerns regarding sexual and / or physical abuse or suspected abuse of this nature should be addressed to the Principal in the first instance and, if that not appropriate, to the Board Chairperson. Following on, the next steps would be to read the Child Protection Policy.
- Informal complaints about staff from parents should initially approach the Principal. If the complaint is not resolved, an approach should be made in writing to the Board of Trustees Chairperson.
- Should the complaint be about the Principal, the matter should be raised with the BOT Chairperson.
- Informal Complaints about staff or from staff (teaching and ancillary) (see over for Flow Chart).
- Waitaria Bay School is party to the relevant awards and collective agreements and these set out clear procedures for dealing with formal complaints.

## CONCERNS and COMPLAINTS



Concerns or complaints addressed to the Board of Trustees will be dealt with through these policy procedures. When matters cannot be resolved through discussion any formal complaint to the Board of Trustees must be in writing.

In applying formal complaint procedures or attempting to resolve a dispute, the Board must adhere to the rules of Natural Justice

- adequately inform employees of allegations
- give adequate time for response to allegations
- approach enquiries with an open mind
- give matters due consideration
- ensure there is no predetermination of disciplinary action before a fair and reasonable enquiry has occurred
- avoid bias
- consider the particular facts in each case
- ensure the person being complained about is supported (e.g. New Zealand Principals' Federation, NZEI Counsellor)

### CONCLUSION

Concerns and complaints are best dealt with at an early stage and before problems reach serious proportions. Discussion will resolve almost all concerns.

Signed \_\_\_\_\_

Date: 27 June 2018



## **NAG 3**

# **EQUAL EMPLOYMENT OPPORTUNITIES POLICY**

### **Rationale**

It is recognised that the following TARGET GROUPS are currently disadvantaged and need special consideration to achieve equality of opportunity:

- Women
- Maori
- Ethnic Minorities
- Disabled
- Pacifica
- Diverse

### **Purpose**

To ensure that all target groups are catered for and recognised.

### **Guidelines**

- The Board will nominate one member plus the staff representative to be responsible for the EEO programme.
- The Board, in consultation with the staff rep will ensure that EEO principles are adhered to within the school.

Signed \_\_\_\_\_

Date: 27 June 2018



## **NAG 3 PROTECTED DISCLOSURES POLICY**

### **Rationale**

A protected disclosure is a declaration made by an employee where they believe serious wrong doing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

### **Definition of Serious Wrongdoing:**

Serious wrongdoing for the purposes of this policy includes any of the following:

- Unlawful, corrupt, or irregular use of public funds or resources
- An act or omission or course of conduct:
  - that seriously risks public health or safety of the environment; or
  - that constitutes an offence; or
  - that is oppressive, improperly discriminatory, grossly negligent; or
  - constitutes gross mismanagement; or
  - constitutes serious risk to the maintenance of law.

### **Conditions for Disclosure:**

Before making a disclosure the employee should be sure the following steps are met:

- the information is about serious wrongdoing in or by the school; and
- the employee believes on reasonable grounds the information to be true or is likely to be true; and
- the employee wishes the wrongdoing to be investigated; and
- the employee wishes the disclosure to be protected

### **Who can make a disclosure?**

Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:

- Current employees and principal
- Former employees and principals
- Contractors and agencies supplying services to the school

### **Protection of employees making disclosures:**

An employee who makes a disclosure and who has acted in accordance with the procedures outlined in this policy:

- May bring a personal grievance in respect of retaliatory action from their employers;
- May access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
- Are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure;
- Will be subject to Clause 5 of the procedure, have their disclosure treated with the utmost confidentiality.

The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

**Procedure:**

Any employee of Waitaria Bay School who wishes to make a protected disclosure should do so using the following procedure.

**1. How to submit a disclosure**

The employee should submit the disclosure in writing form

**2. Information to be contained**

The disclosure should contain detailed information including the following

- The nature of the serious wrong doing
- The name or names of the people involved
- Surrounding facts including details relating to the time and/or place of the wrong doing if known or relevant

**3. Where to send disclosures**

A disclosure must be sent in writing to the Principal who has been notified by the Board of Trustees of Waitaria Bay School under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.

Or,

If you believe the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Chairperson of the Board of Trustees (*last resort person e.g. Chair of the Board*).

**4. Decision to investigate**

On receipt of a disclosure, the Principal must, within 20 working days, examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted, a full investigation will be undertaken by the principal or arranged by him/her as quickly as practically possible, through an appropriate authority.

**5. Protection of disclosing employee's name**

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the principal will make every endeavour possible not to reveal information that can identify the person making the disclosure, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential :

- To ensure an effective investigation
- To prevent serious risk to public health or public safety or the environment
- To have regard to the principles of natural justice.

**6. Report of investigation**

At the conclusion of the investigation the principal will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Board of Trustees.

**7. Disclosure to an appropriate authority in certain circumstances**

A disclosure may be made to an appropriate authority (*including those listed below*) if the employee making the disclosure has reasonable grounds to believe:

- The Chairperson of the Board of Trustees in the school responsible for handling the complaint is or may be involved in the wrongdoing; or
- Immediate reference to another authority is justified by urgency or exceptional circumstances; or

There has been no action or recommended action within 20 working days of the date of disclosure. Appropriate Authorities include (*but are not limited to*):

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- The head of every public sector organisation

## **8. Disclosure to Ministers and Ombudsman**

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure :

- Has made the same disclosure according to the internal procedures and clauses of this policy
- Reasonably believes that the person or authority to whom the disclosure was made:
  - has decided not to investigate; or
  - has decided to investigate but not made progress with the investigation within reasonable time; or
  - has investigated but has not taken or recommended any action; and continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

Signed \_\_\_\_\_

Date: 27 June 2018



## **NAG 3**

# **STAFF APPOINTMENTS POLICY**

### **Rationale**

To ensure that the best possible candidate is appointed, the formal processes will be applied and adhered to.

### **Purpose**

To set out the procedures to follow when appointing the Principal, teachers and support staff.

### **Guidelines**

- Once a vacancy is established within the school a sub-committee of the Board will meet to discuss:-
  - a. A timetable to be drawn up with key dates for:
    - closing date for Education Gazette notice
    - closing date for applications
    - shortlisting meeting
    - interviews
    - notification of successful applicant
    - notification of unsuccessful applicants
  - b. Critical factors – see “Guidelines for Selection” sheet.
  - c. The wording for the job vacancy to be placed in the Education Gazette.
  - d. The package to be mailed out to prospective applicant will include:-
    - job description
    - description of the school and its community
    - the school’s Mission Statement
    - three referee forms
    - application forms
    - covering letter
  - e. Letter to acknowledge receipts of the application forms.
  
- As each application is received, a standard letter is returned immediately acknowledging receipt of the application and information and informing the applicant that contact will be made in due course.

- Once applications have closed the committee will meet to shortlist the candidates using the "selection sheet". Referee's statements which have been received will be studied.
- The Board Chairperson or Principal, in the case of appointing Scale A teachers, will notify the applicants of their short-listing and of the date and venue of their interview.
- All candidates not short-listed will receive a letter stating that their application was unsuccessful. All CVs will be returned.
- The interview panel will draw up a schedule of questions to be used in conjunction with the Interview Guide.
- Approx eighty minutes will be allowed for each interview. The following interview process will occur :
  - f. One of the panel will spend approximately 20 minutes with each applicant showing them around the school (*and house in the case of an applicant applying for the principal's vacancy*).
  - g. Approximately 40 minutes will be spent in the interview
  - h. After the applicant has left the interview, the remaining time will be spent by the panel comparing notes, reaching a consensus on the applicants' strengths, limitations and suitability for the position.

NB: The times set down for this may vary depending on conditions.

- The appointments sub-committee will take their recommendations to a full Board of Trustees meeting to make a provisional appointment.
- The Chairperson or Principal will notify the successful applicant as soon as possible by telephone.
- The successful applicant will have three working days in which to accept the position.
- After acceptance, a letter of confirmation will be sent to the successful applicant who will return a confirmation letter in writing.
- If the successful applicant does not accept the position, a full Board of Trustees meeting will decide whether the applicant deemed by the Appointments Committee to be second in terms of suitability, will be appointed or whether to re-advertise the position.
- The payroll service centre must to be notified of the successful applicant. They need to know: name, address IRD number, pay scale etc.

## Processes

## **1. APPOINTMENT OF PRINCIPAL**

- The incumbent Principal will be replaced on the appointments sub-committee by an agreed representative. In addition, other BOT members may join this sub-committee.  
*(All applicants to a position with a teaching component must be Teacher Council registered).*
- An application period will be decided upon, usually no less than two weeks and no more than four weeks from the final advertisement of the vacancy. Closure date of the vacancy will be advertised with the job details.
- The position will be advertised in the Education Gazette if it is of a year's duration or more. Relieving positions of shorter duration must be advertised locally.

