



# WAITAKI BOYS' HIGH SCHOOL

## OPERATIONAL POLICIES



## Operational Policies

### Board expectations for the control and management of the school

	Outcome statements	Approved	Next review
Appointments policy	The best applicants are appointed through a fair, rigorous appointments process.	30 July 2020	July 2023
Asset protection policy	Assets of the school are utilised to maximise the best outcomes for students.	21 Oct 2020	Oct 2023
Cellphone Policy	Valuing and protecting the school day as a time for students to engage with teaching and learning.	5 Feb 2020	Feb 2023
Curriculum delivery policy	Curriculum delivery reflects charter/strategic plan aims and meets legislative requirements.	30 July 2020	July 2023
Child protection policy	Students at this school thrive, belong and achieve to the best of their ability. The school is committed to the prevention of child abuse and neglect and to the protection of all children.	21 Oct 2020	Oct 2023
Concerns and complaints policy	All complaints, concerns and incidents are attended to promptly, respectfully and professionally and seek to bring effective resolution to all parties concerned.	21 Oct 2020	Oct 2023
Don House Fees policy	To provide consistent procedures for the management of hostel fees.	30 July 2020	July 2023
Financial planning and condition policy	The school is financially viable, manages risks effectively and resources are targeted to where they make the most difference to outcomes for students.	21 Oct 2020	Oct 2023
Fraud prevention policy and procedure	Waitaki Boys High School is committed to the prevention of fraud and the promotion of an anti-fraud culture.	17 Oct 2019	Oct 2022
Health and safety policy	A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.	21 Oct 2020	Oct 2023
Investigation policy and procedure	That a process of investigation, when deemed appropriate to conduct, will bring clarity and resolution for all parties concerned.	14 Nov 2019	Nov 2022
Managing challenging behavior and physical restraint policy	The best applicants are appointed through a fair, rigorous appointments process.	30 July 2020	July 2023
Overseas Travel policy/procedure	That all taking part in the overseas travel get to experience a full and enriching programme for which the trip was intended, and that the trip positively reflects the standards and values of WBHS.	11 Sept 2019	Oct 2022
Personnel (NAG 3) policy	The obligations and responsibilities of being a good employer are met.	30 July 2020	July 2023

Protection of disclosure policy and procedure	All employees of Waitaki Boys' High School must facilitate the disclosure and investigation of matters of serious wrongdoing in or by the School.	14 Nov 2019	Nov 2022
Protection and sharing of intellectual property (Creative Commons) policy	The board enables and encourages sharing and collaboration between teachers by recognising and removing legal barriers that exist to the sharing of learning resources and other materials created by school staff in the course of their employment.	21 Oct 2020	Oct 2023
Responsibilities of the Rector policy	Authority and accountability for the day-to-day running/operation of the school is delegated to the Rector.	12 March 2020	March 2023
Uniform policy	School uniform encourages a sense of identity with the school, pride in being a member of the school and pride in personal appearance.	14 May 2020	May 2023
Self Review, Planning and Reporting Policy.	Waitaki Boys' High School is committed to continuous improvement. To accomplish this, all aspects of Board and management operations are reviewed and evaluated in an efficient, objective and meaningful way.	24 August 2021	August 2024

# 1 Appointments policy

## Outcome statement

The best applicants are appointed through a fair, rigorous appointments process.

## Scoping

To assist in the appointment of quality staff to any vacancy that may arise, appointment committees with expertise relevant to the vacancy will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Children's Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with Waitaki Boys' High School procedures on safety checking, Police vetting and screening.

## Delegations

The board delegates authority to determine the composition of the various appointment committees according to the schedule outlined below. Appointment of the Rector is the responsibility of the board, which will determine the process and seek NZSTA advice.

## Expectations and limitations

The Rector must ensure that:

- appointment of deputy senior management will involve an appointment committee consisting of the Rector, the board chair and, at the discretion of the board, a further trustee
- unless determined otherwise by the board, appointment of all other teachers, part-time teachers, long-term relieving teachers and non-teaching staff will be the responsibility of the Rector.
- procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff.

In the case of Community of Kāhui Ako membership:

- staff seeking the Communities of Learning | Kāhui Ako leadership role or the teacher across schools role must seek and receive consent from their employing board before applying for the role.
- That another member of SLT will be involved in the recruitment process.

## Procedures/supporting documentation

Police vetting  
procedure

Safety checklist

Declaration of conflict  
of interest

Templates – application form, shortlisting matrix, interview matrix, reference checking matrix etc.

## Legislative compliance

[Collective employment agreements](#)

[Employment Relations Act 2000](#)

[Children's Act 2014](#)

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Reviewed: 30<sup>th</sup> July 2020

Next review: July 2023

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## 2 Asset protection policy

### Outcome statement

Assets of Waitaki Boys' High School are utilised to maximise the best outcomes for students.

### Scoping

Assets may not be unprotected, inadequately maintained or unnecessarily risked.

### Delegations

The Rector is delegated day-to-day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a clean, safe, tidy and hygienic work and learning environment for students, staff and visitors.

### Expectations and limitations

The Rector must:

- ensure all board assets essential to the day-to-day operation of the school are insured
- not allow unauthorised personnel or groups to handle funds or school property
- not subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use
- maintain an up-to-date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than \$500
- ensure the implementation of the 10-year property maintenance plan
- engage sufficient property maintenance staff for the school within budget limitations
- receive board approval for maintenance contracts over \$2,000 for any one contract
- conduct competitive tenders for all contracting
- protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication
- not receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards
- not invest or hold operating capital in insecure accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.

### Procedures/supporting documentation

Asset register

Insurance (broker) policy

10YPP and 5YA (10-year property plan and 5 Year Agreement)

### Monitoring

The Rector is responsible for asset protection reporting. Where there is non-compliance, variances are to be reported to the board with recommendations on the actions required to meet compliance.

### Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#).

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Reviewed: October 2020

Next review: October 2023

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# 3 Cellphone and Digital Device Policy

## Waitaki Boys' High School is committed to:

- valuing and protecting the school day as a time for students to engage with teaching and learning.
- encouraging our students to be actively involved with each other and in the wider life of school.
- developing the self-confidence and resilience required to minimize dependency upon social needs.
- fostering face to face connection and a sense of belonging in our school community.

