

SECTION B. STUDENT WELFARE

BO1. Enrolment Policies and Procedures	Page 25
BO2. Health Policies and Procedures	Page 27
BO3. Safety Policies and Procedures	Page 32
BO4. Student Management Policies and Procedures	Page 40
BO5 Child Protection Policy and Procedures	Page 49

1. ENROLMENT POLICIES

POLICY

B01A. RGHS will provide a safe and welcoming environment for students.

PROCEDURES

B01A The Principal will create an appropriate structure for transition to RGHS.

- RGHS will provide a range of opportunities for incoming Year 9 students to visit the school prior to their start date.
- Systems to monitor student performance and identify those needing help will be set up.
- Individual and group counselling will be available within the school for students, their families and staff. Staff also has the option of a workplace support counsellor employed by the school.
- The guidance, and students support networks will be made known to students, parents and staff.
- Liaison with formal and informal community agencies will be maintained so an extended support network is available for students and families. A youth directory of these agencies will be available to families.
- Short and/or long-term programmes of personal development will be available in areas of student need.
- Positive relationships between the school, parents and the community will be fostered.
- Support and professional development will be available to help staff take an active role in promoting student welfare.
- Student support funding from the school will be available to help with financial hardship in families.

OLD 240



POLICY

B01B RGHS will introduce students to each other, the school and its culture.

PROCEDURES

B01B Enrolment procedures will include a proper orientation process.

- All new students will undergo an initial period of orientation Enrolment Staff will make contact with the previous school and obtain all necessary information.
- The Enrolment Deputy Principal and Enrolment Centre Staff will prepare, agree and oversee a suitable orientation programme.
- Orientation at the beginning of Year 9 will be carried out by the whanau teachers using material prepared by the Pastoral Care Committee. Guidance staff will participate in the programme where appropriate.
- Orientation of students who join the school during the year will be overseen by the Enrolment Deputy Principal and House Deans and will be evaluated by follow up visits with the student.
- Orientation procedures will be reviewed by the Pastoral Care Committee and any suggestions to change or improve the programme will be noted for the following year.
- Enrolment Centre staff will keep a record of students who use the orientation programme.

OLD222

POLICY

B01C RGHS will provide a framework for the enrolment of students from other schools.

PROCEDURES

B01C RGHS will provide a supportive enrolment process for students transferring from other schools.

- Enrolment Staff will gain from the parents/caregivers of the student full information on the student's previous schooling and permission to contact the school.
- Enrolment Staff will make contact with the previous school and obtain all necessary information.
- Where the student has been suspended from the previous school the Enrolment Staff shall consult with the Principal.
- Should the Enrolment Staff have concerns about the enrolment, then (s)he should refer the enrolment to an available member of the senior management team.
- The Enrolment Staff should obtain information about work already covered so subject teachers can effectively provide the student with a programme of study.
- The Enrolment Staff will provide a student 'buddy' for each new enrolment and ensure that the orientation process is followed.
- The Enrolment Staff will inform subject/whanau teachers of new enrolment.

OLD 212



2. HEALTH AND WELLNESS POLICIES

POLICY

B02A. RGHS will provide a safe and sensitive environment for the treatment of health-related issues.

PROCEDURES

B02A The Principal will take all necessary steps to provide an effective health service:

- Staff located in the Wellness Centre will include: a counsellor, and nurse.
- The nurse will be responsible for students who become sick during the school day.
- The nurse will contact caregivers of ill students or keep the students in sick bay if caregivers are unable to be contacted.
- Community providers will also be part of the centre staff on a rostered/appointment basis.
- The centre may be used for special programmes for targeted students, e.g. anger management, smoking cessation and medication.
- A range of pamphlets/posters with information related to health will be displayed and available to students.
- A booking system for students to self-refer is promoted.
- Confidentiality will be maintained wherever possible.
- 'Adult Free' Zone - 11.00am to 11.20am and 1.20pm to 2.00pm

OLD 215

POLICY

B02B RGHS will follow established procedures for the referral and care of students.

PROCEDURES

B02B RGHS has a clear process for managing student illness and injury.

- Incidents involving illness / injury to a student should be reported to the nurse.
- In the case of medical emergency / bullying / violence / substance abuse, immediate first aid will be given if necessary and the duty Deputy Principal will be contacted.
- The staff member first attending a student injured in an accident shall write an incident report held by the nurse.
- No staff member shall give any student medication except where medication is held for the student by the nurse at the request of the parent. Documentation for this procedure is kept in a log-book in the Wellness Centre.
- An ill or injured student presenting at the Wellness Centre will be assessed and appropriate action will be taken.
- The nurse or other responsible staff member, will make contact with the caregiver before a student is sent home.



- Each year a confidential medical list is compiled and relevant information communicated to staff and the dean in consultation with the nurse. This information is also made available to staff taking EOTC trips.
- The Wellness Centre is equipped with appropriate first aid supplies. First aid kits are booked through the Wellness Centre for EOTC trips.
- Any illness or accident requiring outside medical treatment on EOTC shall be reported to the Principal as soon as possible.
- Where there is a Ministry of Education directive, records will be kept by each faculty incidents where students have been injured.

OLD218

POLICY

B02C RGHS will ensure that it provides a safe physical and emotional environment for students and staff.

PROCEDURES

B02C RGHS grounds, facilities and working environment will comply with relevant regulations.