## **2. PART TIME TEACHERS/LONG TERM RELIEVERS/PRINCIPAL RELEASE**

- Advertising will be through local sources and the Education Gazette.
- Written notices of appointment or non-appointment will be signed by the Principal.
- Notification of the appointment will be made at the next BOT meeting.

## **3. SUPPORT STAFF**

- The principal will advertise vacancies, select the most suitable applicant and then notify the BOT of the recommendation.
- The Principal will confirm in writing the appointment or non-appointment of all applicants.
- Job descriptions will be supplied
- References will be sought to verify applicants' suitability
- All positions will be advertised through local sources.

## **4. GENERAL**

- Venue for interviews will be at the Board of Trustees' and Principal's discretion
- Travel and accommodation allowances, in all cases, will be granted by the Board of Trustees only if agreed and negotiated when interview notification is given.

- Final approval of all permanent appointments rests with the Board of Trustees and/or the Principal.

Signed \_\_\_\_\_

Date: 27 June 2018



## **NAG 3**

### **Staff Performance Management Policy**

#### **Rationale**

Waitaria Bay School develops and implements personnel and industrial policies within policy and procedural frameworks set by Government from time to time, promoting high levels of staff performance, using educational resources effectively and recognising the needs of students. Waitaria Bay School acts as a good employer as defined in the State Sector Act 1988 and complies with the conditions contained in employment contracts for teaching and non-teaching staff.

#### **Purpose**

Through the development and implementation of Good Employer programmes and procedures, the BOT ensures the staff of Waitaria Bay School enjoy employment conditions of the highest possible standards.

#### **In order to meet these requirements the BOT develops and implements:**

- An appointment procedure
- A complaints procedure
- A protected disclosure policy
- Principal appraisal/Performance Agreement/Job Description
- An Equal Employment Opportunities Programme (*EEO*)
- Police vetting procedures
- Teacher Registration – refer Staff Schedule

#### **The Principal and Staff (*Management*) develop and implement:**

- Appraisal
- Job Descriptions
- Staff development programmes
- Performance agreements
- Staff induction programmes

#### **The BOT in conjunction with the Principal and Staff (*Management*) develop and implement:**

- Performance Management Programme (*see above*)
- Employment Contracts

#### **Guidelines**

To ensure all staff with teaching duties and/or management responsibilities:

- Receive clear direction on the performance expected. Procedures and expectations will be clearly stated.
- Set priorities for improvement and achievement consistent with direction set by the Board of Trustees and Principal.
- Are provided with assistance and support to achieve the performance expected of them and to further develop their teaching skills and managerial expertise where appropriate.

- Receive feedback on their performance and recognition of their achievements.
- Are assured of the confidentiality and privacy of appraisal feedback and documentation.
- Undertake a performance appraisal consistent with national requirements once every twelve months.
- Are given the opportunity for self appraisal, an appraisal interview and to participate in classroom observation.
- A process for dealing with disputes will be available in the event of disagreement resulting from appraisal. Refer Appendix 1.

Performance Appraisal will focus on the following dimensions. These will form the basis of a generic job description:

- The principal is responsible for the implementation of the school's performance management system.
- The process comprises an annual cycle of appraisal meetings, monitoring activities and an appraisal review.
- A 'dealing with disputes' procedure will be used.
- *Appraisal* will focus on the following key professional responsibilities/performance areas:
  - teaching responsibilities
  - school wide responsibilities
- The appraisal report will be confidential – to the appraisee, the appraiser and the principal, unless the appraisee agrees otherwise.
- Professional standards at the relevant level need to be confirmed between the Teacher and the Principal.
- The final report form will be written together at the end of the cycle and tabled at the Board Meeting.

## APPRAISALS

Appraisals will be open, frank, positive and confidential

### **Appraisal will be based on:**

- Curriculum development needed
- Job descriptions
- Ministry of Education initiatives
- Strategic Planning Objectives
- School's Annual Achievement Targets
- Staff appraisals can be delegated by the Principal.
- Appraisal will follow the 'Appraisal Cycle' as attached.
- Appraisal will be both confidential to appraiser and appraisee.
- The 'Appraisal Programme' will give complete detail to Performance Management Procedures.
- Performance agreements will give clear direction of the performance expected.
- There must be full consultation in order to set goals and objectives with :-
  - A staff member
  - An appraiser

### **Appraisee**

- All staff will be provided with assistance and support to achieve the performance expected of them.
- All staff will receive feedback on their performance.
- Where there is a disagreement appraiser and appraisee shall each provide separate reports on the matters at issue to the board.

**The Principal's management/administrative duties will be appraised by either:**

- The Chairperson (on behalf of the Board)
- and/or appointed professional (*agreed by both parties*)

**The Principal's teaching duties will be appraised by either:**

- A peer principal
- An appointed professional (*agreed by both parties*)

The Chairperson will report to the Board of Trustees as to the outcome(s) of the Principal Appraisal

The Principal will report to the Board of Trustees following the conclusion of the Staff Appraisal process.

Signed \_\_\_\_\_

Date: 27 June 2018



## **NAG 4**

### **FINANCE AND EXPENDITURE POLICY**

#### **Rationale**

Waitaria Bay School allocates funds to reflect the school's priorities as outlined in the Charter.

#### **Guidelines**

Waitaria Bay School Board of Trustees monitors and controls school expenditure, and ensures that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.

The Board complies with the negotiated conditions of any current asset management agreement, and implements a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

#### **In order to meet these requirements, the Board of Trustees develops and implements:**

- Procedures for monitoring and spending monies
- Annual account auditing
- An annual budget based on the strategic plan
- A monthly financial reporting system
- An Asset Register and replacement programme
- Procedures for maintaining property
- Monthly property reporting
- School donations procedures

#### **Conclusion**

Through the development and implementation of sound resourcing procedures and programmes, the Board of Trustees ensures Waitaria Bay School has the most appropriate physical resources.

Reviewed \_\_\_\_\_ Signed \_\_\_\_\_ BoT Finance Person



## NAG 4 PROPERTY POLICY

### Rationale

Waitaria Bay School will ensure that the property and grounds meet the compliance and Ministry regulations.

### Guidelines

- There will be an annual report by the property board representative to the Board of Trustees by September each year on the state of all school buildings, grounds and the swimming pool
- Each term the adventure playground and all outside equipment shall be checked for safety and recorded by a property representative.
- During the second week of each term the school grounds shall be checked for safety and recorded. The responsibility lies with the caretaker.
- Teaching staff are to check classroom chattels on a regular basis. Items needing repair and missing items are to be reported to the Principal
- All staff are responsible for ensuring that all doors and windows are secured each day.
- Use of school buildings, grounds and school property outside of school hours must be authorised by the Board of Trustees prior to its use. They will set appropriate charges and conditions, including insurance.
- All acts of vandalism and damage will be reported to the Principal who will take the appropriate action.
- Records of each inspection by "Independently Qualified Persons" must be kept and held for a period of two years.

Reviewed \_\_\_\_\_ Signed \_\_\_\_\_ BoT



## **NAG 4**

### **Purchasing Card Policy (Eftpos)**

The Principal and the Board of Trustees is responsible for the financial control of the resources within the school. The Principal and board will have complete discretion as to how it will spend the income it receives in order to meet the obligations specified in the charter. The Principal and board must monitor and control the school's resources, prepare annual accounts for audit and report on its financial performance to the community and Ministry of Education.

Within this context then, the Principal and board deem it prudent to have in place, a policy for the use of an eftpos card.

#### **Responsibility**

1. The board agrees it has a responsibility to ensure that eftpos card expenditure incurred by the school must clearly be linked to the business of the school. The board has agreed on the fundamental principles of this policy and has delegated responsibility for the implementation and monitoring of this policy to the Principal.
2. The board requires the Principal, as the chief executive, to implement and manage this policy. The Principal may, from time to time, further delegate some of their responsibilities. Any/all such delegations must be attached as appendices to this policy.
3. This policy must be read in conjunction with other policies.

#### **Process for issue of an eftpos card**

4. The eftpos card is only issued to the Principal, who is the sole signatory.
5. A new account has been set up with Westpac to fund the eftpos card.
6. The card's primary use is for EOTC events.

#### **Procedures to be followed when using the card**

7. The card is not to be used for any personal expenditure.
8. The card will only be used for:
  - payment of actual and reasonable travel, accommodation and meal expenses incurred on school business; or
  - purchase of goods where authorisation is given via the budget (holder) process.
9. All expenditure charged to the card should be supported by:
  - A receipt slip
  - A detailed invoice or receipt to confirm that the expenses are properly incurred on school business.

- For expenditure incurred in New Zealand, there should also be a GST invoice to support the GST input credit.
10. The eftpos card account statement should be certified by the cardholder as evidence of the validity of expenditure.
  11. Authorisation for the expenditure should be obtained on a case by case basis. Cardholders are not allowed to approve their own expenditure.

### **Cash Advances**

12. Cash advances are not permitted except in an emergency.
13. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts wherever possible of how the cash was used. Any/all unspent monies must be returned to the school.

