

SECTION C: SAFE SCHOOL CULTURE

C1 HEALTH AND SAFETY

- 1.0** The Board and Senior Leadership Team will take all practical steps to provide a safe physical and emotional environment for employees, students, visitors and contractors to the school.

Ratified 04/04/2013 (BoT)
Reviewed/ratified 18/12/2014 (BoT)
Reviewed 03/03/2017 (KG)
Reviewed/ratified 10/04/2017 (BoT)

C2 ENROLMENT

- 1.0** The enrolment of students at Otamatea High School will be in accordance with the current enrolment scheme.

Ratified 04/04/2013 (BoT)
Reviewed/ratified 25/02/2016 (BoT)

C3 SPECIAL NEEDS

- 1.0** All students must wear the uniform prescribed by the Board of Trustees in the Otamatea High School uniform code.
- 1.1** Students and staff are required to maintain a high standard of dress and grooming.

Ratified 04/04/2013 (BoT)
Ratified 26/08/2015 (BoT)

C4 ABUSE AND HARRASSMENT

- 1.0** Verbal, written, physical, emotional abuse and cyberbullying of others is forbidden.
- 1.1** No form of sexual harassment is accepted at Otamatea High School.
- 1.2** It is mandatory for staff to report all incidents of sexual, physical or emotional abuse while respecting confidentiality.

Ratified 04/04/2013 (BoT)

C5 CRITICAL INCIDENT (SUDDEN DEATH AND TRAUMATIC EVENTS)

- 1.0** The school will manage any sudden death or traumatic incident in a comprehensive and sensitive manner.

Ratified 04/04/2013 (BoT)
Reviewed 11/05/2017 (KG)
Ratified 17/05/2017 (BoT)

C6 STUDENT SUBSTANCE ABUSE AND SMOKING

A Controlled Drugs

1.0 No student shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use;
- d) sell or supply; or
- e) purchase or receive

any controlled drug as the term defined in section 2 of the Misuse of Drugs Act 1975 or any amendment thereto, or conspire to do any of (a) or (e) as listed above.

B Other substances

2.0 No student shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use

otherwise than for the purpose intended by the manufacturer, any substance or thing which when inhaled, imbibed or taken in any other way has the effect or is capable of having the effect of modifying the taker's behaviour or to conspire to do any of (a) or (c) above.

C Alcohol

3.0 i. No student (including those students aged 18 years and over) shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use;
- d) sell or supply; or
- e) purchase or receive

or conspire

D Tobacco

4.0 The grounds and buildings of Otamatea High School are smoke-free in accordance with the Smoke-Free 2Environments Act 2003 or any amendments thereto.

4.1 No student shall while under the jurisdiction of the school:

- a) have in their possession;
- b) use

or conspire to do either (a) or (b) above.

For the purposes of this policy, the things that a person has in their possession includes anything subject to their control which is in the custody of another.

Ratified 25/06/2014 (BoT)
Reviewed/ratified 07/07/2017 (BoT)

C7 PRESCRIPTION MEDICATION

1.0 Parents must advise the school if a student is on long term or behaviour altering prescription medication; or has a serious medical condition; and a register will be kept.

Ratified 04/04/2013 (BoT)
Reviewed/ratified 31/03/2016 (BoT)

C8 SEARCH AND SEIZURE IN RESPECT OF A STUDENT

- 1.0** 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.

Ratified 04/04/2013 (BoT)
Reviewed/amended/ratified 26/05/2016 (BoT)

C9 PRIVACY

- 1.0** The provision of information about a student or staff member is subject to the need to preserve that person's Privacy in terms of the Privacy Act 1993 or any amendments thereto.

Ratified 04/04/2013 (BoT)
Reviewed/ratified 26/05/2016 (BoT)

C10 ACCESS TO STUDENTS

- 1.0** The provision of information about a student is subject to the need to preserve the student's privacy in terms of the Privacy Act 1993 or any amendments thereto.
- 1.1** All visitors to the school must report to the Main Office and procedures for access to students will ensure the safety of all students and staff.
- 1.3** All adults working with students under the jurisdiction of the school, either paid or voluntary, must follow the Code of Conduct guidelines.

Ratified 04/04/2013 (BoT)
Reviewed/amended/ratified 26/05/2016 (BoT)

C11 ATTENDANCE AND TRUANCY

All students are expected to attend school during normal school hours as per the Education Act 1989 or any amendments thereto.

Ratified 04/04/2013 (BoT)
Reviewed/amended/ratified 26/05/2016 (BoT)

C12 INTERNATIONAL FEE PAYING STUDENTS

- 1.0** Otamatea High School will abide by the conditions laid down in the Ministry of Education's Code of Practice for The Pastoral Care of International Students (Revised 2013).
- 1.1** Visiting Groups of International Students:
Group students means: "two or more international students aged 10 and over holding a group visa issued by Immigration New Zealand".
Otamatea High School will ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (revised 2013).
- 1.3** Fees Protection:
The Board of Otamatea High school will ensure that there are sound fiscal mechanisms in place to protect the investments of International students.
- 1.4** Attendance:
(See C11) All students, including International students, are expected to attend school during normal school hours as per the Education Act 1989 or any amendments thereto.