- Safety requirements as set out by the Occupational Safety and Health Act will be met.
- Students and staff will be informed of safe practice in the use of equipment.
- Systems for reporting accidents, unsafe conditions and damage to property will be maintained.
- An ethos of mutual respect will be promoted among students and staff.
- Staff and students will be informed of appropriate actions that may be taken when the emotional safety of a member of the school community is at risk.
- A risk management assessment shall be part of preparation for any off-site activity supervised by school staff.
- Off-site activities will be supervised by appropriately experienced and skilled staff.
- Parents will be notified of possible risks when their consent is sought for the participation of their daughter is on off-site activity.
- Off-site providers will be responsible for risk management at their site and expected to supply a suitable statement for inclusion in a letter to parents.
- The Health and Safety Committee will meet regularly. Terms of reference for this committee are attached.

OLD 228



POLICY

B02D. The RGHS campus will be smoke-free.

PROCEDURES

B02D The RGHS campus will be smoke-free.

- The smoke-free status of the school is communicated to all persons on the school site.
- Smoking is not permitted anywhere within the school, in the mini buses or in the school environs.
- Relevant information is communicated via staff in the staff manual.
- Prominent notices are displayed around the school indicating that smoking is not permitted.
- Complaints about any infringement of the regulations of the Smoke-Free Act (December 2003) can be made to Reception.

OLD 234

POLICY

B02E RGHS will provide balanced and healthy food for students and staff.

PROCEDURES

B02E RGHS will provide balanced and healthy food for students and staff.

- The Cafeteria will promote a variety of foods which will enable students to make choices consistent with the 'Food and Nutrition' Guidelines provided by the Heart Foundation.
- A range of attractively presented food will be available, allowing for seasonal variations in supply.
- A high standard of hygiene will be maintained in the preparation, supply and service of food at the Cafeteria. All regulations governing the sale of food will be met.
- The Cafeteria will be managed by a Contractor who will report to the Executive Officer.
- EFTPOS will be available for students
- Financial reimbursement will be provided by the contractor to the school for lease of the facilities.

OLD 230



POLICY

B02F RGHS will prevent discrimination toward and provide a supportive environment for students affected by communicable diseases.

PROCEDURES

B02F RGHS will take all steps necessary to support students with communicable diseases.

- Staff or students will take reasonable measures to minimise risk of communicable disease to others, according to Ministry of Health guidelines.
- EEO and employment contracts will be observed.
- All personal health issues are covered by the Privacy Act. To protect the confidentiality of staff and students with a communicable disease the means of disclosure will be decided with a senior staff person.
- Standard safety and hygiene procedures for infections will be followed within the school and coordinated by the school nurse.
- People with communicable diseases must take all practical precautions to safeguard their own health and the health of others.
- Staff and students and the school community should have access to accurate information regarding symptoms and transmission of communicable diseases and the management of children / staff affected by such diseases.
- All staff will be provided with ongoing training where appropriate.
- Presentation of information of communicable diseases for pupils must be done in a supportive environment by qualified teachers and personnel with appropriate training and be sensitive to the values of caregivers and the community.

OLD 203

POLICY

B02G The RGHS campus will be sun-smart.

PROCEDURES

B02G RGHS will requires students and staff to be sun-smart.

- Adequate and attractive shaded areas will be provided in the school grounds by the planting of trees and / or the building of shade structures.
- Students will be encouraged to use these areas at intervals and lunchtimes.
- SPF 15+ broad spectrum sunscreen shall be available on site at the Wellness Centre.
- Students will be made aware through school health programmes of strategies for protecting themselves from the harmful effects of sunlight.
- Staff will be expected to model appropriate sun protection behaviour at all school outdoor activities.
- Before all such activities occur students will be reminded of and encouraged to take appropriate sun protection measures e.g. wearing of hats, of appropriate sunscreen, of appropriate clothing cover and of sunglasses.
- At outdoor activities involving a significant proportion of the school population, extra shade e.g. shade tents and sun umbrellas, will be provided.

OLD 243



POLICY

B02H RGHS encourages students to take responsibility for their own health.

PROCEDURES

B02H RGHS requires that students using prescription drugs to follow required guidelines.

- Students with prescription drugs prescribed for their own use must not make them available to other students. This will be communicated to students and to parent/caregivers each year.
- Students who need to take prescription drugs on a regular basis will be given the option of having these held by the nurse.
- Where necessary the nurse or designated first aid person after appropriate consultation may in an emergency make a prescription drug available to a student.
- Otherwise no member of staff shall supply any student with any drug unless it has been brought to school by the student and is identifiable as appropriate medication for that student.
- This prohibition shall also apply to 'over the counter' drugs such as pain relief and cough mixtures without parental consent
- Drug and harmful substance education will be an integral part of a health education programme taught in the junior school by teachers using current knowledge and resources.
- Any student making her own or another person's prescription drugs available to another student will be referred to the Principal through the Deputy Principals.

OLD 223



3. SAFETY POLICIES

POLICY

B03A. RGHS will comply with the requirements of Safety and Science.

PROCEDURES

BO3A The Principal will ensure that relevant guidelines governing safety in Science are followed.

- Adequate Participation in monitoring, improving and promoting programmes to enhance health and safety standards in Science will be encouraged.
- All hazards and potential hazards relating to teaching science on the school's property will be identified, recorded, and acted upon.
- When hazards and potential hazards are identified the Ministry of Education's district property manager will be liaised with.
- All staff, visitors, and those with business on the school property will comply with the Science health and safety requirements where appropriate.

OLD 314

POLICY

B03B RGHS will educate students in the safe use of Information Technology (IT)

PROCEDURES

BO3B A suitable framework for Information Technology (IT) usage will be instituted for all students.