### **Discretionary Benefits**

14. Any benefits of the debit card such as a membership awards programme are only to be used for the benefit of the school. They should not be redeemed for personal use.

### **Cardholder Responsibilities**

15. The cardholder should never allow another person to use the card.
16. The cardholder must protect the pin number of the card.
17. The cardholder must notify the bank and the school immediately if the card is lost or stolen.
18. The cardholder must return the eftpos card to the school upon ceasing employment there or at any time upon request by the board.

### **Approval**

19. As part of its approval the board requires the Principal to circulate this policy to all staff and for a copy to be included in the school policies register.

Signed for BoT \_\_\_\_\_ Date



## **NAG 4**

### **Theft and Fraud Prevention Policy**

The Board of Trustees of Waitaria Bay School has consulted with staff and parents in the formulation of this policy.

#### **Rationale**

The Board accepts it has a responsibility to protect the physical and financial resources of the school. The Board has agreed that through its chief executive, the Principal, the school has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the school or who are service recipients of the school. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.

The Board, therefore, requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures set out below.

#### **Guidelines**

As preventative measures against theft and fraud the Board requires the Principal to ensure that:

- The school's physical resources are kept secure and accounted for.
- The school's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
- Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
- All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.

In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:

- Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.

So far as it is possible and within 24 hours:

- Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.

- Request a *written statement* from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
- Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.
- Inform the Board Chairperson of the information received and consult with them as appropriate.

On the basis of advice received and after consultation with the Board Chairperson, the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.

The Principal shall then carry out the following procedures:

- Investigate the matter further;
- If a prima facie case is thought to exist to continue with their investigation;
- Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
- Lay a complaint with the New Zealand Police;
- If necessary, commission an independent expert investigation;
- In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
- Seek legal advice; or
- Inform the Manager, National Operations, Ministry of Education local office and/or the school's auditors.

Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.

If a case is considered to exist the Principal or a person designated by them shall, unless another course of action is more appropriate:

- Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
- Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
- Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
- Advise the person in writing of the processes to be involved from this point on.

The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.

The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

### **Allegations Concerning the Principal or a Trustee**

Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of paragraph 4 of this Policy.

Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with the requirements of paragraph 4 of this Policy.

### **Approval**

When the Board approved the Policy it was agreed that no variations of this Policy or amendments to it can be made except by the unanimous approval of the Board. As part of its approval the Board requires the Principal to circulate this Policy to all staff, and for a copy to be included in the Waitaria Bay School Policy Manual, copies of which shall be available to all staff. The school policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

*Reviewed : 23/08/2017*

*Signed:* \_\_\_\_\_



## **NAG 4**

### **Travel and Entertainment Policy**

The Waitaria Bay School Board of Trustees agrees it has a responsibility to ensure expenditure on travel and entertainment by the school must clearly be linked to school business. The board requires the Principal, as chief executive, to manage and implement this policy.

#### **Staff Reimbursement**

- Waitaria Bay School, as a good employer, shall reimburse the Principal, teachers and support staff for expenditure that is approved and related to any school costs outside the usual personal expenses.
- A travelling allowance will be paid to all staff at the NZEI CA rate for travel that is required during the course of a school day and/or for professional development and when using own vehicle for school business
- On the production of receipts the employer shall reimburse actual and reasonable expenses which have been incurred during the course of official business and/or purchases specific to school
- Allowances such as school camp allowance, tea allowance and evening meal allowance shall be paid as per the CA.

#### **Entertainment**

Entertainment expenditure in general will be for the following purposes:

- Building relationships and goodwill
- Representation of the school in a social situation
- Hospitality provided in the course of school business to external parties
- Internal social functions

The purposes of all such purchases should be transparent and the amount expended able to be demonstrated as reasonable and appropriate.

Reviewed \_\_\_\_\_ Signed \_\_\_\_\_ BOT



## NAG 5 WATER ONLY SCHOOL POLICY

### Rationale

#### **We care about the health of our students.**

Sugary drinks are one of the most significant causes of poor oral health and contribute greatly to childhood obesity and Type 2 diabetes.

#### **We care about their achievement.**

Sugary drink consumption is associated with problem behaviours. Studies have found poor diet and nutrition are associated with lower academic achievement.

### Our Commitment

We will ensure parents and students receive clear, consistent messages about the importance of healthy choices and the impact of sugary drinks by:

- continuing to educate students about the importance of healthy drink choices and the benefits of consuming water.
- actively promoting water as the best option in school publications
- ensuring staff commitment to model healthy drinking habits.

And we will create an enabling environment by:

- actively discouraging sugary drinks being brought to school by students
- providing water (and plain reduced fat milk) as the only drink option for students
- allowing students access to water during class time
- ensuring school lunch options don't include sugary drinks
- ensuring sports teams will use water as their preferred source of hydration

Reviewed \_\_\_\_\_

Signed \_\_\_\_\_



## NAG 5

### Staff Social Media Policy

#### **Rationale**

Anyone using social media needs to be aware that any information published, including images, becomes public and out of your control; it can be shared, re-posted, altered and exist forever – the internet never forgets.

Social media includes Facebook, email groups, blogs, Twitter LinkedIn and any internet based site which allows people to connect and share information.

#### **Purpose**

In their use of social media, teachers have extra responsibility in preserving confidentiality and maintaining professional standards. The following guidelines promote the use of social media by teachers.

#### **Guidelines**

Using social media in your professional role:

Teachers may use social media as part of their role at school, for example in classroom blogs, the school website and/or Facebook page and to communicate with members of the school community.

The enthusiastic and appropriate use of social media at school encourages students to confidently use the technology and understand the issues involved.

Teachers should:

- Inform parents/caregivers about how and why you are using social media in your teaching
- Take care to represent the school and its individuals in a respectful and positive way and in accordance with the school's Privacy Policy and publishing student information guidelines
- Check the material you are publishing is suitable and accurate. If you refer or link to another site or resource check it is appropriate and you have read all the content. Be sure to acknowledge your sources and conform to any copyright restrictions

Using social media in your private life:

Teachers' personal use of social media must also be governed by confidentiality and professional standards. As well as the general points above, teachers must:

- Keep privacy settings appropriate and make sure you understand the terms of service of the social media platforms you use, specifically how your posts may be accessed, re-used or republished.
- Maintain a professional boundary. Consider
  - whether it is appropriate to extend or accept friend or connection requests with parents, students or others involved with the school
  - using a separate email address for your social media interactions
  - how material or images posted of you, reflect on you as a professional associated with the school
- Avoid use of social media during school hours/time

Texts and emails

Electronic communication is easy and popular, particularly for broadcasting information about school closures or school wide events. For some interactions, a phone call or a face to face meeting is more appropriate than a text or email. Always consider the best way of communicating information, not just the quickest or easiest.

As with any other medium, keep the email/text appropriate.

Also, consider whose responsibility it is to communicate specific information. In the case of a serious incident or crisis, the principal or a nominated spokesperson may be the only one with authority to pass on information or comment publicly. If you are not sure about passing on information, check!

*NB Complaints or concerns relating to staff use of social media are dealt with through the Complaints Procedure.*

*A Cybersafety procedure is in place for students.*

Signed \_\_\_\_\_ Date: 20/09/2017



## NAG 5 Health & Safety

### Seclusion and Physical Restraint Policy

#### **RATIONALE:**

To maintain the safety of students and staff at WBS seclusion is not to be used to manage challenging behaviour. Physical restraint is to be avoided and used as a last resort only.

#### **Purpose:**

To ensure that staff members are aware of the seclusion and physical restraints policy and guidelines.

#### **Guidelines:**

- As seclusion has the potential to be traumatic for those involved no student is to be secluded at WBS. Physical restraint has legal risks if student is harmed. More importantly it can have negative emotional and physical effects on the student.
- This policy applies to and is to be followed by all the staff at the school.
- The Principal will advise the Board of any incidences where physical restraint is used.
- The Board will ensure parents and caregivers are notified.

#### **Related Policies and Procedures:**

Cyber Safety  
Harassment  
Smoke and Drugs  
Behaviour and Anti-bullying

#### **Conclusion**

To safeguard the welfare and staff at Waitaria Bay School

Signed \_\_\_\_\_ BoT Dated: \_\_\_\_\_



## NAG 5 Health & Safety

### School Volunteer Worker Policy

#### **RATIONALE:**

It is important to have procedures in place when parents or other friends of the school volunteer to help the school in some way, so there are no misunderstandings.