1.5 Accommodation:
Otamatea High School undertakes to comply with the accommodation provisions set out in the Ministry of Education Code Of Practice for the Pastoral Care of International Students (revised 2013) and will enrol International students only if appropriate accommodation is available to them.

1.6 Policy, Compliance and Information Review:
Policies relating to International Students will be reviewed annually to ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (revised 2013), or any amendments thereto, and to update information provisions for International students as required.

Updated October 2013
Ratified 30/10/2013 (BoT)
Reviewed/amended/ratified 25/03/2015 (BoT)

C13 COMPLAINTS (See Appendix 1 Procedure)

1.0 The Board will ensure that there is an effective Complaints procedure.

Ratified 04/04/2013 (BoT)
Reviewed/ratified 26/05/2016 (BoT)

C14 EMERGENCY EVACUATION PROCEDURES

1.0 Procedures will ensure the safe exit of students and staff from the site of any emergency that may occur and ensure that they are accounted for and kept safe.

Ratified 04/04/2013 (BoT)
Reviewed/ratified 29/04/2015 (BoT)
Reviewed/amended/ratified 28/04/2016 (BoT)

C15 CYBERSAFETY

1.0 The Board of Otamatea High School will ensure that appropriate procedures are in place for the safe use of Information and Communication Technologies.

Ratified 04/04/2013 (BoT)
Reviewed/amended/ratified 28/04/2016 (BoT)
Reviewed/amended 26/03/2017 (RCS)
Reviewed/ratified 10/04/2017 (BoT)

C16 TRANSPORT

1.0 Otamatea High School will provide transport for all eligible students to and from school in accordance with MOE guidelines.

Ratified 04/04/2013 (BoT)
Reviewed/amended/ratified 28/04/2016 (BoT)
Reviewed/amended 26/03/2017 (RCS)
Reviewed/ratified 10/04/2017 (BoT)

C17 POLICE VETTING

- 1.0** All school employees who work during normal school hours are required to be Police vetted every three years as per The Education Act 1989 and The Education Amendment Act 2010.
- 1.1** All school employees who work during normal school hours are required to be Police vetted every three years as per The Education Act 1989 and The Education Amendment Act 2010.
- 1.2** All registered teachers are police vetted when they apply for registration or are renewing their Practising Certificate.
Applicants for a Limited Authority to Teach (LAT) are Police vetted through the application process for the LAT.
This will be carried out on the school's behalf by the Teachers Council.
- 1.3** All other staff/personnel must be vetted through the New Zealand Police Licensing and Vetting Service Centre.
This also applies to contractors and their staff if they have, or are likely to have, unsupervised access to students at the school.
Note: The definition, as defined in the Education Act, is as follows:
Unsupervised access to students, *in relation to a school, means access to any student on the school's premises that is not access by, or supervised by, or otherwise observed by, or able to be directed (if necessary) by, any 1 or more of the following:*
- (a) a registered teacher or holder of a limited authority to teach:*
 - (b) an employee of the school on whom a satisfactory Police vet has been conducted within the last 3 years:*
 - (c) a parent of the student.*
- 1.4** The Board also requires any volunteer helpers who may have unsupervised access to students to be Police vetted. This includes coaches and any personnel who are involved in overnight activities with students.
- 1.5** The vetting process is confidential and adverse action may not be taken against the subject of a vet without the person being given an opportunity to validate the vet information.
- 1.6** Refusal to consent to a Police Vet could put the employee's job at risk.

Reviewed/amended/ratified 26/09/2016 (BoT)

C18 CONSUMPTION OF ALCOHOL (No Procedure required)

The Board will manage the responsible consumption of alcohol on school property and at school events as follows

- 1.0** Alcohol will not be consumed on school property when the school is open for instruction.
- 1.1** Alcohol may be consumed on school property where appropriate by staff and invited guests with the prior approval of the Principal.
- 1.2** Alcohol will not be consumed on any school trips in line with the Ministry of Education EOTC guidelines.
- 1.3** Organisers of functions on school property must receive prior written approval by the Board if they wish to serve alcohol at the function. The Board will consider:
- The nature and purpose of the event
 - The location of the event
 - The nature and level of supervision
 - Adherence to host responsibility guidelines

- The need for organisers to apply for a Special Licence if alcohol is to be sold or supplied

Ratified 30/07/2013 (BoT)
Updated/ratified 30/07/2014 (BoT)
Reviewed/amended 26/03/2017 (RCS)
Reviewed/ratified 10/04/2017 (BoT)

C19 VULNERABLE CHILDREN ACT

- 1.0** Otamatea High School will ensure that it complies with the legislation as set out in the Vulnerable Children Act 2014.

Developed in consultation with relevant staff – November 2016
Reviewed/amended 26/03/2017 (RCS)
Adopted 10/04/2017 (BoT)

C20 FOOD ACT 2014

- 1.0** The School will comply with the legislation regarding the Food Act 2014.

Developed in consultation with Hospitality Teacher 26/03/2017 (RCS)
Adopted 10/04/2017 (BOT)

C21 GENDER DIVERSITY

- 1.0** Otamatea High School strives for gender diversity and inclusiveness.

Developed 26/03/2017 (RCS)
Adopted 10/04/2017 (BOT)