1. **As part of enrolment** - all students and their parents/ caregivers sign that they have read the following procedures and accept the conditions for using ICT equipment/ devices as well as the consequences for misuse.
2. **These procedures apply to** - all school related activities both in RGHS and away; any privately owned ICT equipment brought to RGHS or to a school related activity. ICT equipment can include a lap top, desk top, PDA, mobile phone, camera, locating device, recording device or portable storage device.
3. **Using the internet** - Internet access is allowed with the permission of and supervision by a staff member within a classroom situation. Guidelines and expectations will be given to the students by the teacher at the beginning of the lesson and relate to use age and lesson planning. Useage at RGHS is limited to educational and personal use-age appropriate to the school learning environment.
4. **Borrowing school ICT-** RGHS does not normally permit ICT equipment to be used away from the school. If permission is granted the ICT must not be used by anyone else and must be used for the purpose it was lent.



5. **Mobile phones-** Hand held devices must not be used in class time for inappropriate activities. Eg upsetting or harassing students, staff or anyone else as a joke. Have the device in their possession/ and or near the student during assessment.
6. **Passwords** -Students will undertake Internet Education course and will be issued with a password this is confidential and not to be shared.
7. **Permissions**-students need permission from staff to:

Connect any storage device to school ICT.

Print material onto school printers.

8. **Exam procedures-** Students will be instructed on correct current procedures / requirements for NZQA assessment.
9. **Consideration of others** – Students need to be considerate of others by:

Sharing equipment with others.

Not wasting resources eg paper and internet access and up loads and down loads.

Not intentionally disrupt the smooth running of any school computer or network.

Not get involved in any use of ICT that may be offensive to others including any form of “messaging” or the creation or display of inappropriate graphics audio or video files

Get permission from anyone students may wish to photograph/r video or record.

10. **Respect-** Privacy, safety and security must be respected when using the internet, devices and other ICT. Students will be educated in not getting involved in any activity that might put them at risk or use ICT to upset or harass or harm anyone else or the school.

Contribute material to the school internet/intranet site or websites used for school related activities. Students must not have involvement with any unofficial website that falsely claims to represent the school.

Students put themselves at risk if they use ICT to harass, bully, be a nuisance, invade privacy, play games, impersonate or steal an identity, spoof, gamble, be fraudulent, infringe copyright, cheat, or change settings on any ICT equipment without permission. Also websites must not be used in any way that could be a risk to the school.

Accidental access to inappropriate dangerous or illegal material the site should be reported to the teacher immediately.

Storage data devices are used only as permitted.

Avoid must avoid doing anything that may put at risk the security of the school computer network

The school cannot commit to the security for personally owned devices. The school will continue to refine methods to improve cybersafety.



11. **Consultation-** The school will consult with the wider school community and will provide opportunities to learn about cybersafety issues through parent/caregivers information evenings
12. **Monitoring-** The teacher in charge of e learning (TIC) will over- see the internet education for students. (Digital Citizenship contract for students programme and passwords issued)

The IT manager will over -see the technical installation and appropriate internet monitoring and use-age.

Teachers will report on Kamar specific Cyber safety incidents and action taken. Support and guidance will be offered students involved in incidents through the deans and the pastoral care services.

The principal will report back regularly to the BOT on school implementation of this policy.

RGHS reserves the right to check any work or data stored on or through the schools computer network and Internet facilities. For example we may check school e mail. If the school suspects someone has misused ICT at school or on a school related activities the school may investigate the matter and the person may be requested to allow their ICT equipment to be checked or audited. If someone misuses equipment an appropriate response will be made such as: a discussion with the student, informing the parent/caregiver, loss of access to school ICT or another disciplinary action. If ICT is used illegally the school may inform the police.

OLD 340

POLICY

B03C RGHS provides safety guidelines for interactions between male staff and students.

PROCEDURES

BO3C The Principal requires that all interactions between male staff and students follow this process.

- The student and teacher should be visible at all times from outside the classroom.
- While the student is alone with the teacher there should be unhindered public access to the venue.
- If possible and practicable, there should be a physical barrier, e.g. a desk, between the teacher and the student.
- Male teachers of staff should never enter female toilets or changing rooms unless in the case of extreme emergency.
- While on duty, male members of staff should not place themselves in areas where they consider their own safety is compromised.
- Male members of staff should not be placed in a situation where their safety could be compromised.
- If only one student turns up to a tutorial that is running when the school is closed, then that tutorial should be cancelled.
- Male members of staff should not take students home without an adult chaperone.

OLD 346



POLICY

B03D RGHS supports uninterrupted learning in an environment of respect, courtesy and caring.

PROCEDURES

B03D Behaviour that inhibits learning opportunities will not be tolerated.

- By their own example, staff at RGHS will promote an environment in which bullying behaviour is not acceptable.
- Staff will be expected to identify potential bullying situations with a view to early intervention and prevention.
- Staff will be expected to be sensitive to students concerns.
- The consequences of bullying behaviour will be accepted and understood by all.
- **The Programme using PB4L protocols will be implemented school wide.**
- Parents of students who have experienced physical or verbal abuse and/or intimidation from another student or students will be kept informed of outcomes.
- In the case of repeated bullying, parents of these students will be contacted and informed of any disciplinary action.
- Acts of caring behaviour toward others by students will be promoted, encouraged and recognised.
- It is recognised that the Guidance Counsellor has special skills in dealing with sensitive situations.

OLD 210

POLICY

B03E The RGHS campus will be free from sexual harassment.

PROCEDURES

B03E The RGHS campus will be free from sexual harassment.