#### **Purpose:**

Volunteers may benefit students and the school through:

- Giving one to one assistance to students
- Helping to supervise class and outdoor activities
- Giving specialist input to class lessons
- Taking part in trips and camps
- Developing activities for the school
- Helping to make the environment better in some way

#### **Guidelines:**

- We welcome volunteers who work in the school, appreciate them for their contribution and treat them with courtesy
- Volunteers are subject to the same "suitable person" criteria as paid workers and may be asked to undertake a police check
- Volunteers are to be approved by the Principal and will be supervised by the Principal or a person nominated by the Principal
- Volunteers will be made aware of:
  - the importance of keeping school confidentiality and privacy requirements
  - what is expected of them in terms of the tasks they are doing
  - their limits regarding student discipline and the necessity to inform a teacher if there is a concern
  - health & safety issues, non-smoking policy
  - the need to be dependable in attendance and on time
  - support and co-operate with staff members
  - be enthusiastic about working in the school
  - the need to ask questions when expectations are not understood
- Volunteers will receive appropriate training from the supervising staff member
- Volunteers will be provided with parking, morning tea, use of the staffroom and toilets and access to First Aid facilities. Access to the school office is not allowed if the office is unattended
- Volunteers must leave the premises if asked

#### **Police Vetting**

Volunteer workers will be required to undergo police vetting as per national guidelines

Parents who volunteer to accompany classes to school camps and sleepovers may be required to fill in a form which gives permission for police vetting at the discretion of the Principal and board of trustees.

If a volunteer has "unsupervised access" to the children, then a police vet will be required

### **Conclusion**

School volunteers will feel comfortable within the school situation, will know their limits and will complement the work of paid school staff.

Reviewed: 30/09/2017

Signed \_\_\_\_\_ BoT



## **NAG 5**

### **HEALTH AND SAFETY POLICY**

#### **Rationale**

Waitaria Bay School provides a physically and emotionally safe environment for students, employees, parents and visitors through complying with any legislation currently in force or that may be developed to ensure the safety of students, employees, parents and visitors.

#### **Guidelines**

In order to meet these requirements the Board of Trustees develops and implements:

- Procedures for abuse
- Procedures for harassment
- A civil defence programme
- Agriculture and Hazardous chemical use

#### **The Principal and staff develop and implement:**

- Internet safety procedure and acceptable use
- Blood and other body fluids procedure
- HIV/Aids/Hep B procedure
- EOTC education outside the classroom risk management procedure
- Parent transport procedure
- Behaviour management procedure
- Emergency and evacuation routines and procedures
- Procedures for abuse by harmful substances
- Pre-school transition programme

#### **The BOT in conjunction with the Principal and staff develops and implements:**

- Statement of intent for sexual education
- Sun protection programme
- School bus transport safety procedure

- Bus passenger contract
- Pupil behaviour procedure
- Truancy procedure
- Hazard identification register and procedure
- Child abuse identification procedure

Reviewed: 20/09/2017

Signed \_\_\_\_\_

### **Appendices – Toolkit 10**

- 10a – Injury/incident procedure
- 10b – Definition of serious harm
- 10c – Checklist of immediate and basic causes
- 10d – Injury/incident investigation form
- 10e – Notice of record of injury/serious harm
- 10f – Board report

# **NAG 5**

## **Waitaria Bay School**



## **Code of Conduct for Staff Policy**

## **Introduction**

*Eg:*

“The Waitara Bay School has a statutory obligation to be a good employer and we personally recognise the importance of treating staff fairly and properly in all aspects of employment.

In return, the board expects a high standard of behaviour from you. All staff is expected to identify with and have a commitment to the philosophy and values of the school, and to demonstrate that commitment in the performance of their duties.

Please make yourself fully familiar with the standards in this document.”

*Emma Hopkinson*

*Waitara Bay School Board of Trustees*

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## **Purpose of the Code**

The purpose of this Code of Conduct is to assist you to know and understand the minimum standards of conduct and behaviour expected of you as an employee of the Waitaria Bay School.

This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a quality education to our students, and that a pleasant and safe working environment exists for all staff and students.

## **Coverage**

The Code applies to all employees of Waitaria Bay School, including permanent, temporary, and casual employees. This Code forms part of your employment with the board.

## **Principles**

The Code of Conduct establishes three principles of conduct which all staff are expected to observe:

- 1) You should fulfil your lawful obligations to Waitaria Bay School with professionalism and integrity.
- 2) You should perform your official duties honestly, faithfully and efficiently, respecting the rights of the students, the school community and your colleagues.
- 3) You should not bring your employer into disrepute through your activities, whether inside or outside school. Activities outside the school are not likely to be acceptable if they:
  - damage the standing or reputation of Waitaria Bay School because of the position you hold in it;
  - interfere with the proper performance of your duties.

## **Shared Expectations**

Waitaria Bay School can operate effectively and provide a quality educational outcome when there is a shared expectation between the board (as the employer) and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are met.

Set out below is a summary of the expectations that Waitaria Bay School as the employer, has of you, and the expectations that you, as an employee, may have of Waitaria Bay School.

## **Waitaria Bay School - Expectations of Staff**

Waitaira Bay School expects you to:

- work within the law with honesty and integrity;
  - comply with all lawful and reasonable instructions;
  - comply with the policies of the Waitaira Bay School
  - work diligently and meet the requirements of your employment agreement;
  - respect the rights of colleagues, students and the school community.

## **Obligations of Waitaira Bay School to Staff**

As a good employer, we are committed to meeting the following staff expectations:

- a commitment to the spirit and principles of the Treaty of Waitangi;
- opportunities for equal employment, including recognition of:
  - the aims and aspirations of Maori and ethnic or minority groups;
  - the employment needs of Maori, Pacific Island, ethnic or minority groups, women, and people with disabilities;
- impartial and open selection and appointment procedures;
- fair rates of remuneration for skill, responsibilities and performance;
- an up-to-date job description that provides clear statements of your duties and your employer's expectations of you;
- adequate training and equipment to perform your duties;
- regular and appropriate feedback and communication on your work performance;
- effective communication of information;
- good and safe working conditions;
- opportunity for the enhancement of your abilities;
- freedom from harassment or discrimination in the workplace;
- a commitment to a supportive and confidential Employee Assistance Programme;
- appropriate disciplinary and dispute procedures and the opportunity for redress against unfair or unreasonable treatment by the employer.

## **Codes of Behaviour**

If you have any prior criminal convictions, you are required to inform Waitaria Bay School Board of Trustees about them before accepting employment with the school. If you do not disclose this information or are not truthful about it, disciplinary action could be taken against you which could lead to dismissal.

You are to avoid any activity, either work-related or private, which could reflect badly on Waitaria Bay School Board of Trustees in its relationships with the school community. This means that you are to inform your manager in writing if:

- you apply for bankruptcy or become bankrupt;
- any criminal charges or convictions that may occur while you are employed by Waitaria Bay School Board of Trustees are of such a nature that it would be inappropriate for you to continue to be employed in the same capacity by the board. This may include, for example, charges that involve loss of trust between you and the board, or charges that damage the reputation of the school;
- secondary employment – permission from employer – doesn't interfere with primary duties.

## **Performance of Duties**

Employees are expected to carry out their duties in an efficient and competent manner.

This means that you are expected to:

- comply with the law;
- comply with all lawful and reasonable instructions and work as directed by your employer or there duly delegated representative;
- perform your duties according to the legislation, policies and procedures of Waitaria Bay School Board of Trustees
- comply with any other code of ethics or practice that may apply to your profession e.g. New Zealand Teachers Council Code of Ethic, Nursing, Executive Officers;
- perform your work to an agreed standard;
- show proper and reasonable care when using board property, resources or funds;
- contact your employer (within 30 minutes of your normal starting) if you are to be absent from work due to sickness or an emergency.

You are also expected to obtain permission from your employer to:

- be absent from your workplace during work hours;
- enter into any contract or agreement on behalf of Waitaria Bay School Board of Trustees. The board will not accept responsibility for any unauthorised action.

## **Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- ignoring lawful and reasonable instructions from your employer;
- being under the influence of alcohol, drugs or solvents impeding your performance during working hours;
- giving false information (eg: stating you have a driver's licence when you don't; making a false claim for expenses);
- failing to declare information that is requested when you apply for employment with Waitaria Bay School Board of Trustees (eg: having a revoked driver's licence or a criminal conviction);

- ) extras from Secondary CA.
- )
- )

## **Appropriate Relationships with Students**

You should recognise the sensitivity of the situation of students under Waitaria Bay School Board of Trustees care and control and show respect for and protect their dignity.

- No employee is to have a sexual relationship with any person under the age of 16 or any student of the school.
- No employee is to have a sexual, familial or financial relationship with a student or young person with whom they have a professional relationship arising from their employment with the board.

You must inform your employer if a person to whom you are related, or with whom you are having or previously had any personal, sexual or financial relationship, comes within the ambit of your professional responsibilities.

## **Respect for the Rights of Others**

While you are employed by Waitaria Bay School Board of Trustees you have a duty to treat your colleagues, students and the public with courtesy and respect. This means that you are expected to:

- Avoid behaviour that might distress other employees or disrupt the workplace.
- Ensure that any workplace relationships do not have a negative effect on your work performance.
- Respect the privacy of individuals when dealing with personal information.
- Be non-judgemental by not harassing or discriminating against your colleagues or students on the basis of their gender, age, disability, marital status, and ethnicity, religious or ethical beliefs or sexual orientation.
- You must not have or bring into the workplace any material that may be viewed as racist or sexist, that is pornographic, or that is otherwise offensive to the board or its staff.