## Guidelines

With these as our desired outcomes, there are now guidelines in place around the use of all electronic transmitting devices, including mobile phones, laptop, tablet and watches by Waitaki Boys' students during the school day so these devices do not interfere with the school life. These guidelines are to be observed between 8.40am and 3.05pm on school days as well as special school events outside of regular school hours (such as Open night, prizegivings etc). This Mobile Phone code is an addition to our Acceptable Digital Citizenship Contract.

- Mobile phones are to be kept at home, or in school bags, not carried on the person (ie. not in pockets or blazers)
- Mobile phones brought to school will be set to flight mode or on silent (with no vibration) during the school day. Apple watches are considered an extension of a smart phone, and must be set to flight mode, silent or 'do not disturb' for the school day hours specified above.
- Mobile phones are not to be visible during the school day unless specific on request or permission from a teacher.
- (The above applies also to digital device earphones)

## Consequences

First time - On the first occasion where a student fails to comply with the above, the cell phone and or digital device will be confiscated for the rest of the school day and kept securely in the school office. This includes any situ cards that are part of the cell phones. This may be collected by the student at the end of the school day.

Second time - On the second occasion, the cell phone and digital device will be confiscated for the rest of the school day and may be collected by a parent/caregiver after the school day has finished up until 4.30pm or at the closest practicable time. (For our boarding families, a member of the boarding house team can collect it at the end of the day).

Third time - On the third occasion the cell phone and/or digital device will be confiscated for the rest of the school day and may only be collected by a parent/caregiver after the school day finished up until 4.30pm or at the closest practicable time. The student now forfeits the right to bring the cell phone and/ or digital device to school for the rest of the year.

Subsequently any further breaches will be deemed as gross misconduct for the purpose of a stand down or suspension under the Education Act 1989

Note - Any student using a cell phone or digital device to photograph or video staff members or students engaged in inappropriate behaviours at school (eg. a fight) or out of school whilst in school uniform, will be deemed as "gross misconduct" for the purposes of a standdown or suspension under the Education Act 1989.

The school reserves the right to ban a student from bringing a cell phone and/or digital device to school in the event of such misuse. The school also reserves the right to contact the police if a message threatens or images may harm the victim or bring the school into disrepute.

## 4 Curriculum delivery policy

### Outcome statement

Curriculum delivery reflects charter/strategic plan aims and meets legislative requirements.

### Scoping

The board's primary objective is to ensure that every student at the school is able to attain their highest possible standard in educational achievement.

### Delegations

As the professional leader of the school, the Rector is responsible for fostering quality teaching and learning outcomes.

### Expectations and limitations

The Rector must ensure:

- an annual plan is developed setting out how progress will be made towards the achievement of charter/strategic aims and targets and is approved by the board
- the school curriculum is based on the vision, values, principles and key competencies of the New Zealand Curriculum (or Te Marautanga o Aotearoa)
- school programmes provide students in years 9–10 with opportunities to learn in all areas of the national curriculum and for students in years 11–13 to continue to learn in their specialised areas of learning
- there is a focus on the national priority groups of Māori, Pasifika and students with special learning needs in school planning and reporting\*
- assessment practices enable the engagement, progress and achievement of students to be monitored and reported
- board approval is sought before changes to the school curriculum requiring increased expenditure or significant changes to programmes or staffing are made.
- Devices

### Procedures/supporting documentation

Curriculum  
planning

Assessment cycle

Electronic devices  
and cellphones

### Monitoring

The Rector will prepare (or, where appropriate, delegate, co-ordinate and approve) a report for every board meeting that:

- includes data and analysis on curriculum delivery, student progress and achievement
- tracks progress and variance towards strategic aims and key performance indicators
- informs the board of any significant changes in staffing, programmes, plans or processes that are under consideration.

### Legislative compliance

[Education Act 1989](#)

[New Zealand Curriculum/Te Marautanga o Aotearoa](#)

\*National Education and Learning Priorities (from 2019)

# 5 Child protection policy

## Outcome statement

Students at Waitaki Boys' High School thrive, belong and achieve to the best of their ability. The school is committed to the prevention of child abuse and neglect and to the protection of all children.

## Scoping

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

Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with Section 15 of the [Oranga Tamariki Act 1989](#), 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.

## Delegations

Although ultimate accountability sits with the board, the board delegates responsibility to the Rector to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents.

## Expectations and limitations

The Rector must:

- develop appropriate procedures to meet child safety requirements as required and appropriate to the school
- comply with relevant legislative requirements and responsibilities
- make this policy available on the school's internet site or available on request
- ensure that every contract or funding arrangement that the school enters into requires the adoption of child protection policies where required
- ensure the interests and protection of the child are paramount in all circumstances
- recognise the rights of family/whānau to participate in the decision making about their children
- ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and deal with disclosures by children and allegations against staff members and are able to take appropriate action in response
- support all staff to work in accordance with this policy to work with partner agencies and organisations to ensure child protection procedures are understood and implemented
- promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
- consult, discuss and share relevant information with the board or designated person in line with our commitment to confidentiality and information-sharing protocols in a timely way regarding any concerns about an individual child
- seek advice as necessary from NZSTA advisers on employment matters and other relevant agencies where child safety issues arise
- make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
- ensure that this policy forms part of the initial staff induction programme for each staff member.

## Procedures/supporting documentation

### Definitions

Identification and reporting of child abuse and neglect

- Four categories of abuse (emotional, physical, sexual and neglect)
- How to respond to suspected abuse or neglect
- How to respond to disclosures made by a child
- Recording a disclosure
- Reporting suspected child abuse and neglect

Confidentiality, information sharing and recording

Safety checking – safety checklist

Staff capability and professional development

Safe at work practices

- Physical contact with children
- Working one on one with children
- Transporting children
- Overnight stays/camps
- Social media and technology (internet protection, photo storage)
- Parent help
- Visitors on site
- External contractors
- Before and after-school programmes
- Billeting
- Socialising with children
- Gifts and rewards
- Intimate care – toileting
- Application of medication and sunscreen
- Managing challenging behaviour and physical restraint policy
- Allegations against staff
- Investigation policy and procedure

## Monitoring

The Rector is responsible for child protection reporting. Where there is non-compliance, variances are to be reported to the board with recommendations on the actions required to meet compliance.