- An ongoing education programme will be set up so that staff and students are aware of what constitutes sexual harassment.
- Appropriate procedures to deal with complaints will be developed for students and staff.
- Deans, Deputy Principals, the Guidance Counsellor and Principal can all be approached if any person considers they have been sexually harassed.

OLD 233



B03F RGHS has an effective set of processes to manage emergencies.

PROCEDURES

B03F RGHS will manage any traumatic event effectively.

- Written outlines of Civil Defence suggestions for safety in a variety of emergencies will be considered regularly by staff.
- Written outlines of emergency evacuation procedures will be available to permanent and relieving staff using Google Drive. Relieving staff will be given a copy of the procedures
- Such outlines will be reviewed annually and will be discussed by staff.
- Students will be advised in the first week of school each year of emergency evacuation procedures. Such procedures will be displayed on the notice board in each room, and included in the student diary.
- Emergency evacuation procedures will be practised according to the requirements of the Fire Service.
- Heads of Faculty will be responsible for ensuring that clear guidelines are available for staff and students regarding emergencies that may pertain particularly to their subject area.
- Such guidelines will be discussed by departmental staff at least annually.

OLD 211

RGHS will ensure student safety in crisis situations. E.g. Lockdown

- In the event of a critical incident requiring 'Lock Down, the person witnessing the incident must try to notify the school office to raise the alarm. The Office staff member receiving the incident call will notify the Principal or Deputy Principal on duty.
- The Principal and/or the Deputy Principal at the time of the incident will determine the need for a 'Lock Down' and sound the appropriate alarm.
- If a lockdown occurs the office staff member will activate the warning bell.
- The Principal or Deputy Principal will contact 111 and provide as much information as possible.
- If the 'Lock Down Alarm' is sounded before school, during morning tea or lunchtime students are to move directly either to the PAC, Library or Arena.
- Teachers are to stay in, or move to, their classroom.
- In class students are to get down under desks.
- The Principal must stay in, or move to, the office area to facilitate communication.
- If outside, students proceed to the nearest classroom. Staff needs to be mindful that students from other classrooms may seek sanctuary in their room.
- Lock classroom, windows and doors.
- Turn off lights and computer monitors.
- Each person should stay away from windows and doors, and move under desks.
- Everyone is to remain quiet.
- Do not allow students to use their cell phones or office phones. Office phones must be kept free for communication with the office.



- Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
- No one is to answer the door under any circumstances.
- Staff will immediately email student lists to the office.
- Students and staff should stay where they are until official notification is provided by the principal or an identified police officer that the lockdown is over.
- Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Principal or designated Deputy Principal should notify parents via local media and with the assistance of local police.
- In conjunction with local police, the Principal or designated Deputy Principal should arrange for parents to pick students up from school at a designated safe area.

OLD 354

POLICY

B03G RGHS requires students to practise responsible behaviours.

PROCEDURES

B03G RGHS requires that students act responsibly toward each other.

- The students will be made aware of their responsibilities to themselves, to each other, to their families, to the staff and to the wider community through school programmes and activities.
- These responsibilities include tolerance, respect for others culture and abilities, respect for the equity goals and objectives as stated in the Charter, and resolution of conflict in a constructive manner.
- Students will be made aware of how responsible behaviour can enhance learning opportunities.
- Responsible behaviour will be recognised and acknowledged.
- All Year 9 students are given the opportunity to participate in a Peer Support programme in Term 1 and Every Girl Counts in Term 2

OLD 239

POLICY

B03H RGHS will ensure student privacy in accessing external agencies.

PROCEDURES

B03H RGHS will protect student privacy where appropriate.

- The Deputy Principal on duty is to be contacted by an outside agency should its representative wish to interview a student.
- If a student is to be interviewed by the Police, at the request of the Police then either the Police or the school will have notified the parent or caregiver where possible.
- A staff member will be present during any interview of a student by an outside agency except at the request of the student or if the parent is present.
- All outside agencies to have an MOU with the Principal

OLD 214



POLICY

B031 RGHS requires students to show responsible behavior while on work experience

1. No student may engage in any work experience without completing a written agreement (Form Student Work Experience Agreement and Plan). Agreements to be filed in a central place in main office for access. This includes work experience arrangements across Departments.
2. Any student especially those under the age of 16 must have parent/caregiver permission before commencing any work experience. (Use Form Parent/Caregiver Consent for Work Experience)
3. Work experience activities are also subject to all other relevant school rules, policies and procedures.
4. Students are not to be placed in situations in which they feel at risk either physically or emotionally, or to undertake tasks not suitable for their age or developmental stage.
5. Work placement/dates recorded on KAMAR - students pastoral file.

Work Experience is defined for the purposes of this policy as student attendance for work experience or work-based learning in an off-site workplace of any kind, other than a one-off visit to view the workplace.

PROCEDURES

B031 RGHS requires that students act responsibly while at work experience.

The school will extend its quality of learning, teaching and assessment to all work experience or work-based learning situations in which it places students as part of an approved programme.

- No student may begin a work experience placement without initially completing the Student Work Experience Agreement and Plan.
- Completion of this Agreement and Plan is to include the signatures of the student, teacher (school representative, employer, and especially if the student is under 16 at the time of starting work experience, the signature of the parent / caregiver).
- Students must complete the plan identifying learning goals and tasks to achieve those goals in conjunction with the employer prior to the placement commencing.
- Appropriate assessment methods are to be used and in particular if Unit Standard credits towards NCEA or NQF are to be awarded then these must be consistent with existing school policies and procedures on assessment.
- Student's attendance at the place of work is to be fully monitored and reported as for any other school day. Absenteeism must be followed up in the normal manner.