## **Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- the use of abusive, obscene or threatening language or behaviour to your colleagues or the public;
- misuse, abuse or improper use of your position or of any statutory authorities or powers that may be delegated to you.

## **Conflicts of Interest and Integrity**

You are expected to be honest, fair and impartial when you perform your duties. This means that:

- You should not show bias to an individual student. Everyone should be treated fairly.
- In general, you are not to approve anything that will result in expenditure in respect of yourself (eg: increased salary, travel expenses, a training course, your own overtime).
- You are not to lend money to, or borrow money, or otherwise enter into financial relationships with staff or students. The amount of money lent or borrowed could imply indebtedness that could lead to a conflict of interest in formal work relationships.
- You must inform Waitaria Bay School Board of Trustees if you are involved in, or have a personal or financial interest or commitment to, any activity that may conflict, or could be seen by others to conflict, with the performance of your duties and the goals of the school.

This includes situations such as:

- having a close family member, relation or partner working with you;

- when a member of your family or a person that you know enters into a professional relationship with the school. Under no circumstances are you to become professionally involved, or in any way try to influence that relationship, or obstruct staff in performing their duties.

A financial interest or commitment includes:

- company directorships;
  - shareholdings;
  - offers of additional employment outside the school.
- You must inform Waitaria Bay School Board of Trustees if you are a member of (or plan to become a member of) or have a family involvement in a trust or community organisation which is funded by or otherwise linked to the school.
  - Some employees, such as teachers, are required to abide by a professional code of ethics. These employees must inform Waitaria Bay School Board of Trustees if there are any conflicts between their professional codes of ethics and the duties they are directed to perform.
  - You should consult with your employer before taking up other paid employment where that other paid employment could conflict with the performance of your duties Waitaria Bay School Board of Trustees.

You should speak to your employer if you are unsure whether or not a particular situation is, or could be seen to be, a conflict of interest.

### **Gifts and Rewards**

You may not seek any form of reward (including gifts, favours, prizes or fees) for performing your duties as an employee. Gifts or rewards can be seen as bribes or inducements that put you under an obligation to someone other than Waitaria Bay School Board of Trustees. While it is acceptable to receive a gift of a low value, if you are offered any form of reward or gift valued at \$50.00 or more, you should inform your employer who will decide the appropriate response.

### **Participation in public bodies or voluntary associations**

You must inform your employer if you are participating in a public or voluntary organisation (or intend to) and there are actual or potential conflicts between your responsibilities and duties as a staff member of Waitaria Bay School Board of Trustees, and your responsibilities and duties to the other organisation. Where it is considered there is a potential conflict of interest, appropriate arrangements will need to be made to avoid or resolve the conflict.

For example:

- It could be interpreted as a conflict of interest if you are a member of (or plan to become a member of) or have a family involvement in a trust or community organisation which is funded by or otherwise linked to Waitaria Bay School Board of Trustees.
- If you intend to stand for Parliament you must discuss this with your employer, to arrange leave. (This will commence at an agreed date, as per the *Electoral Act 1993*.)

### **Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the Waitaria Bay School Board of Trustees include:

- approving expenditure for yourself, a family member, or a business that you have an interest in;
- failing to declare activities that you are involved in that could be seen to be in conflict with your work;

- soliciting, and/or accepting gifts or rewards, or using board services/resources for personal advantage or gain;
- failing to disclose a personal relationship with a student or their family when you have a professional relationship with that person.

## **Security/Confidentiality**

You are expected to maintain the highest standards of confidentiality and security in the workplace.

This means that you are not to:

- use the boards' computer systems in any way that may corrupt or disrupt their normal function;
- access, or attempt to access, machines or networks by unauthorised means – for example unauthorised use of dial-in modems;
- use information related to the boards' systems for anything other than authorised purposes;
- bring into the workplace via the email or Internet system, or by any other means, any material that is pornographic, or that may be viewed as racist or sexist;
- give your computer password/security card to any other members of staff without good and justifiable reason;
- leave a record of your password anywhere obvious so that someone else may see it.

## **Ownership of Information**

Waitaria Bay School Board of Trustees owns all data stored on computer systems. Management has the right to access and view this information at any time.

The network is being continually monitored and staff found using the system inappropriately may face disciplinary action.

## **Data Storage on Computer Systems and Servers**

Only business information can be stored on computer systems. You are not permitted to store any personal data on the computer system, including documents, spreadsheets, databases, games and jokes.

## **Computer Software**

Only software authorised by the board can be loaded onto Waitaria Bay School Board of Trustees computer systems. Any software loaded onto any Waitaria Bay School Board of Trustees equipment must have a valid licence with proof of ownership. No software owned by the board may be copied and used on another PC or taken home and loaded onto a personal device, as this contravenes software licensing laws.

## **Use of the Email System**

The email system is for school purposes and must not be misused. While it is acceptable to send or receive business messages from outside the school, users should be aware that this information might not be secure outside the school. This needs to be considered before you send email. Personal information, such as documents, spreadsheets, databases, games, jokes and other non-business-specific email must not be circulated via the email system.

## **Internet**

Use of the Internet is for school purposes only. You are not to retrieve, distribute or store unapproved or non-business-related material from the Internet. You must have approved access and this is provided on an individual basis.

## **Retention of Data**

Waitaria Bay School Board of Trustees is required to retain information in accordance with the Archives Act 1957. This means that you cannot delete business-critical data from the computer system without permission.

## **Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the school include:

- misuse, abuse or unauthorised use of board funds, resources or property (including telephones, fax machines, Internet, email, photocopiers, computers, credit cards, taxi cards and vehicles);
- falsifying board records (eg: inaccurate or false recording of your time sheet).

### **Official Information**

The disclosure or release of official information is subject to the *Official Information Act 1982*. Information related to Waitaria Bay School Board of Trustees its suppliers or the users of its services is to be treated at all times as confidential to the board and is to be used by employees for official purposes only.

Employees of Waitaria Bay School Board of Trustees are also subject to the provisions of the *Privacy Act 1993*. The main object of this Act is to promote and protect personal information and it seeks to give individuals some measure of control over personal information about themselves.

### **Release of Official Information**

Official information must only be released by authorised employees, and only in accordance with the procedures as stated in the Official Information Act. Board instructions about the release of official information must also be followed.

It is not to be released to the media or the public without the proper authorisation. For example, staff may not remove or copy school documents or records for external use without approval from their manager.

It should never be used for personal motives.

### **Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by Waitaria Bay School Board of Trustees include:

- providing information outside Waitaria Bay School Board of Trustees without proper authority;
- using board information for unauthorised purposes;
- using school information to support personal motives;
- breaching the Privacy Act in respect of employees, suppliers or users of board services.

### **Public Comment**

Staff members should not respond to requests from the media for comment on matters relating to the school. Only authorised staff members should respond to media requests for comment on such matters. If the media makes an approach to you, inform your principal/board so they can respond to the media request.

### **Unacceptable behaviour**

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- publicly commenting on matters relating to individual students;
- giving the impression that you are expressing the views of [name\_of\_school\_board] when you are actually stating your own personal views;
- making a personal attack on a fellow staff member.

### **Breaches of the Code of Conduct**

This Code of Conduct describes the standards of behaviour expected of staff. As outlined in the Code, behaviour or actions that are considered unacceptable by Waitaria Bay School Board of

Trustees may result in disciplinary action against the employee concerned, which could include termination of employment.

### **Disciplinary Action**

Disciplinary action is about problem solving. Waitaria Bay School Board of Trustees is concerned to identify problems associated with performance or behaviour, and to make sure that the process for fixing those problems is prompt, consistent and fair. In general, disciplinary procedures include informal or formal disciplinary action along the following lines:

#### **1. Informal Disciplinary Action:**

- discussion of the problem;
- assistance to help overcome the problem;
- referral to the Employee Assistance Programme, if appropriate;
- temporary transfer to other duties.

#### **2. Formal Disciplinary Action:**

- oral warning;
- written warning;
- removal of discretionary conditions of employment (ie: delegations, flexible working hours, etc.);
- transfer to another position at existing salary;
- transfer to another position with reduced pay (but not below the minimum rate for that position);
- suspension (with or without pay);
- dismissal with notice;
- dismissal without notice.

Other options may be considered, depending on the circumstances of the case.

Whether disciplinary action is informal or formal, the Waitaria Bay School Board of Trustees will make sure that the disciplinary procedures are fair. This means that:

- (a) You must be told of your right to request union, legal or other assistance and/or representation.
- (b) You must be told of the specific behaviour or performance that is causing concern, and given a reasonable opportunity to provide an explanation.
- (c) You must be told, where appropriate, of the action that is required to amend or improve your behaviour or performance, and be given a reasonable opportunity to do so.
- (d) We must undertake an appropriate investigation before any substantive disciplinary action is taken.
- (e) If the offence is sufficiently serious, an employee is to be placed on suspension pending investigation.
- (f) An oral warning would usually precede a written warning, depending on the seriousness of the misconduct.
- (g) It is a requirement that the process and result of any disciplinary action are recorded in writing, read and signed by you (the employee), and then placed on your personal file.