## Legislative compliance

<http://www.education.govt.nz/>

[Children's Act 2014](#)

[Oranga Tamariki Ministry for Children](#) – further information and sample child protection templates

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Reviewed: 21<sup>st</sup> October 2020

Next review: October 2023

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# 6 Concerns and complaints policy

## Outcome statement

All complaints, concerns and incidents are attended to promptly, respectfully and professionally and seek to bring effective resolution to all parties concerned.

## Scoping

In order to maintain a safe and comfortable environment for all students, staff and visitors, an accessible procedure for handling complaints and grievances will be implemented and maintained to provide an open and fair way of resolving issues and will comply with all relevant legislation.

## Delegations

The board delegates to the Rector full responsibility of ensuring processes are in place and operating effectively and adequately. In the event of a complaint or grievance concerning the Rector, responsibility lies with the board.

## Expectations and limitations

In complying with the policy, the Rector shall not fail to:

- implement and maintain robust procedures to meet the policy requirements
- ensure that the process for complaints or grievances is clearly communicated
- report to the board as follows:
  - o When receiving a complaint, the board must ensure that the complainant has previously followed the school's concerns and complaints procedure and that the complaint has been escalated to board level correctly.
  - o Should the board receive a complaint regarding the Rector or determine that any policy violation may have occurred, the board in the first instance will consider whether this may be dealt with in an informal manner (as per the employment agreement provisions that apply to the Rector).
  - o Where the board considers the degree and seriousness of the concern or any violation sufficient to warrant initiating a disciplinary or competency process, the board shall seek the support and advice in the first instance from an NZSTA adviser to ensure due process is followed.

## Procedures/supporting documentation

Concerns and complaints procedure

## Monitoring

The Rector shall maintain a register of complaints and resolutions and report to the board every 6 months outlining numbers of complaints, resolution success figures and any areas of concern for board deliberation.

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Reviewed: October 2020

Reviewed: October 2023

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# 7 Don House Fees Policy



## WAITAKI BOYS' HIGH SCHOOL Don House

Private Bag 50057, Oamaru 9400, New Zealand. Tel: 027 285 3885  
Email: [hosteladmin@waitakibhs.school.nz](mailto:hosteladmin@waitakibhs.school.nz) Web: [www.waitakibhs.school.nz](http://www.waitakibhs.school.nz)

Fees are necessary to determine the financial viability of Don House.

### **Purpose**

To provide consistent procedures for the management of hostel fees.

### **Guidelines**

- Hostel Fees charged are designed to cover costs, and an additional Building Levy Fee will be charged to cover depreciation.
- An operations budget is set in Term 4 for the following year.
- The director of boarding notifies parents in Term 4 of the following years fees.
- For NZ residents the full years fees will be invoiced at the start of term 1.
- Payments of fees will be due in four instalments: 30% due within 30 days of start of term 1, 30% due within 30 days of start of term 2, 30% due within 30 days of start of term 3 and 10% due within 30 days of start of term 4.
- Fees paid in full for the whole year at the start of Term 1 will receive a \$500 discount.
- A non-refundable deposit of \$500 paid in the year preceding start at Don House for new boys (credited back off the first term payment).
- A one-off enrolment fee of \$250 is set to cover administration cost. This is due at the start of the first term of enrolment.
- A bond of \$500, refundable at the end of time in Don House if no outstanding debts or damages. This is paid and held at the start of the first term of enrolment.
- A terms notice must be given if leaving the hostel. Late notice withdrawals and exclusions from the hostel will incur a \$1000 penalty in the first instance. A pro-rata credit of fees paid in advance may offset some of the \$1000 penalty.
- For more detailed terms and conditions refer to the application form.
- Responsibility for administration of the fees lies with the BOT and its delegated agent, the Executive Officer.

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Reviewed: 30<sup>th</sup> July 2020

Next review: July 2023

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# 8 Financial planning and condition policy

## Outcome statement

Waitaki Boys' High School is financially viable, manages risks effectively and resources are targeted to where they make the most difference to outcomes for students.

## Scoping

The board of trustees has overall responsibility for the financial management of the school. The Rector is the day-to-day manager of the school and responsible for achieving legislative requirements and charter/strategic aims and targets within board policy objectives.

The financial viability of the school must be protected at all times, and every practicable effort is made to eliminate the risk of theft or fraud.

## Delegations

The Rector, in association with the finance committee, is responsible for recommending an annual operating and capital budget to the board within the timelines specified in the finance committee terms of reference.

The board delegates the day-to-day management of the school's finances and budget to the Rector.

The Rector is required to ensure robust, clear procedures are in place to safeguard the integrity of financial management.

## Expectations and limitations

Budgeting will reflect the annual plan, and will not risk financial jeopardy or fail to show a generally acceptable level of foresight. The budget should:

- reflect the results sought by the board
- reflect the priorities as established by the board
- comply where the board's requirement is for a balanced budget
- demonstrate an appropriate degree of conservatism in all estimates.

The Rector must ensure:

- unauthorised debt or liability is not incurred
- generally accepted accounting practices or principles are not violated
- tagged/committed funds are not used for purposes other than those approved
- more funds than have been allocated in the fiscal year are not spent without prior board approval
- all money owed to the school is collected in a timely manner
- timely payment to staff and other creditors is made
- unauthorised property is not sold or purchased
- all relevant government returns are completed on time
- no one person has complete authority over the school's financial transactions
- when making any purchase:
  - of over \$500.00 (excl. GST), comparative prices are sought
  - of over \$2000.00 (excl. GST), and within budget including due diligence
  - of over \$2000 (excl. GST) not within budget, board approval is first sought
- effective systems are in place to meet the requirements of the payroll system.

## Procedures/supporting documentation

Annual budget

Responsibilities of the Rector policy

Strategic plan

# Monitoring

The Rector is responsible for financial reporting and demonstrating budget compliance. Where there is non-compliance, variances are to be reported to the board with recommendations on the actions required to meet compliance.

## Legislative compliance

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#).

