

Safe School and Discipline Policy



Rationale

The BOT must meet the requirements of Nag 5iii, and 6, and comply with the Vulnerable Children Act 2014.

Effective learning takes place in an environment in which students feel physically and emotionally safe. The College aims to minimize or remove physical, verbal and emotional conflict between members of the entire school community.

Guidelines

1. The College has procedures to deal with the following;
 - Accidents – Notification
 - Alcohol, Drugs and Tobacco
 - Assault
 - Attendance
 - Bullying
 - Devices
 - Child Abuse
 - Complaints
 - Computer Use
 - Crisis Procedure
 - Employment of Staff subject to satisfactory Police Vetting
 - HIV/AIDS and other Blood Borne Diseases
 - “Kick It” (Procedures for drug related offences)
 - Lockdown Procedures
 - Multi-Cultural School
 - Privacy procedures, including access to students
 - Search and Seizure
 - Serious Misconduct (Staff)
 - Sexual Harassment and Sexual Abuse
 - Theft
 - Trespassing
 - Uniform
 - Vandalism
 - Weapons

NB Procedures are reviewed annually
2. Student leaders will contribute to the development, implementation, and maintenance of a safe school environment.
3. The procedures relating to Serious Misconduct of Staff will be based on the PPTA Code of Ethics and NZ Teachers Council Code of Ethics and the relevant employment agreement.
4. Classroom and school discipline should be firm and fair, and focus on self discipline and based upon the principles of restorative practices as outlined in the Classroom Respect Procedures Manual. Expectations of student conduct are outlined in the Student Handbook distributed annually.

- 5 Teaching staff are expected to model the values and expectations required of students at all times.
- 6 The SLT delegates the HOHs and teachers to have prime responsibility for enforcing College discipline and pastoral care procedures except in very serious cases which are likely to involve a stand-down, or exclusion.
- 7 All discipline breaches should be, wherever possible, addressed at the point of lowest impact to maintain workable staff/student relationships.
8. In cases of serious breaches of discipline the SLT and BOT will follow the legal requirements associated with stand downs exclusions and expulsions as set out in the MOE document on Standdowns, Suspensions and Expulsions
- 9 The BOT discipline committee will be drawn from the whole board from meeting to meeting. (a minimum of three BOT members with every attempt made to achieve appropriate gender and ethnic distribution). There will be no "standing" Discipline Committee. However, in cases which are linked, the same committee should, wherever possible, deal with all the cases.
10. Decisions of the BOT Discipline Committee should be reported at the next full BOT meeting. The committee however is delegated the power to make decisions.
- 11 A separate Health and Safety Policy establishes the Health and Safety Committee whose responsibility it is to ensure that the College is physically safe in terms of buildings, grounds and equipment.
- 12 The College will follow requirements regarding privacy of staff and student information as set down in the relevant legislation.

Signed for the Board of Trustees



Date Reviewed - 13 August 2015