In general terms, no disciplinary papers will go on your file unless you have seen them or have been given a genuine opportunity to see them. If you are not satisfied with the disciplinary action taken, you have the right to pursue a personal grievance. This procedure is outlined in your employment agreement.

Reviewed : 20/09/2017

Signed .....

**Acknowledgement of Receipt of Code of Conduct**

I ..... (*name*)  
acknowledge that I have received a copy of the Code of Conduct issued .....  
I have also been advised/received a presentation outlining my obligations under the Code.  
I understand that a breach of the Code may lead to disciplinary action, including dismissal.

Reviewed .....

*Signed* .....

*Date* .....



## NAG 5

### Child Protection Policy

#### Rationale:

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

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.

The board is responsible under The Vulnerable Children Act 2014 to protect and improve the wellbeing of vulnerable children at Waitaria Bay School.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our school/kura 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.

#### Guidelines:

- Through curriculum delivery the school provides programmes to develop skills in children that may assist them in identifying and protecting themselves from abusive situations.
- All staff (including contractors and volunteers) have a responsibility to discuss any child protection concerns, including suspected abuse or neglect, with their manager/supervisor or the designated person for child protection.
- Managers/supervisors or the designated person for child protection have a responsibility to ensure that the appropriate authority is notified when a staff member has a belief that a child has been, or is likely to be, abused or neglected. This extends to ensuring that all known information about the child, young person and their family/whanua is shared in full with the appropriate authority, to determine the most appropriate response. Ensure all known information is shared in full with family.
- It should also be clear that it is intended to protect all children staff may encounter – including siblings, the children of adults accessing services and any other children encountered by staff.

- Providing the report is made in good faith, Section 16 of the CYPF Act 1989 protects the person who reports from civil, criminal or disciplinary proceedings regarding reporting suspected abuse. This **only** applies to reports made to Child, Youth and Family and the police.
- Access by social worker or police to child in school. While the law does not require a Child, Youth and Family social worker or the police to have consent from a parent or guardian to interview a child as part of an investigation into Where a child is interviewed at school the normal procedure is for a staff member the child has confidence in to be present. Ideally that staff member will be briefed by the social worker or police officer prior to the interview starting regarding the level of support to provide.
- Section 66 of the CYPF Act 1989 requires Government Departments and Crown entities (including schools) to provide information, on request, to the police, Child, Youth and Family social workers, and care and protection coordinators where the information is needed to determine whether a child or young person is in need of care or protection. . Where the board or staff receives such a request they are required to supply it. They should require a reference to the authority under which the information is being requested (i.e. reference to section 66).
- Where parents or others involved in a complaint use the Privacy Act 1993 to request information provided by the child to the school the school must give due consideration to the safety of the child if the information is disclosed. The request can be refused if the school believes that in providing that information the child may be put at risk. (Privacy Act 1993 Section 29 (d))
- Where a third party approaches the school with concerns about a child they should be directed to CYFS or the police.
- Once CYFS is involved with a child the responsibility for the welfare of that child lies with CYFS. While schools may from time to time disagree with the decisions made by CYFS, the school's primary responsibility is for the child's education

## Principles:

- a) A commitment to work together to produce the best possible outcomes for the child and to work towards continuous improvement in child protection practices.
- b) Recognition of the culture of the family/whanau, its importance and the rights of family/whanau to participate in decision-making about their children
- c) A commitment to develop and maintain links with iwi, Pasifika and other cultural and community groups and to ensure that important cultural concepts (eg: whakamanawa, whakapapa, te reo Maori, tikanga, kaitiakitanga, wairuatanga) are integrated, as appropriate, into practice.
- d) Making the safety and wellbeing of children the primary concern, with the child at the centre of all decision-making.
- e) Recognition of the importance of early intervention and the principle of applying the least intrusive intervention necessary to protect vulnerable children.
- f) A commitment to open and transparent relationships with clients/service users, including being willing to share concerns about child safety issues with the family/whanau unless this would result in an escalation of risk.
- g) Recognising the rights of the child to participate, in age-appropriate ways, in decision-making about themselves.
- h) A commitment to ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response and will do so.
- i) An organisational commitment to support all staff to work in accordance with the policy, to work with partner agencies and community organisations to ensure child protection policies are consistent and of high quality and to always comply with relevant legislative responsibilities.
- j) A commitment to share information in a timely way and to discuss any concerns about an individual child with colleagues, the manager/supervisor or the designated person for child protection.
- k) A commitment to promote a culture where staff feel confident to constructively challenge poor practice and raise issues of concern without fear of reprisal.
- l) A commitment to meet all existing statutory and contractual obligations, including matters relating to employment.

Reviewed: 20/09/2017

Signed \_\_\_\_\_



## NAG 5 Health & Safety

### Bus Transport Policy and Procedures

#### Rational

Waitaria Bay School Board of Trustees recognise the importance of attendance – every child at school every day. Transport is a key step to ensuring children are present at school, ready to engage in learning and achieve.

The safety of our children is also paramount. Gravel roads, quarry trucks, no footpaths impact on the children's safe journey to school. Therefore there is a strong need for safe transportation to be made available.

#### Purpose:

Bus transport caters for primary aged children.

#### Guidelines:

##### Morning Run:

##### **Depart Titirangi Road, Kenepuru Heads , 7.40am (6 children)**

Travel along Titirangi Road turning right onto Kenepuru Road

##### **Depart Nopera Golf Course, Nopera, 8.30am (3 children)**

Travel along Kenepuru Road

##### Afternoon Run:

##### **Depart Waitaria Bay School, Kenepuru Heads, 3.45pm (6 children)**

Travel along Kenepuru Road turning left into Titirangi Road

##### **Depart Waitaria Bay School, Nopera, 3.40pm (3 children)**

Travel along Kenepuru Road to Nopera

#### Cost:

Waitaria Bay School Board of Trustees currently receives Direct Resourcing from the MoE to manage one leased bus. The cost of the bus is met by this funding and donations from outside organisations and the local community.

#### New Enrolments

Waitaria Bay School is responsible for ensuring children travel safely on the school bus in the morning and afternoon.

New Enrolments will sign the Bus Code of Conduct and any necessary MoE documentation.

The Principal of Board Chair will travel on the bus once a term to review the route and check the places all children embark and disembark from the bus.

#### Casual Use

Casual travel on the school bus is allowed. They need to provide the school office with the following information:

- Child's full name
- Where the child will disembark from the bus
- What the arrangements are for their child once they disembark from the bus
- An emergency contact number for the parent of caregiver

Only authorised persons (as noted on your child's beginning of year information forms) are permitted to request the above change.

Parents and caregivers will receive a copy of bus procedures at the beginning of the year. All parents new to Waitaria Bay School will also receive a copy of the bus procedures.

We will charge \$5.00 a day for casual use of the bus.

### **Student Code of Conduct**

All students and parents are to sign a Student Code

### **Embarking and Disembarking**

- Parents when dropping children off at the bus stop by car, will park and walk them to the bus stop.
- Children need to wait in the designated place – well back from the road.
- They wait until the bus has stopped before approaching the bus.

Children are to stay seated until the bus has stopped.

Wait well back from the road until the bus has moved away

Children 10 years and under must be met by a parent or caregiver at the drop off point.

### **Travelling on the Bus**

All children will be required to wear seatbelts at all times.

### **Bus Behaviour**

See signed Code of Conduct sent home to parents.

If this Code of Conduct is broken the following process occurs:

- Generally the bus driver will remind the child of the bus rules and compliance will occur (stage one).
- Repeated minor offences, misbehaviour or unsafe behaviour will be reported to the bus controller (stage two). Parents will be informed.
- If no improvement is evident after one week, or further incidents, or serious misbehaviour occur travel on the school bus will be withdrawn and the child will be required to find alternate transport to school. The withdrawal may be for a specified time or permanently.

### **Bus Controller**

A bus controller plays a vital role in the provision of school transport. Bus controllers are the main point of contact within a school regarding transport and are responsible for bus route administration and safety.

The bus controller for Waitaria Bay School is the Principal.

### **Bus Driver Code of Conduct**

Drivers must be over 20 years of age and have at least 2 years driving experience with a full class 1 New Zealand license.

Drivers licenses are to be sighted and recorded by the school on an annual basis.

All drivers must hold a license with a Passenger endorsement.

Driver Health: Drivers must not suffer from any chronic or recurrent medical condition or complaint, disability or impairment to the extent that it would affect the ability to drive passengers safely.

Drivers are not permitted to drive a school bus if they have consumed alcohol in the preceding 12 hours, nor if they are taking medication for which they are advised not to drive.