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Reviewed: October 2020	Next Review: October 2023
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# 9 FRAUD PREVENTION POLICY

## Outcome

- Waitaki Boys High School is committed to the prevention of fraud and the promotion of an anti-fraud culture.
- Waitaki Boys High School operates a zero-tolerance attitude to fraud and requires all staff, suppliers, contractors, students or other persons associated with the School to act honestly and with integrity at all times, and to report all reasonable suspicions of fraud.
- Waitaki Boys High School will investigate all instances of actual, attempted or suspected fraud and will seek to recover any losses and pursue appropriate sanctions against the perpetrators. This may include criminal prosecution, disciplinary action, legal proceedings and professional sanctions.

## Purpose

The purpose of the policy is:

1. To prevent fraud from happening through implementation of internal systems and processes that must be followed when handling school funds or property;
2. To establish systems and procedures to deal with possible fraud; and
3. To ensure any investigation into fraud will be conducted in a manner that conforms to principles of natural justice and is procedurally just and fair.

## Definition of Fraud

Fraud can be defined as the misappropriation of school funds or property by any person associated with the school for their own personal gain.

## Key Responsibilities

### The Rector is responsible for:

- a) Keeping the school's physical resources secure and accounted for.
- b) Developing, implementing and maintaining adequate internal control systems 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 Chartered Accountants Australia and New Zealand (formerly the New Zealand Institute of Chartered Accountants).

### The Board is responsible for:

- a) Overseeing the financial performance of the school, including its assets, making sure the school's money is well spent and procedures are in place to prevent losses or misuse, including arrangements for preventing and detecting fraud.

### Any person captured by this policy must:

- a) Familiarise themselves with the types of fraud that might affect the school.
- b) Ensure, where formally delegated responsibility for the custody of physical and financial resources by the Rector, that they are competent to carry out such responsibilities and will be held accountable for the proper execution of their responsibilities.
- c) **Immediately** inform the Rector should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.
- d) Familiarise themselves with the Protected Disclosures Act, No 26 of 2000 (the PDA) that provides "provides protection to whistleblowers in the private and public sector who disclose information regarding unlawful or irregular conduct by their employers or fellow employees".

# Fraud Response Procedure

Waitaki Boys High has established a procedure on the immediate actions to be taken in the event of a fraud being discovered or suspected. It covers how and when to seek professional advice, securing evidence and preventing further losses.

## General

The Board recognises that suspected or actual instances of 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.

A fraud reporting form is available (Appendix 1) as a guide to the type of information required in reporting suspected fraud.

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Reviewed: 17 <sup>th</sup> October 2019	Next review: October 2022
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## Fraud Reporting Form

If you have any concerns about fraud, please contact Waitaki Boys High School's school office on 03 437 0529 extn 5 or [admin@waitakibhs.school.nz](mailto:admin@waitakibhs.school.nz) or print and complete this form and send it to the address shown below.

**You do not need to give your name. All the information provided will be treated in confidence.**

Name of the person(s) or organisation you suspect:

Address: (if known)

Place of work / department / job title: (If known)

Please provide details of your suspicions. You should include as much information as possible. For example, what was said in telephone or other conversations, dates, times and places, vehicles used, written documentation as well as the names of any other parties involved: (Continue on a separate page if necessary and attach any additional evidence you may have)

Your details: **(please leave blank if you wish to remain anonymous)**

Name:

Telephone number or contact address:

Please return this form in an envelope marked Private & Confidential to,

**Attn: Kara Cox  
10 Waitaki Avenue  
Oamaru 9400**

# 10 Health and safety policy

## Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

## Scoping

The board is responsible for ensuring health and safety procedures are developed and implemented. However, employees, students and visitors need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

## Delegations

The board delegates to the Rector as officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees have the information they need in order to comply with policy and procedures.

The board will appoint a Trustee as a Health and Safety Representative.

## Expectations and limitations

The board will, as far as is reasonably practicable<sup>1</sup>, comply with the provisions of legislation dealing with health and safety in the workplace by:

- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The Board has the right to close the school in the event of a health and safety incident. The Ministry of Education will be notified.

The Rector, as officer, has responsibility for implementing this policy and therefore must:

- Exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations<sup>2</sup>
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure the Waitakian Way (Code of Conduct) is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free environment
- ensure a risk analysis management system (RAMS) is in place and carried out
- seek approval for overnight stays/camps/visits attesting first to their compliance with above
- consult with the community every 2 years regarding the health programme being delivered to students

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1. <sup>1</sup> **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

2. <sup>2</sup> These are to:

- know about work health and safety matters and keep up to date
- gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
- ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- ensure there are processes for complying with any duty and that these are implemented
- verify that these resources and processes are in place and being used.

- ensure that a Health and Safety Officer is appointed annually.
- Ensure a Health and Safety Committee that includes representatives from various areas of the school meet regularly to review Health and Safety issues that will report to the board through the Rector. The committee will be chaired by the Health and Safety Officer.
- provide information and training opportunities to employees
- advise the board chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
  - o cooperate with school health and safety procedures
  - o comply with the health and safety legislation and duties of workers
  - o ensure their own safety at work
  - o promote and contribute to a safety-conscious culture at the school

Any extraordinary and significant Health and safety matters that arise at school or at school events off site will be reported immediately to the Board.

## Procedures/supporting documentation

- Staff induction
- Education outside the classroom, RAMS
- Crisis Management Plan
- Health and safety register
- Hazard register
- Hazard assessment register
- Injury and incident reporting (procedure, checklist, board report, investigation form)
- Emergency procedures, including for shut-down and evacuation
- Administering medication
- Accident management
- Alcohol, smoking and drugs
- Hostel Before and after-school care
- Behaviour management – managing challenging behaviour and physical restraint (policy and procedures)
- Collection, storage and access to personal information
- Concerns and complaints
- Court orders against parents/caregivers
- Cyber safety
- First aid and infection (pandemic plan)
- Parent helpers, adult behaviour at school (adult conduct at school) and police vetting
- Protected disclosures
- Equality anti-bias
- Transportation safety plan

## Monitoring

The Rector is responsible for health and safety reporting. Where there is non-compliance, variances are to be reported to the board with recommendations on the actions required to meet compliance

## Legislative compliance

[Health and Safety at Work Act 2015](#)

[Children's Act 2014](#)

# 11 Investigation Policy and Procedure

## 1. Outcome

That a process of investigation, when deemed appropriate to conduct, will bring clarity and resolution for all parties concerned. This can include external investigators engaged by the Board. An investigation's purpose is to establish the facts; it's not to make or influence the decision on any action to be taken, unless specifically requested by the board.