- The names of students on work experience are recorded by the Gateway Co-ordinator. Non-attendance at work experience must also be reported as soon as possible.
- No financial costs related to work experience are to be imposed on students other than the cost of transport to and from the work place should that be provided.
- Students are to be made aware of the level of choice they may exercise in relation to situations they perceive to be outside their comfort zone, or place them at risk in any way. Such information is to form part of the signed student agreement.
- All work experience placements must be advised in advance (5 working days).
- Reporting and investigation of incidents, accidents and other complaints will be conducted as per existing school policies relating to the same.



4. STUDENT MANAGEMENT POLICIES

POLICY

B04A RGHS requires students to comply with its dress code.

PROCEDURES

B04A Students are to maintain a high standard of dress and grooming.

- Each new student to the school will be advised in advance of the dress code requirements.
- Each student will be encouraged to wear her uniform with pride.
- Procedures for students not wearing dress code items will be established, implemented and communicated to students and their parents/caregivers.
- A review of the dress code will be conducted every three years as part of a survey of parents and students.
- The dress code will be published in the prospectus and in the student diary each year.
- Each year the Year 13 dress code will be decided by senior staff after consultation with students.
- The Guidelines for the wearing of jewelry, as outlined in the Student Diary are incorporated in this policy.
- Uniform can be purchased from NZ Uniforms, Ranolf Street, Rotorua.

OLD 208

POLICY

B04B RGHS establishes relevant specialist support roles for teachers.

PROCEDURES

B04B The Principal will appoint teachers to specific student support roles.

- As part of the vertical House system there will be at least 9 full time Whanau Teachers assigned to each House. (This number may vary according to fluctuations in the school roll.)
- Regular meetings of Whanau Teachers will be held. (Refer to policy on House System).
- Daily attendance will be entered by each Whanau Teacher as per regulations.
- The Whanau Teacher will maintain regular contact with the students in his/her Whanau, and discuss any problems with the Guidance Counsellor or Year Level Dean.
- The Whanau Teacher will encourage communication / consultation with the parents of students in his/her Whanau
- The Whanau Teacher will act as the “first port of call” when students require additional assistance and in most circumstances when parents wish to make contact with the school, the Whanau Teacher should be advised.
- When necessary, Whanau Teachers will refer students/parents to appropriate staff (eg Year Level Dean, Deputy Principal, Principal) for further assistance.

OLD 330



POLICY

B04C RGHS requires all students to attend school during normal school hours.

PROCEDURES

B04C All students are required to attend during normal school hours.

- All reasonable steps will be taken to ensure the enrolment of all students who are likely, because of proximity, to wish to enrol at our school.
- All reasonable steps, as outlined in the programme, will be taken to ensure the attendance of students enrolled at our school..
- Parents/caregivers who have students who are enrolled at RGHS will be informed of their responsibilities as defined by the Education Act 1989.
- Parents/caregivers who have students at RGHS will be informed of the school's requirements in relation to absence.
- Parents/caregivers who have students enrolled at RGHS in courses with particular attendance requirements will be informed of these.
- When students leave our school ENROL is notified (MOE website) and the school will pick up that student from ENROL.
- To encourage regular attendance, staff will take all reasonable steps to ensure that school programmes are designed to meet the needs of students.
- Staff will take all reasonable steps to ensure that students who are unavoidably absent from school are provided with school work when appropriate.
- Staff will offer support to those students who have been absent from school for a long time to help them readjust to school.
- Students who have been absent from school will be informed of their responsibilities regarding missed school work. Parents/caregivers will be encouraged to assist their daughters with catching up on missed work and with readjusting to school.
- Students who have been absent will be given opportunities to make up missed assessments where appropriate.
- Incentives are given to students with 100%, 95% and 90% attendance in the form of certificates and prizes in school assembly.

OLD 201

POLICY

B04D RGHS encourages and expects positive and responsible student behaviour.

PROCEDURES

B04D RGHS affirms positive student behaviour.

- Design discipline programmes which allow positive action - "putting it right", rather than negative punishments.
- Recognise and acknowledge appropriate and responsible behaviour.
- Encourage caring, respect and co-operation as appropriate and responsible behaviour.
- Any code of conduct will be realistic, enforceable, known and understood by all.
- The consequences of breaking rules are understood, consistently applied and effective.
- There is open and appropriate communication with students, and caregivers. In cases of serious misconduct a student may be suspended, stood-down or receive a Principal's or Deputy Principal's contract.
- Behaviour Management Plan based on the RGHS Way from PB4L Programme

OLD 207



POLICY

B04E RGHS will follow comply with statutory requirements relating to student stand-down or suspension.

PROCEDURES

B04E Gross misconduct or continual disobedience will be managed in accordance with statutory process.