**Driver**

- Set a positive example for students
- Ensure students are aware of rules and responsibilities as passengers.
- If a student repeatedly demonstrates inappropriate or unsafe behaviour, refer them to the bus controller.
- Pick up and deliver students as per set schedule
- Operate the bus in a safe and efficient way
- Ensure all students are wearing seatbelts at all times
- Clean the bus

**Vehicle**

The bus is to be maintained and registered by the Lessor at all times.

Reviewed:

Signed \_\_\_\_\_ BoT



## NAG 5

### Animal Welfare Policy

To ensure that Waitaria Bay School students and teachers tend and care for animals within the bounds of the Animal Ethics.

- "Animal" is defined as any living creature with a backbone, including land-based and aquatic mammals, birds, fish and reptiles.
- 2. It is generally accepted that other living creatures such as snails, worms, and insects must also be treated with care and kindness.
- 3. If the appropriate care cannot be provided, the animals should not be kept in school. Creatures kept in classrooms for observation must be housed and fed properly, and returned to their natural habitat on completion of the study.
- 4. Creatures captured on field trips must be returned to their habitat prior to leaving the area unless their proper care in school can be guaranteed.

Responsibility for the welfare of animals rests with the teacher/staff member involved, but ultimately with the Principal and Board of Trustees.

The following freedoms apply:

- Animals must have appropriate diet, including access to water. Provision must be made for care at weekends and holidays.
- 2. Animals must have cages/containers of an appropriate size, be ventilated and hygienic. Animals must not be subjected to extremes of noise, draught or sunlight.
- 3. Animals should be free from injury or disease. Diseased or injured animals should be treated and should not be kept at school
- 4. Animals must be handled/kept in such a way that they are not subjected to stress or fear.
- 5. Animals should be able to express normal behaviour.

Where any activity is planned which may cause distress or suffering to the animal approval must be obtained from an Animal Ethics Committee. A record must be kept of procedures followed as set out in the act (see ERO Handbook 1994 p A72 R5). Animal Ethics Committees may be contacted through the Science Adviser or MAF (Ph 04474 4100).

Reviewed by the Board of Trustees

DATE: 20/09/2017

Signed \_\_\_\_\_  
Boards of Trustees Health and Safety Person



## NAG 6

### Protected Disclosures Policy

#### Introduction

1. The Board accepts it has a responsibility to have in operation internal procedures for receiving and dealing with information about serious wrongdoing in or by the School. The Board also accepts it must regularly educate and train its employees on the internal disclosure system.
2. The purpose of this policy is to provide information and guidance to employees of the School who wish to report serious wrongdoing within the school. The policy is issued in compliance with the Protected Disclosures Act 2000 and the Education Act 1989.

#### What is a Protected Disclosure?

3. A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

#### Definition of Serious Wrongdoing

4. Serious wrongdoing includes any serious wrongdoing of any of the following type:
  - an unlawful, corrupt, or irregular use of funds or resources; or
  - an act, omission or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
  - an act, omission or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to fair trial; or
  - an act, omission or course of conduct that constitutes an offence; or
  - an act, omission or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

#### Conditions for Disclosure

5. Before making a disclosure the employee should be sure the following conditions are met:
  - the information is about serious wrongdoing in or by the School;
  - the employee believes on reasonable grounds the information to be true or likely to be true;
  - the employee wishes the wrongdoing to be investigated; and
  - the employee wishes the disclosure to be protected.

#### Who can make a Disclosure?

6. Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:
- current employees and Principal;
  - former employees and principals; and
  - contractors supplying services to the school.

### **Protection of employees making disclosures**

7. An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:
- may bring a personal grievance in respect of retaliatory action from their employers;
  - may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
  - are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure; and
  - will, subject to paragraph 15 in the Procedure, have their disclosure treated with the utmost confidentiality.
8. The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

### **Procedure**

9. Any employee of the School who wishes to make a protected disclosure should do so using the following procedure:
10. ***How to submit a disclosure***  
The employee should submit the disclosure in writing.
11. ***Information to be contained***  
The disclosure should contain detailed information including the following:
- the nature of the serious wrongdoing;
  - the name or names of the people involved; and
  - surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.
12. ***Where to send disclosures***  
A disclosure must be sent in writing to the Principal who has been nominated by the Board under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.  
OR  
If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Board Chairperson.
13. ***Decision to investigate***  
On receipt of a disclosure, the Principal or Board Chairperson must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the Principal or Board Chairperson or arranged by him/her as quickly as practically possible, through an appropriate authority.

14. ***Protection of disclosing employee's name***

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal or Board Chairperson will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- to ensure an effective investigation; or
- to prevent serious risk to public health or public safety or the environment.

15. ***Report of investigation***

At the conclusion of the investigation the Principal will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Board Chairperson.

16. ***Disclosure to an appropriate authority in certain circumstances***

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- The Board Chairperson is or may be involved in the wrongdoing;
- Immediate reference to another authority is justified by urgency or exceptional circumstances; or
- There has been no action or recommended action within 20 working days of the date of the disclosure.

Appropriate Authorities include (but are not limited to)

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- The head of any public sector organisation

17. ***Disclosure to Ministers and Ombudsman***

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure has made the same disclosure according to the internal procedures and clauses of this Policy and reasonably believes that the person or authority to whom the disclosure was made:

- has decided not to investigate; or
- has decided to investigate but not made progress with the investigation within reasonable time; or
- has investigated but has not taken or recommended any action;

and the employee continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

## **Approval**

18. When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.

19. As part of its approval the Board requires the Principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at

their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

20.

Reviewed 04/05/2017

Signed \_\_\_\_\_  
for BoT



## NAG 6

### PRIVACY Policy

#### Rationale

The Board of Trustees will appoint a Privacy Officer. Procedures will be designed to comply with the principles contained in The Privacy Act 1993 which specify requirements in terms of:

- Purpose of collection of personal information
- Source of personal information
- Collection of information of personal information
- Storage and security of personal information
- Access to personal information
- Correction of personal information
- Accuracy etc of personal information to be checked before use
- Agency not to keep personal information to be checked before use
- Limits on use of personal information
- Limits on disclosure of personal information
- Unique identifiers
- Procedures will be set up for the collection, use and disclosure of personal information relating to all individuals in the school
- All school forms that collect personal information such as application for appointments, student record cards, enrolment information, information about employees and information about pupils and parents should contain information about the purpose, use and disclosure of the information collected.
- The school enrolment form will contain information about the purpose, use and disclosure of the information collected.
- Personal information will only be available to relevant authorities eg health nurse, psychologist, dental nurse, teachers,

- A welfare file will be kept in a locked place known only to the Principal.
- All personal information the school holds will be stored in locked filing cabinets, so only authorised persons have access to it.

Reviewed by Board of Trustees

DATE\_\_\_\_\_

Signed\_\_\_\_\_ -

**PERSONAL INFORMATION CONSENT form**

I agree to Waitaria Bay School collecting personal information on  
\_\_\_\_\_ (*full name of individual*)

I have been advised by the School that the information I provide will be used for:

---

*(To be completed by the School)*

I accept the fact that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned.

I understand that the information I provide will be held at Waitaria Bay School, 5668 Kenepuru Road, RD2 Picton.

I am aware of the rights of access to, and correction of this information

Signed:.....

*Individual/Parent/legal Guardian/Caregiver/Agent*

*Please delete those not applicable*



## NAG 6

### CONFLICT OF INTEREST POLICY

#### Purpose

The purpose of this policy is to ensure compliance with the provisions of *the Education Act 1989* (*Attachment 1 – Education Act, Schedule 6; Attachment 2 – Education Act, S 103A*) to ensure that any significant conflicts of interest arising at governance level from any school activities are declared, recorded, and addressed.

#### Rationale

Boards are publicly funded Crown entities. School communities and the general public expect that schools be governed conscientiously and competently, use public funds and assets responsibly and meet public sector expectations for management of conflicts of interest. Boards are a focal point for communities and as such their decision making process must be objective and transparent, and be free of potential claims of bias or preferential treatment.

#### Guidelines

- (i) This policy applies to all Board members, employees and to all school activities.
- (ii) The Education Act 1989 contains the legislation relating to conflicts of interest. Within the Act there are two main types of conflicts of interest:
  - (a) Outside influence on a trustee. A trustee who has any interest that "may reasonably be regarded as likely to influence" them when carrying out their duties and responsibilities as a trustee must exclude themselves from any meeting of the Board while it discusses, considers, considers anything relating to, or decides, the matter.
  - (b) Pecuniary interest of a trustee. A trustee has a "pecuniary interest" where they stand to benefit from the actions of the board, regardless of the nature or the dollar value of the board's actions. If a pecuniary interest exists, or might reasonably be perceived to exist, the trustee should declare their interest and exclude themselves from any meeting of the Board while it discusses, considers, considers anything relating to, or decides the matter.

(c) Where the trustee is personally a party to a contract (or contracts) with the Board, or if the contract is between the board and a company owned or controlled by the trustee, where the amount of all payments during the financial year will exceed \$25,000, the Board must seek approval from the Secretary for Education prior to entering into the contract.