## 2. Rationale

The board may need to consider investigating an issue, for example, if there may have been misconduct or serious misconduct, or a complaint of bullying or harassment has been made. Investigations have a number of steps and decisions to be made.

Investigations must be conducted in good faith and use natural justice principles. This includes not jumping to conclusions before going through the process. A test for this is 'what a fair and reasonable employer could have done'.

The Board recognises that each investigation produces a potentially unique set of circumstances. Therefore it is difficult to be prescriptive in defining process but seeks to ensure that the following are considered in the process:

- an employee should be told details of the allegations - getting the timing right for this can be challenging. You need to have enough information to feel confident that you have an issue, without effectively undertaking a full investigation before you advise the employee. Usually, once an employer feels that there is an issue to be answered, it is appropriate to put this to the employee and advise that an investigation will be undertaken. However, in some situations, eg where there is information that could be destroyed or people threatened, you may want to have these matters resolved before having a conversation with the employee.
- an employee should be given a reasonable opportunity to respond.
- any explanations should be fully considered before conclusions are made.
- That informed consent is given – especially if students are involved. With students, parental consent will be sought. Information outlined will include a brief outline as to the purpose of the investigation and their contact details, where the investigation will be conducted; support person available and anything else deemed pertinent to the specific investigation.
- If there is any concern over any aspect of the investigation process, the Board or SLT will seek specialist advice to address the concern.

In the case of engaging an external investigator the Board will provide terms of reference to the external investigator to guide the process who will in return provide a guide as to the process. Ultimately the external investigator will report to the Board with methods, findings and recommendations – if requested.

Reference: <https://www.employment.govt.nz/resolving-problems/steps-to-resolve/disciplinary-action/investigation/>

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Reviewed: October 2020

Next review: October 2023

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# 12 Managing challenging behavior and physical restraint policy

## Outcome statement

To minimise the effect of challenging behaviour, the board of trustees shall ensure that effective procedures are in place around the management of student behaviour and the use of physical restraint.

## Scoping

This policy applies throughout Waitaki Boys' High School.

All staff are required to familiarise themselves with Ministry of Education guidelines for registered schools in New Zealand on the use of physical restraint and to undertake appropriate professional development.

The board will ensure that any incident of physical restraint is notified to parents or caregivers and reported to the Ministry of Education. The board will ensure that parents or caregivers are notified if physical restraint is an element in a student's individual behaviour plan.

Complainants with concerns regarding use of physical restraint must follow the school's prescribed concerns and complaints procedure.

## Delegations

The board delegates to the Rector:

- responsibility for ensuring that adequate staff training and support is in place
- the reporting of incidents of physical restraint to parents, caregivers and the Ministry of Education
- notification to parents and caregivers if an element of physical restraint is in a student's individual behaviour plan.

## Limitations and expectations

- Physical restraint is defined as using force to prevent, restrict or subdue the movement of a student's body or part of the student's body and is a serious intervention.
- Staff shall be well versed in prevention and de-escalation strategies used to limit the need to physically restrain a student.
- Use of physical restraint is limited to teachers or authorised staff members and only where:
  - o there are reasonable grounds to believe that there is a serious and imminent risk to the safety of a student or of any other person
  - o the restraint used is reasonable and proportionate in the circumstances.
- Authorised staff are employees authorised by their employer (the board of trustees) to use physical restraint.
- Teachers and staff members who are authorised to physically restrain students shall receive suitable training and support.
- Seclusion of students is prohibited. Seclusion of students is defined as placing a child or student in a room involuntarily, alone and from which they cannot (or believe they cannot) freely exit.
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## Associated legislation

[Education Act 1989](#)

[Education \(Physical Restraint\) Rules 2017](#)

[Health and Safety at Work Act 2015](#)

## Associated procedures

Waitaki Boys' High School Procedures – Use of Physical Restraint

# Monitoring

Instances, matters or risks in relation to this policy shall form part of the Rector's report to every board meeting, taking care that individual students cannot be identified.

The board shall monitor the use of physical restraint, looking for trends and any action that could be taken at governance level to support reducing such incidents.

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Reviewed: October 2020	Next review: October 2023
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# 13 Group Travel Overseas Policy and Procedure

## 1. Outcome

That all taking part in the overseas travel get to experience a full and enriching programme for which the trip was intended, and that the trip positively reflects the standards and values of Waitaki Boys' High School.

## 2. Rationale

For purposes of this policy, Group Trips overseas will be defined as curriculum and co-curricular activities which will take place outside of New Zealand.

All aspects of student development are enriched by relevant, enjoyable and progressive experiences beyond our shores.

The economic circumstances and safety of our students, teachers and other adults when considering/taking an overseas trip are of paramount importance.

## 3. Purpose

To enhance and extend learning experiences both inside and outside curriculum in an overseas setting.

To offer opportunities of broadening cultural/sporting experience

## 13.1 Group Travel Overseas Procedure

Ensure that the guidelines as set out in the Education Outside the Classroom (EOTC) handbook are observed.

Before initiating discussion or planning an overseas trip, a teacher must obtain the Board of Trustees (BOT) permission to do so. This request should state the teacher's intent in general terms. All trips to Australia and the South Pacific require a written proposal at least 6 months in advance, and at least 1 year to Europe, America etc. Accompanied by the relevant EOTC form. Included in the proposal should be how accompanying teacher's costs will be included.

As a norm, the ratio of adults to students should be approximately 1 adult: 10 students, Each overseas trip may need a higher ratio depending on language and safety needs. All parents participating in and travelling with the group will need to comply with school procedure as to police vetting.

All trips are to be self-funded.

The organiser will communicate with parents / guardians as soon as possible after the Boards authorization of the trip.

BOT to be regularly updated throughout planning and organizing phase.

The organiser is expected to present a written report to the Board at the conclusion of the trip.