- The grounds for suspension must be either –
 - a) the student’s gross misconduct or continual disobedience is a harmful or dangerous example to other students; or
 - b) because of the student’s behaviour, it is likely that the student or other students will be seriously harmed if the student is not stood-down or suspended for an unspecified period.
- “Gross misconduct” on its own is not sufficient grounds to suspend a student. The misconduct must be a harmful or dangerous example to other students. Each individual case will be carefully considered and the circumstances weighed up on their own merits in deciding whether it is gross misconduct. The RGHS Way and Discipline Chart will inform process and subsequent consequences.
- “Continual disobedience” is more than not doing what has been told or responding slowly. There must be an element of deliberate non co-operation or defiance which happens more than once. Any incident which contributes to continual disobedience needs to be documented at the time of the incident.
- Before a decision is made to stand-down or suspend, the student and other relevant persons involved are generally required to make a written statement about the incident.
- Generally, the school should have offered guidance and counselling to the student.
- If a student is stood-down, the Principal, as soon as practicable, must notify the parent(s), by telephone if possible, giving reasons for the decision. This will be followed by notification in writing to parent(s) and Ministry of Education.
- The Principal may stand-down a student for specified times of up to 5 days per term with no more than 10 days per year. Before returning to class the parent(s)/caregiver(s) and the student must meet with the Principal to agree on the terms under which the student returns.
- If a student is suspended, then student, parent(s), Ministry of Education and Board of Trustees must be notified as soon as practicable by the Principal in writing of this, with the reason.
- A suspension meeting must be held by the Board of Trustees within 7 school days.
- Following suspension, the Board of Trustees must ensure that the student and her parent(s) are given written notice, at least 48 hours prior to the meeting, of
 - The time and place of the suspension meeting
 - The statutory options available to the Board of Trustees
 - The procedures the Board of Trustees follows at suspension meetings
 - Who may attend and speak at the meeting
 - The Principal’s report on the incident(s) to the Board of Trustees.



- Suspension meetings are held 'in committee' and minutes will not be available to the public.
- At the end of the meeting the Board of Trustees may require the Principal, student, parent(s) and representatives to leave while a decision is made.
- The Board of Trustees need to consider all 4 options available to it before reaching a decision.
 - to lift the suspension without conditions, or:
 - to lift the suspension with reasonable conditions, or:
 - to extend the suspension with reasonable conditions for a reasonable period of time, to be determined by the Board, or:
 - to exclude (if under 16) the student from this school and require her to attend another school or expel (if over 16) from the school
- The Board of Trustees Disciplinary Committee must follow the relevant section of the Act depending on the student's age when making its decision.
- Each year the Board gives the Disciplinary Committee the authority to make a decision and to convey this to the parent(s)/caregiver(s) as soon as practicable.

Ref: STAND DOWN / SUSPENSION OF A RGHS STUDENT CHECKLIST

Document Source: MOE Guidelines for Principals and Boards of Trustees on Stand Downs, Suspension, Exclusions and Expulsions – Part 1 and Part II 2009

OLD 237

POLICY

B04F No student shall be permitted to smoke while under RGHS supervision.

PROCEDURES

B04F RGHS and its environs is a smoke-free area.

- Possession, use or supply of cigarettes is forbidden at school, at all school controlled activities and whilst wearing school uniform. These rules are communicated to students and parents/caregivers every year.
- Students breaching this rule will be referred to the Guidance Counsellor who will work with these students.
- Persistent offenders will be referred to their Deputy Principal.
- Tobacco education will be an integral part of the health education programme taught in the junior school by teachers trained in the area.
- Educational literature will be available for students and parents/caregivers.
- Relevant guidelines will be made clear to adults who are responsible for students in activities under the direct control of the school. This shall be the responsibility of the teacher in charge of an activity.
- The parents / caregivers of any student who receives a fine under the Smokefree Act will be responsible for payment of such fine.

OLD 235



POLICY

B04G No student shall be permitted to be involved with alcohol while under RGHS supervision.

PROCEDURES

B04G RGHS has clear school rules relating to alcohol.

- Clear school rules are established for students, staff and others associated with the school and its activities relating to the use of alcohol.
- The use of alcohol is prohibited for students at all school-controlled activities.
- Approval must be sought from the Board through the Principal, before alcohol is available for adults at a school function while students are present.
- Relevant guidelines will be made clear to adults who are responsible for students in activities under the direct control of the school.
- Alcohol education will be an integral part of a health education programme taught in the junior school by teachers trained in the area using current research, local resources and consultation with the community. Educational literature will be available for girls and caregivers.
- Important aspects of the alcohol education programme will be appropriate modelling and positive affirmation of decisions made by students to protect and promote their health and wellbeing.
- Opportunities will be made available in school time to assist students who are at risk of alcohol abuse.
- The consumption of alcohol is prohibited for adults in charge of any school activity during the period for which they are responsible for students.
- Approval must be sought from the Principal before alcohol is available for adults at a school activity at which students are present.
- Alcohol may be permitted in school situations when students are not present provided permission is previously obtained from the Principal.
- Any caregiver that comes onto the school grounds intoxicated and or under the influence of a substance will be directed to a Deputy Principal / Principal.
- Comply with the legal Rotorua District Council requirements for the Sale of Liquor on site at RGHS for school related functions.

MERGER OF OLD 205 & 206



POLICY

B04H No student shall be permitted to be involved with drugs while under RGHS supervision.

PROCEDURES

B04H RGHS and its environs is a drug-free area.

- The Possession, use, or supply, or the attendance at school under the influence, of illegal drugs is forbidden. This will be communicated to students, staff and parent/caregivers every year as part of a code of conduct.
- Any student breaching this rule shall be referred to the Principal through a Deputy Principal.
- The parents/caregivers of any such student will be contacted as soon as possible.
- Drug, alcohol and harmful substance education will be an integral part of a health education programme taught in the junior school by teachers trained in the area.
- Opportunities will be made available in school time to assist students who are at risk of substance abuse or who experience substance - related difficulties.
- Current drug, alcohol and harmful substance educational literature will be made available for students, staff and caregivers.
- Relevant guidelines will be made clear to adults who are responsible for students in activities under the direct control of the school. This shall be the responsibility of the teacher in charge of an activity.