#### (iii) Definitions

- (a) Concern or interest - an involvement in a matter which could give rise to an expectation of or an actual significant gain or loss of money on the part of the person concerned or a partner or dependent of the person concerned.

An individual has a concern or interest if she or he OR a partner or dependent, singly or together, owns 10% or more of the shares in a company or in another company which controls that company or is a shareholder in a company or a controlling company AND either the member or employee or a partner or dependent is the managing director or general manager of the company or the controlling company.
- (b) Conflict of interest: the conflict or potential for conflict arising when a Board member or employee has a concern or interest in a matter or with a party with which Waitaria Bay School is negotiating or doing business; that is, where the Board member or employee or a partner or dependent has a direct or indirect pecuniary interest or may gain a significant personal benefit.
- (c) Board member: a member of the Waitaria Bay School Board of Trustees .

(d) Any employee of the school who is a member of any of the Board's committees and/or who provides advice or executive or secretarial services directly to the Board of Trustees or any of its committees is covered by this policy.

(iv) Any Board member or employee who has a "concern or interest" as defined in this policy must declare that interest in writing.

(v) There will be an annual declaration by each Board member and specified employee of any concern or interest as defined she or he may have.

### **Formal Delegations**

Board Secretary: collection of annual declarations, maintenance of the register, and monitoring of payments to companies on the register.

1 (i) The State Services Commission notes that conflicts of interest should be viewed within an ethical context of "*good faith, honesty and impartiality*".

- *good faith*: members of Boards have an obligation to act at all times in good faith and in the best interests of the school;
- *honesty*: members of Boards have an obligation to act honestly at all times in relation to all matters concerning the school;
- *impartiality*: members of Boards must observe the principles of fairness and impartiality, or access to information, or anything similar.

(ii) A conflict of interest may be more perceived than actual. All aspects of school governance and management must be fair and ethical, and must be very clearly seen to be so. Within schools, Boards should consider whether there is a reasonable risk that an outside observer would think that the personal interest of a Board member would cause them to act in a way that conflicted with their duty to act in the best interests of the school. A "conflict of interest" does not mean that corruption or some other abuse of public office has in fact occurred. Usually, there is no suggestion that the person concerned has actually taken advantage of the situation for their personal benefit, or that the person has been influenced by improper personal motives or acted improperly due to pressure by a third party. But a perception of the possibility for improper conduct - no matter how unfair to the individual - can be detrimental to the image of the school. Impartiality and transparency in administration are essential to maintaining the integrity of your school's operations.

## **2. Types of conflicts of interest**

A conflict of interest may take a number of forms. It may be financial or non-financial. It may be direct or indirect. It may be professional or family related. A conflict of interest may arise from:

- family relationships
- existing or former professional or personal relationships
- directorships or other employment
- interests in business enterprises or professional practices
- share ownership
- beneficial interests in trusts
- professional associations or relationships with other organisations, including appointing bodies
- personal associations with other groups or organisations
- decisions taken which may have a benefit to the decision-maker
- Trustees will need to assess the risk of a conflict of interest on a case-by-case basis, but there are some situations that can be highlighted, including:
- involvement in meetings where decisions relating to close relatives (e.g., students or staff) are being discussed;
- attendance at meetings by principals or staff representatives where any matter relating to their own employment is being discussed; and

- attendance at meetings by the student representative where any matter relating to that student is being discussed.
- where a trustee has a child at school where any matter specifically relating to their child is being specifically considered at the meeting.
- where an appointed trustee is faced with an issue and the interests of the school diverge from the outside interests of the trustees appointing body (e.g. the appointing body profits from managing home stay accommodation for international students).

### 3. Seriousness of Conflicts

Having established the existence of a conflict of interest, the next consideration is the seriousness of the conflict.

- A conflict may be manageable to the point where it no longer meets the thresholds set under the Education Act where:
  - a) the board member is able and willing to disassociate themselves from the conflicting interest or sever the connection which is causing the conflict; or
  - b) the conflict is so minor or so remote that it provides no real incentive to act against the best interests of the school (i.e. no real interest exists).
- A conflict is unmanageable where:
  - a) the board member is unable or unwilling to disassociate themselves from the conflicting interest or sever that connection which is causing the conflict; and
  - b) the value or the significance of the conflict is such that it provides a real incentive to act against the best interests of the school.

**Where the conflict is unmanageable the trustee will have no choice but to exclude themselves from all board discussions and decisions on the relevant topic. In some cases the conflict may be so pervasive or material that the trustee is unable to discharge their duties at all and therefore should resign from the board of trustees.**

### 4. Non-compliance

Auditors will be checking for conflicts of interest as part of auditing annual accounts and reporting not only in the management letter but also to the Ministry, any conflicts that exist.

### 5. Conflicts of Interest for School Employees

In relation to potential conflicts of interests of specified school employees whether they are a trustee or not it will be essential for the Board to seek professional advice from the NZ School Trustees Association or any other employment adviser approved by the Board's liability insurer on how to handle any matters of concern.

### 6. Associated Procedures

- Every Board member is required to complete and sign a disclosure of interest form on which they declare any "concern or interest" as defined by this policy
- The Board Secretary will keep a register of all such disclosures and will prepare a summary of the register. The summary of the register will be available to all members of the Board and the Administration Manager.
- All companies identified in the register will be marked in the school's financial systems in such a way that payments cannot be made to those companies without the knowledge of the Administration Manager. The Administration Manager is responsible for advising the Board Secretary.
- The Administration Manager will monitor payments to the companies on the register. As payments to any of those companies in which a Board member has a concern or interest approach \$25,000

including GST in any financial year, the Board Secretary will apply to the Office of the Auditor-General for prior approval to exceed the limit.

- Any Board member or employee who becomes aware that she or he has a conflict of interest as defined in this policy must declare that conflict of interest immediately and must not take part in any subsequent deliberation or voting on the matter.

The declaration of conflict of interest must include a brief statement of the matter concerned and the nature and extent of the conflict. Every such disclosure of interest must be recorded in the minutes of the meeting at which it was made together with a record of the fact that the member or officer took no part in the deliberation of or decision on the matter. The Board Secretary must be advised of the declaration for the purposes of recording it in the register. - *Policy reviewed by BOT November 4<sup>th</sup> 2015*

### **Disclosure of Concern or Interest**

In terms of the Education Act 1989, every Board Member and every specified employee must make an annual declaration of concerns and interests.

"Concern or interest" is defined as an involvement in a matter which could give rise to an expectation of or an actual significant gain or loss of money on the part of the person concerned or a partner or dependent of the person concerned.

An individual has a concern or interest if she or he OR a partner or dependent, singly or together, owns 10% or more of the shares in a company or in another company which controls that company or is a shareholder in a company or a controlling company AND either the Board member or employee or a partner or dependent is the managing director or general manager of the company or the controlling company.

No Board member or employee may take part in deliberation or voting on a matter in which she or he (or a partner or dependent) has a "concern or interest" as defined.

A Board member is disqualified from office if Waitaria Bay School does business exceeding \$25,000 inclusive of GST in any financial year with the company in which the member is concerned or interested; prior approval of the Auditor General to exceed this limit can be given.

**So that the Board can monitor compliance and take appropriate action when necessary, please provide the name of any company or companies in which you are "concerned or interested" in the way defined.**

**Remember that the concerns or interests of a partner or dependent may constitute an indirect concern or interest.**

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Employer:**  
**(Full name of company)** \_\_\_\_\_

**Your Position in Company:** \_\_\_\_\_

**Company Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**I have a known conflict of interest**                      **Yes/No (Circle one)**

**If yes, please complete this section.**

**Name of any company or companies in which you are concerned or interested in the way defined.**

**Signed** \_\_\_\_\_ **Name** \_\_\_\_\_ **Date** \_\_\_\_\_

*Reviewed*.....

*Signed*.....



## NAG 6

### Child Passenger Safety Policy

**Rationale:** Child passenger safety is an important aspect of road safety education, which is a shared responsibility between the school and parents. This policy guideline will support the school's overall road safety policy, help reduce children's risk of injury and support their well-being.

#### Purpose

1. To support road safety awareness at all levels throughout the school
2. To encourage road safety and injury prevention behaviours amongst children as they travel to and from school.
3. To encourage parents to model and reinforce messages taught at school.

#### Guidelines

School staff, parents and students travelling on school related trips will be guided by the following:

- Child restraints are mandatory for all children under seven years (until their 7<sup>th</sup> birthday) when travelling on school related trips in privately owned vehicles including minivans and shuttle buses.
- Children under the height of 148cms will always use a booster seat when travelling in private vehicles.
- Booster seats must meet an approved standard and be appropriately sized and fitted.
- Children must travel in the back seat wherever possible. The seat should be moved as far back as possible and if possible, the airbag should be off.
- If children are travelling in private vehicles on a school related trip, completion of the school's travel safety form is part of the school's planning procedure.

Reviewed \_\_\_\_\_

Signed \_\_\_\_\_