## Guidelines

1. Permission must be sought from the trip organiser before any personal fundraising is undertaken by any student or their family.
2. If fundraising is undertaken by the group, a group coordinator must be found within the group.
3. All funds raised through group fundraising are to be banked through the school.
4. Any fundraising done in the name of "WBHS approved trips" remains with the funding for the group. If a student withdraws from the trip or is withdrawn by the school any fundraising done through the group remains with the group.
5. An initial meeting must be held with the Executive Officer to confirm a timeline and budget. A proposed payment plan for the parents to ensure that everything has been paid prior to the trip must also be developed.

6. For the students to be eligible to participate in the trip their general student account must be cleared 6 months prior to the trip or at least have an automatic payment that will have the account cleared by year end.
7. Each trip will have its own codes in the balance sheet to keep amounts separate and easily tracked.
8. Travel insurance for students and accompanying teachers will be included in the final price. Insurance cover will be taken out with a reliable company
9. Accompanying teachers are responsible for health and welfare of the students while overseas. It is expected that costs for teachers will be covered in the total cost to students of the trip.
10. Cancellations / withdrawal from the trip will incur costs. The deposit is non-refundable after the budget for the trip has been finalised. If the withdrawal is late full costs of travel and accommodation will need to be paid.
11. In the case of sickness or serious unforeseen circumstances which lead to the withdrawal of the student from the trip, money will only be reimbursed if the costs can be recovered by Waitaki Boys' High School.
12. Students will be expected to travel with the group and will not be permitted to extend their stay, or to participate in private trips during the overseas tour.
13. An itinerary for the trip will be prepared and parents and students will be kept updates through email / meetings on travel plans and any fundraising opportunities which may arise.
14. It is expected that the students who participate on overseas trips will demonstrate an exemplary record of behavior. Should this be a concern the student may be withdrawn from the group. Students participating on the trip will be expected to sign a code of conduct form, along with their parents.
15. In the unlikely event that a student misbehaves while on the trip, any extra costs incurred will be the parents responsibility.

## Appendix

1. Risk Disclosure Template
2. Travel list and information template

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Reviewed: 11<sup>th</sup> September 2019

Next review: September 2022

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# 15 Personnel (NAG3) policy

## Outcome statement

The obligations and responsibilities of being a good employer are met.

## Scoping

The board recognises its responsibilities and accountabilities to its employees are achieved through its Rector.

## Delegations

The board delegates responsibility to the Rector on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair and respectful manner in accordance with the current terms of employment documents and identified good practice.

## Expectations and limitations

The Rector must ensure:

- all employment-related legislative requirements are applied
- all employees' understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
- a smoke-free environment is provided
- employment records are maintained and all employees have written employment agreements
- management pay units for appropriate positions are allocated in a fair, transparent manner
- employee leave is effectively managed and reported so that:
  - o the risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered
  - o board approval is sought for any requests for discretionary staff leave with pay longer than 2 days
  - o board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days
  - o board approval is sought for any requests for staff travelling overseas on school business
  - o the board is advised of any staff absences longer than 10 school days
- effective and robust performance management systems are in place for all staff that include performance management reviews, attestations for salary increases and staff professional development
- a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee's performance agreement
- the requirements of the Health and Safety at Work Act 2015 are met
- advice is sought as necessary from New Zealand School Trustees Association advisers or an Employment Lawyer where employment issues arise and the school's insurer is notified.
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## Procedures/supporting documentation

Staff leave form

Staff leave procedure

Staff performance review

Professional development

Storage of confidential information

# Legislative compliance

[State Sector Act 1988](#)

[Employment Relations Act](#)

[2000 Privacy Act 1993](#)

[Health and Safety at Work Act](#)

[2015 Collective employment  
agreements](#)

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Reviewed: 30<sup>th</sup> July 2020

Next review: July 2023

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# 16 Protection of Disclosures Policy

## 1 Outcome

All employees of Waitaki Boys' High School must facilitate the disclosure and investigation of matters of serious wrongdoing in or by the School.

This policy should be read in conjunction with the Protected Disclosures Act of 2000 (the PDA).

## 2 Purpose

In accordance with the PDA the purpose of the policy is to promote Waitaki Boys' High School interest:

- a) by facilitating the disclosure and investigation of matters of serious wrongdoing in or by the School; and
- b) by protecting employees who, in accordance with the PDA, make 'protected disclosures' about serious wrongdoing in or by the School.
- c) Serious wrongdoing (PDA) includes any serious wrongdoing of any of the following types:
  - an unlawful, corrupt, or irregular use of funds or resources of a public sector organisation; 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 a 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,

## 3 Policy

- a) All evidence gathered in relation to a protected disclosure must be fully preserved and protected.
- b) No employee may take any retaliatory action against a staff member of Waitaki Boys' High School for making a protected disclosure.
- c) An employee may disclose information under this policy if the following criteria are met:
  - the information is about serious wrongdoing in or by the School and the employee believes on reasonable grounds that it is true or likely to be true, and
  - the employee wishes to disclose the information about serious wrongdoing so that it can be investigated and wishes the disclosure to be protected.
- d) There is no requirement for an employee making a disclosure to refer expressly to this policy or the Act when the disclosure is made.
- e) An employee who becomes aware of information about serious wrongdoing may choose to report it to an appropriate authority (PDA S9 & S10) if either:
  - reporting to an appropriate authority is justified due to the urgency of the matter or other exceptional circumstances, or
  - the Chair of the Board of Trustees may be involved in the alleged serious wrongdoing, or
  - there has been no action or recommended action on the matter to which the disclosure relates within 20 working days after the date on which the disclosure was made.

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Reviewed: 14<sup>th</sup> November 2019

Next review: November 2022

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# 17 Protection and sharing of intellectual property policy

## Outcome statement

The board enables and encourages sharing and collaboration between teachers by recognising and removing legal barriers that exist to the sharing of learning resources and other materials created by Waitaki Boys' High School staff in the course of their employment.

## Scoping

The New Zealand Copyright Act 1994 Section 21 (2) recognises the copyright ownership rights of board of trustees of works produced by their employees in the course of their employment.

By licensing its copyright, the board is giving permission in advance for others to copy and share learning resources developed by its employees and owned by the board.

## Delegations/responsibility

The board delegates to the Rector the responsibility to:

- apply by default a Creative Commons Attribution Licence to all teaching materials and policies in which the board of trustees owns copyright
- transfer to the original creator the copyright in created works licensed by the school under a Creative Commons Attribution or Creative Commons Share-Alike licence
- ensure that all staff are aware of the terms of this policy and how it relates to teaching resources they develop in the course of their employment at the school.