OLD 219

POLICY

B04I RGHS will follow strict drug-screening processes.

PROCEDURES

B04I RGHS has a drug-screening process to support its drug-free policy.

- The student completes an incident report.
- Senior Management Staff complete an incident report.
- Board of Trustees members and/or the Principal consult with parents / caregivers and student involved.
- Parents/Caregivers may be offered drug screening to ensure the safe return to school of a student.
- Parents/Caregivers may choose to complete the drug screening privately. Certified results must be provided to the nominated Wellness Centre staff.
- The cost of the drug screening will usually be met by the family.
- Once the student has returned to school random drug screening may be a condition of the student remaining at school.
- The process of drug screening is co-ordinated through the Wellness Centre Coordinator / Guidance Counsellor.
- The results are returned via a Confidential Patient Management System separate from the School Educational System. Students sign a Release of Information Slip allowing their results to be released to their caregiver / parent, Principal and Dean.
- The results are discussed with the Principal only who may then discuss with staff involved in the care of the student.

OLD 209



POLICY

B04J Search and Seizure In Respect of a Student

PROCEDURES

B04J RGHS has an approved search and seizure process.

The school will protect the education needs, welfare and security of a student and search and seizure may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment in accordance with the law.

GUIDELINES:

1. Purpose of Searches: Searches may be carried out to ensure student and staff's physical and emotional safety, recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment
2. Reason for Search: In general, a search will be conducted only when there are reasonable grounds for suspecting a particular student.
3. Use of Force may be used only when there is threat of imminent harm. A refusal to co-operate may lead to disciplinary action. Where appropriate, the police may be notified.
4. Who Conducts the Search: Teachers who feel that a search is necessary will first inform the Principal or a Deputy Principal. Generally, the search will be carried out by a person in one of these three positions. Any search needs to be witnessed by another member of the staff. Searches required during school activities off the school site, without access to the Principal or Deputy Principals, need to be conducted at the teacher's discretion, and with reference to the spirit of this policy.
5. Information to Students: Students will be advised of the reason for suspicion and the reason for the search. They will be asked to co-operate. In the event of a student refusing to be searched, it is preferable that a parent, or other support person nominated by the student, be informed of the search and invited to be in attendance for it. The school's usual disciplinary or behavior management practices may be invoked by a student's refusal to cooperate, e.g. stand down or suspension.
6. Informing Parents: Parents will be notified of the search, the circumstances and the results of the search as soon as is reasonably possible after the search has taken place. Where practicable, a reasonable effort will be made to notify parents in advance of personal searches.
7. What May be Searched: The school may search bags (of all kinds, including wallets, purses and pencil cases), lockers and clothing not being worn. A student may be requested to remove articles of outer clothing such as coats, jackets, jerseys, shoes and socks, or to turn out pockets provided there are reasonable grounds to believe that each student being searched has a relevant item. No student will be required to remove other items of clothing. Student vehicles may also be searched if necessary



8. **Multiple Student Searches** : Entire classes of students, or other large groups, may be asked to empty the contents of bags, pencil cases, pockets and lockers if there is reasonable suspicion relating to an unidentified member of the group. In the event of a student unwilling to comply, follow the procedures described in number 7 above. As in all matters to do with the rights and dignity of students, schools should guard against acting hastily. Careful consideration and, where practicable, expert advice and assistance, will be sought in most cases.
9. **Balance**: Through all the decision-making that takes place when considering searching students and their property, it is important to balance the magnitude of the problem that needs to be resolved by a search against the degree of invasion of an individual's privacy that the actual search would present. The greater the problem, the greater the justification for a search.
10. **Seized Property** as a result of a search may be returned to the student's parents, except where the Principal considers the property should be handed to the police, destroyed, or stored in a safe place until the issue has been fully resolved. If there is any doubt due to the nature of the item or circumstances of the seizure the Police may be consulted. In appropriate cases details of the search will be recorded & a photo taken of the property recovered prior to destruction or returning.
11. **How to conduct a search: Restrictions, limitations and advice**:
 - a. A search should be carried out in a manner that gives the student the greatest degree of privacy and dignity consistent with the purpose of the search, in particular e.g. of head coverings with Sikh and Muslim students.
 - b. Unless impracticable, a search must not be carried out in the view of any person other than the person carrying out the search, the student and another staff member.
It is unlawful to search a student's person. A staff member cannot use physical force against a student, other than in an emergency situation where staff are acting to defend themselves or others against immediate harm.
A staff member may not have a dog with him or her for the purpose of searching a student's property. A search of the property of two or more students together cannot be initiated unless the staff member has reasonable grounds to believe that each student has a harmful item.
 - c. Unless it is an emergency, there is always time to weigh up the situation and to seek advice from other staff or professional advisers. Some students may produce the item at the point when matters become a little more formal (for example, a second staff member is called to be a witness to the search.)
 - d. If you begin a search and it becomes unsafe to continue, stop. Ensure the student and the belongings in question are under supervision in a safe place, and contact the parents and/or the Police. It is then up to the parents and/or Police to decide what action to take. If you begin a search and the student takes the item and runs away, consider your options. It may not be wise to run after the student.
If a student seeks to obstruct a search you might:
 - Contact the Police if you believe there is an immediate threat to safety or
 - Contact the parent or guardian of the student, alert them to the circumstances and ask them to ensure that the item is not brought to school again.
12. **Written records**: The Board must have a written record of all searches. The written record must include: a. the date of the search b. the name of the student c. the name of the staff member who conducted the search d. if applicable, an explanation of why any of the "if practicable" requirements could not be fulfilled (re sex of person searching, presence of second staff member of same sex as student, presence of student) e. any other details specified by the Board. A record must be kept for a minimum period of seven years.