## Limitations and expectations

The board:

- does not make any claim over the ownership of copyright works produced by students – the copyright to these works remains with the creator
- recognises that this policy only applies to copyright works and not to any other forms of intellectual property
- recognises that the copyright in works produced by an employee other than in the course of their employment by the board of trustees remains the property of that employee – where this is unclear, the process for dispute resolution outlined below shall apply.

## Resolution of disputed copyright ownership

Where the first ownership of copyright in a given work is disputed or unclear, the following process will apply:

1. In the first instance, the dispute should be documented and presented to the school Rector.
2. If the dispute is still not resolved, the documentation should be presented to the board chair.
3. If the dispute is still not resolved following steps 1 and 2, mediation with an appropriate authority will be undertaken.

Steps 1 and 2 should be replaced with the school's dispute resolution process, where appropriate.

## Definitions

**Creative Commons Aotearoa:** The New Zealand affiliate of an international non-profit movement that provides free open licences that copyright holders can use to share their work.

**Teaching materials:** Copyright works produced by employees of the school for the purposes of teaching.

## Associated legislation

[The New Zealand Copyright Act 1994](#)

## Associated procedures

Exit procedure.

# Monitoring

Any matters or risks in relation to this policy shall form part of the Rector's report where there is non-compliance with recommendations on the actions required to meet compliance, taking care that individual students cannot be identified. The board shall monitor the protection and sharing of intellectual property in order to identify any risks or issues that require governance action.

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Reviewed: October 2020	Next review: October 2023
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# 18 Responsibilities of the Rector policy

## Outcome statement

Authority and accountability for the day-to-day running/operation of the school is delegated to the Rector.

## Scoping

The Rector is the professional leader of the school and the board's chief executive working in partnership with the board of trustees. The board is responsible for the governance of the school, including setting the policies by which the school is to be controlled and managed. The Rector is responsible for the implementation of these policies including the charter/strategic plan.

The relationship between the board and Rector is based on mutual respect, trust, integrity and support with both parties working to ensure no surprises.

## Delegations

Authority and accountability for the day-to-day running of the school is delegated to the Rector. Reference in documentation to the school, management and staff is to be read as "principal" for responsibility for implementation. Only decisions made by the board acting as a board are binding on the principal unless specific delegations to the chair, individual board members, committee chairs or committees of the board are in place.

The board chair/personnel committee has responsibility for the Rector's performance review.

## Expectations and limitations

The Rector shall not cause or allow any practice, activity or decision that is unethical, unlawful or imprudent or that violates the board's expressed values, its charter/strategic plan or commonly held professional ethic.

The responsibilities of the Rector are set out in the board's operational policies and include the following:

- Meet the requirements of their current job description and employment agreement including the four areas of practice from the Professional Standards for Primary/Secondary Rectors.
- Participate in the development and implementation of their annual performance agreement and participate in their annual review process.
- Act as the educational leader and day-to-day manager of the school within the law and in line with board policies.
- Develop, seek board approval for and implement an annual plan that is aligned with the board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement.
- Use resources efficiently and effectively and preserve assets (financial and property).
- Operate within the board's approved annual budget.
- Give effect to good employer policies and practices through effective procedures, instructions or guidelines.
- Employ, deploy and terminate staff positions in line with board policy and legislative requirements.
- Communicate with the community on operational matters as and where appropriate.
- Refrain from unauthorised public statements about the official position of the board on social, political and/or educational issues that are or have the potential to be controversial.
- Keep the board informed of all information relevant to its governance role and report this in accordance with the requirements set out under Monitoring below.
- Act as protected disclosures officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
- Appoint, on behalf of the board, the privacy officer and EEO officer (Equal Employment Officer).
- Ensure school procedures meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and Education Gazette.
- Ensure systems are developed and implemented to support the smooth running of the school in regards to surrender and retention of property and searches of students. Written records and storage of items must be consistent with legislative requirements and associated rules and guidelines.

The Rector is not restricted from using the expert knowledge of individual board members acting as community experts.

# Procedures/supporting documentation

Board's governance and management definitions

Rector's job description

Rector's employment agreement including relevant Principal Professional Standards

Rector's performance agreement and review report

Annual implementation plan and budget

Personnel-related policy and procedures including appointments and performance management

## Monitoring

The board will review the Rector's performance in line with its policy on principal performance review.

Evidence gathered for the review will include Rector reporting to the board in line with the board's annual workplan and that addresses all matters having real or potential legal considerations and risk for the school including significant trends, implications of board decisions, issues or risk to policy compliance or changes to the basis upon which the board's strategic aims have been developed.

The Rector will prepare (or, where appropriate, delegate, coordinate and approve) a report for every board meeting that:

- is timely, accurate and presents information in an understandable form that is not too complex or lengthy
- includes data and analysis on curriculum delivery, student progress and achievement
- tracks progress and variance towards strategic aims and key performance indicators
- informs the board of any significant changes in staffing, programmes, plans or processes that are under consideration
- outlines financial income and expenditure and explains any variance against budget
- summarises and highlights any risks associated with the fortnightly staff usage and expenditure (SUE) report
- identifies the number of stand-downs, suspensions, exclusions and expulsions during the period and highlights trends over time
- identifies the instances of physical restraint
- includes information of any actual or potential risks to health and safety
- specifies current roll numbers and explains any roll variance against year levels
- recommends changes in board policies when the need for them becomes known
- highlights areas of possible adverse publicity or community dissatisfaction
- Provides updates and reviews of Don House and Fraser Farm activities, staffing and health and safety matters.
- addresses any other matter requested by the board within a reasonable, specified timeframe.

## Legislative compliance

[Education Act 1989](#)

[Privacy Act 1993](#)

[Protected Disclosures Act 2000](#)

[Collective Employment Agreement for Principals](#)

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Reviewed: 30<sup>th</sup> July 2020

Next review: July 2023

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# 19 Uniform Policy

## Rationale

School uniform encourages a sense of identity with the school, pride in being a member of the school and pride in personal appearance.

## Purpose

To inform students and caregivers of school expectations to wear the correct uniform.  
The Board see its role to provide consistent policy and guidelines to ensure conformity.

## Guidelines

The school Parent Student handbook provides clear statements of uniform requirements. Students, caregivers and staff all have responsibility to ensure that uniforms are worn correctly at all times. The uniform shop at Waitaki Boys' High School is available for correct uniform requirements.

## *The School Uniform*

Students at Waitaki Boys' High School are expected to wear their uniform correctly with pride at all times whilst at school, to and from school and when representing the school. The definition of representing the school is school trips (sporting or cultural) and occasions defined by school management.

### 1. *Junior Uniform*

- Blue school shirt
- Grey shorts (or long grey trousers or Tupenu)
- School socks
- Black school shoes (black leather sandals if wearing Tupenu)

### 2. *Senior Uniform*

- White school shirt
- School tie
- Grey shorts or long grey trousers
- Socks (grey or black)
- Black school shoes

For Year 13 students it is compulsory to wear a school blazer

### 3. *Number "Ones" (to be worn when representing the school and for special events such as ANZAC Day and prizegiving's)*

- White school shirt
- School tie
- Blazer
- Long grey trousers
- Socks (school socks, grey or black socks)
- Black shoes.

- Students are expected to wear the school uniform correctly on the way to and from school and during the school day.
- The grey school jersey, red and black rain jacket, black soft-shell jacket or school blazer may be worn with normal uniform on any day.
- Blazers are compulsory for Year 13 students. Only badges that pertain to the school may be worn on a blazer.
- Waitaki Boys' High School sports or cultural team jackets or tracksuits are not to be worn for daily school wear.
- The school beanie and school bucket hat can be worn
- Students may wear watches and medic-alert bracelets – no other bracelets, rings and jewellery may be worn

- Taonga and items of cultural or personal importance may be worn once approval has been given by the Rector
- Hair must be clean and tidy at all times. Long hair must be tied up if necessary, in high-risk areas such as Technology, Science and Agriculture.
- Students must be clean-shaven during the school day or whilst representing the school in any capacity. Applications must be made to the Rector for exemptions to this parameter.
- Students who have piercings must have these kept open by colourless bristles while in school uniform

### *Physical Education Uniform*

- a. The PE uniform consists of a House vest and black PE shorts. These are sold through the uniform shop and no variations to this Kukri product are acceptable
- b. Students use swimming trunks of their choice for PE periods during Term 1 and 4

### *Sports uniform*

All sports uniforms remain the property of the school, unless a team has gained permission to purchase a team-specific uniform.

All sporting uniforms must comply with what is appropriate for the sport and must incorporate the school colours of Red and Black.

The display of any advertising on sports uniforms other than that of the supplier must gain the compliance of the Board.

Alcohol (or associated) advertising is not permitted.

Non playing sports clothing must have the school crest embroidered or printed on it.

Embroidery or printing should be done in the school font. Any variations need to be approved by the Rector.

Team specific clothing is not to be purchased using school funds This includes sports bags, drink bottles, warm up gear.

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Reviewed: 12<sup>th</sup> May 2020

Next review: May 2023

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## 20 Self Review, Planning and Reporting Policy

Waitaki Boys' High School is committed to continuous improvement. To accomplish this, all aspects of Board and management operations are reviewed and evaluated in an efficient, objective and meaningful way. We believe that self-review links to all key aspects of school improvement -strategic planning, professional development, quality of teaching and learning, addressing the individual learning needs of our students and raising student achievement.

The types of self-review that are central to continuous improvement and sustainability include:

**Strategic Self-Review** - is long term and focused on key goals related to the school's vision.

**Regular Self-Review**- is about business as usual. They are smaller focused and ongoing, feeding regular data into the strategic review.

**Emergent Self Review**- is in response to unplanned events or issues as they arise and is therefore, one-off spontaneous.

### ***Delegation***

The review of learning areas and all related matters will be led by the Rector.

### ***Guidelines***

#### ***Strategic Plan***

1. The school will have an up-to-date Strategic Plan includes the school's vision and mission, the annual plan and annual targets.
2. A review of the vision and values is conducted every three years or as otherwise decided by the Board and using a process determined by the Board.
3. The Board consults with the parents, staff, students, community, Maori and Pasifika communities and other stakeholders through a variety of media in preparing and updating the Strategic Plan.
4. The school's Annual Plan developed by the Rector, will reflect the goals in the Strategic Plan and progress on the plan will be reported in the Rectors reports to the Board. The Annual Plan will:
  - Identify major initiatives and goals
  - Outline key success indicators
  - State supporting actions that need to be taken to achieve the aim
  - Be published in the newsletter and on the school's website.
5. The school's Annual Plan and Targets will be evaluated as part of the Ministry of Education's annual planning and reporting requirements.

### ***Self- Review***

All self-review at Waitaki Boys' High School will involve the following process:

- Gathering data (quantitative and/or qualitative as appropriate) to show "what is" or "what is happening"
- Analysing the data and turning it into information

- Using the information as evidence to support judgements and to draw implications for action and to decide priorities.
  - The provision of relevant and sufficient resources to support the process and outcomes.
1. The school will have in place a documented cyclical self-review programme on all Learning Areas and any operational areas identified by the Board and Rector for any particular year. All reviews will also be confirmed at the start of each year by the Rector and documented in the Board Annual Work Plan. The Rector will report to the Board on the review process and any significant findings.
  2. The Board's policies will be reviewed on a three-year cycle confirmed at the start of year by the Board in its Annual Work Plan.
  3. The Analysis of Variance will be presented to the Board as an integral part of the School's Annual Report.
  4. The Annual Report follows legal requirements and timeframes and is forwarded to the Ministry of Education annually.
  5. The Board will consider advice from ERO, Ministry of Education, NZQA and others as relevant.

### ***Relevant Legislation/References***

- National Administrative Guideline 2

### ***Monitoring of Compliance***

The Board monitors the implementation and effectiveness of this policy through reports and commentaries from the Rector on:

- Annual Plan progress
- Annual Report, including the Analysis of Variance
- Internal Reviews
- Triennial Strategic Plan Review
- A regular cycle of Triennial Policy Reviews undertaken by the Board's Audit Committee

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**Approving Authority:**  
**Date Approved:**  
**Next Review Date:**

**Board of Trustees**  
**August 2021**  
**August 2024**