This covers the period for the statute of limitations for civil matters, and schools will be familiar with this period in relation to records for other matters. There is no requirement for a register of records to be kept but a Board may decide to keep one if it chooses.

Resources: Ministry of Education's "Guidelines for the surrender and retention of property and searches" January 2014

POLICY

B04K It is the policy of Rotorua Girls High School to ensure that the use of a motor vehicle by a student to go to and from school is a shared decision with the parents of the student concerned and that procedures reflect New Zealand Law.

Sensible driver behavior is insisted upon and student drivers must not take passengers other than those approved by the students' parents and the school. Students must stay within the parameters of their Restricted Licences at all times. In the interests of student safety we will withdraw the permission for a student to bring a vehicle to school if these rules are ignored. Students can get a Vehicle Permission Form from the Dean's Centre which clearly details all conditions and are requested not to bring a vehicle until permission is granted. Students will be required to conform to school rules with regard to vehicle travel and parking.

PROCEDURES

B04K RGHS has clear school rules relating to bringing a motor vehicle to school.

1. Students who wish to use a personal motor vehicle as transport to and from school are required to complete a Motor Vehicle Permit Application Form which is available at the Deans' Office. The application form contains conditions of use and requires the authorisation of the caregiver.
2. Completed application forms are lodged with the Deputy Principal / Year Level Dean for approval. Students must produce a current Driving Licence. The school reserves the right to decline such an application.
3. On approval, students will be issued with a permit similar to current vehicle registration permit which is to be carried with them at all times.
4. Details of the student's permit are retained in the student database.
5. Students will be required to park their vehicles in the area designated by the Year Level Deans.
6. Any student in breach of the conditions for driving a motor vehicle may have their permit taken from them.



5 CHILD PROTECTION POLICY

POLICY

B05 This policy outlines the board's commitment to child protection and recognises the important role and responsibility of all our staff in the protection and children. It includes the board's expectations when child abuse is reported or suspected by us.

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

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

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

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school.
2. Comply with relevant legislative requirements and responsibilities
3. Make this policy available on the school's internet site or available on request
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies required.
5. Ensure the interests and protection of the child are paramount in all circumstances
6. Recognise the rights of family/whanau to participate in the decision-making about their children
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response.
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal.
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing policies, in a timely way regarding any concerns about an individual child with the board or designated person.



11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise.
12. Make available professional development resources and/or advice to ensure all staff can carry out their roles in terms of this policy.
13. Ensure that this policy forms part of the initial staff induction programme for each staff member.

PROCEDURES

B05 All staff are expected to have a copy of the CPP and make themselves familiar with this policy.

School procedures for reporting suspected abuse (emotional, physical, or sexual) are as follows.

- If you witness, suspect, or are informed about abuse of any kind record only what you have seen, suspect, or have been told (avoid adding opinions, feelings etc.) If a staff member has a concern about a child's safety or wellbeing they will, in all instances, report this to the Guidance Counsellor.
- If a child is informing you about abuse, listen to what they have to say, but avoid asking them specific questions. Inform the student you will pass the information on to the appropriate people so that they can access help.
- Pass the information on to the designated staff member on the CPP (the school's Guidance Counsellor). The severity of the suspected abuse or neglect is not up to the staff members to determine. The Guidance Counsellor has the ultimate responsibility to ensure the appropriate authorities are notified.
- If the designated staff member is unavailable, pass it on to the secondary staff member (the Principal or Senior Management Team). They will follow reporting procedures from there. You may be required to report the incident to secondary agencies.
- Make sure information remains **ONLY** between the parties involved. **Keep it confidential.**

Outside of school hours incidents where you believe a child is unsafe should be dealt with through the Police and/or Oranga Tamariki. Contact numbers can be found on their websites or on the contacts page of this document.

For advice in school you can talk to the Guidance Counsellor, the Principal or the Senior Management Team.

All members of Senior Management Team have a copy of points of contact to make regarding child safety.

Keep yourself safe. Report firstly to the nominated staff members. Do not attempt to contact home or the suspected offenders.

Keep the child safe. Even if an incident is reported at 3:15 on a Friday, ensure the child is going home to a safe environment. Make immediate contact with the nominated staff member. They will follow up with contacting the Police/Oranga Tamariki and organise further safety procedures.



Responding to a child when the child discloses abuse.

<p>Listen to the child</p>	<p>Disclosures by children are often subtle and need to be handled with care, including an awareness of the child's cultural identity and how that affects interpretation of their behaviour and language.</p> <p>If the child is disclosing to you, it's because they trust you.</p> <p>Let the child finish what they are saying, do not interrupt them. Do not agree 'not to tell anyone'.</p> <p>Once they have finished speaking, thank them for telling you and ask them "Can I support you best by referring you to someone who is qualified to help?"</p> <p>Refer to the Guidance Counsellor.</p>
<p>Reassure the child</p>	<p>Let the child know that they are not in trouble and have done the right thing.</p>
<p>If the child is visibly distressed</p>	<p>Provide appropriate reassurance and engage in appropriate activities under supervision until they are able to participate in ordinary activities.</p>
<p>If the child is not in immediate danger</p>	<p>Re-involve the child in ordinary activities and explain what you are going to do next.</p>
<p>As soon as possible formally record the disclosure</p>	<p>Record:</p> <ul style="list-style-type: none"> • Word for word, what the child said. • The date, time and who was present.



The Process

