

Pakūranga College

Student Management and Health and Safety Policies

Date Reviewed: June 2025

Next Review Date: June 2028

Health and Safety

Under the Education and Training Act 2020 Section 127(1)(b)

A board's primary objectives in governing the school are to ensure that:

The school;

- i. Is a physically and emotionally safe place for all studenty and staff; and
- ii. Gives effect to relevant student rights set out in the Education and Training Act. The New Zealand Bill of Rights Act 1990, and the Human Rights Act 1993; and
- iii. Takes all reasonable steps to eliminate racism, stigma, bullying, and other forms of discrimination within the school.

Under regulation 20 of the Education (School Boards) Amendment Regulations 2022 (gazetted on 17 November 2020)

The Board must promote healthy food and nutrition for all of the school's students.

The Board must also comply with legislation including the Health and Safety Act 2015 and relevant amendments.

Pakūranga College meets its obligations under this section of the Act and the regulations through the implementation of the policies listed below.

The Pakūranga College Board monitors the implementation and effectiveness of these policies through the Principal's reports and the minutes of the Health and Safety Committee meeting.

Policy Statements

Health and Safety

The Board will provide a safe, clean, healthy work environment and comply with all legislation requirements as they relate to Health and Safety. A Health and Safety committee will meet regularly to review Health and Safety issues and report to the Board through the Property subcommittee.

Access to Students

At Pakūranga College access to students by parents, caregivers and the public during school time will be available only with the approval of the Principal.

Administering Medication

From time to time college staff may be required to administer medication to children. The college will administer medication only during normal college hours when it is either not possible or is impractical for a parent or caregiver to do so. Any medication must be administered by the college nurse or designated first aide officer following the college's and health professional's procedures. On EOTC excursions a staff member will be delegated responsibility for administering medication.

Behaviour Management

Pakūranga College will establish clear expectations of student behaviour and apply practices that reinforce these expectations in a positive and supportive manner to maximise all students' learning.

All students at the college will be treated fairly, equitably and with dignity which respects the right of the individual.

Restorative approaches will be used wherever possible and practicable to deal with behavioural issues. However, the college will use stand-downs and suspensions as part of the process for dealing with serious offences.

Child Protection Policy

A standalone Child Protection Policy was adopted by the Board in August 2024 and is due for review in August 2027.

Communicable and Infectious Diseases

The Board will provide a healthy and safe working and learning environment. This includes protection from those carrying communicable diseases. The Education and Training Act 2020 gives the Principal the authority to remove from college any student who may carry a communicable disease. The Principal has the authority to take the necessary steps (within employment laws) to ensure that a staff member does not put other staff or students at risk.

Complaints

Pakūranga College will treat all complaints responsibly and these will be addressed promptly, confidentially, and impartially. The principle of natural justice will apply in all cases. The complaints procedure will be made available on the school website.

Crisis Management

Pakūranga College will deal with crises appropriately and responsibly with full regard to the well-being and safety of students and staff. The best interests of those concerned, the students' families, caregivers and the community will be taken into account. Pakūranga College will work with appropriate agencies for the best outcomes for students.

Emergencies

This covers emergency evacuations, lock downs and pandemic planning. The college will have in place plans to deal with each of these emergencies.

Harassment

The safety and welfare of staff and students is paramount. All forms of abuse of other people are unacceptable. Complaints of abuse and harassment will be taken seriously and dealt with accordingly.

Healthy Foods

Pakūranga College will promote healthy foods as part of its commitment to promote healthy lifestyles.

International Students

Pakūranga College values the contribution international students make. These students are expected to adhere to all Pakūranga College policies and rules. Pakūranga College will act in accordance with the Code of Practice for the pastoral care of international students.

Internet and Acceptable ICT Use

Pakūranga College will develop and maintain procedures to ensure that students and staff use ICT to maximise the educational benefits of communication technologies while minimising the risks.

The College will make internet access available to staff provided they individually sign the Computer and Internet Acceptable Use Agreement Document, and to students if they have signed the enrolment form which contains a section on Computer and Internet Acceptable Use.

Reducing student distress and use of physical restraint

The use of physical restraint affects the wellbeing of both the student and the staff member who uses it. Therefore, only authorised staff members may use physical restraint except in situation all three of the condition are met:

1. The physical restraint is necessary to prevent imminent harm, including significant emotional distress to ākinga or another person
2. You reasonably believe there is no other option in the circumstances for preventing harm
3. The physical restraint is reasonable and proportionate in the circumstances

Authorised staff members are:

1. All teachers
2. Teacher aides who have been specifically authorised and have received training

The school will have procedures in place to meet the requirements of the Education (Physical Restraint) Rules 2024. The procedures will cover:

- i. Authorisation of staff who are not teachers
- ii. Informing the community
- iii. Record keeping
- iv. Developing support and restraint plans for individual students
- v. Notification, reporting and monitoring the use of physical restraint
- vi. Staff training

School Uniform

At Pakūranga College students attending college, travelling to and from the college and attending any college function must wear the uniform approved by the Pakūranga College Board in the uniform code. Students are required to maintain a high standard of dress and grooming.

Search and Seizure

Pakūranga College will protect the educational needs, welfare, and security of students. In cases where search and seizure is appropriate, this will be carried out in accordance with legal requirements.

Student Safety

Pakūranga College will have in place procedures to protect the well-being of students who may be at risk of harming themselves or who may be experiencing negative mental health.

Substance Abuse

Pakūranga College is a smoke, vape, drug, and alcohol-free environment. (Alcohol may be served to adults at functions with advanced approval from the Principal).

Appendix - Complaints Policy

Supporting Documentation

- ICT Acceptable Use Agreement
- Complaints Procedure
- Emergency Evacuation Procedures
- Staff Manual (PC Essentials. Full manual available on SchoolBridge)
- Health and Safety Guidelines (for SLT, Whānau Leaders etc.)
- Physical restraint procedures
- **Health & Safety Procedures/Guidelines**
 - Workers Engagement & Participation
 - Risk Management
 - Incident & Injury Reporting
 - Training & Induction
 - Others in the Workplace
 - Personal Protective Equipment

Signed: _____


(Presiding Member)

Date: 16 June 2025

Appendix

Complaints Procedures

Introduction

Parents and community members can register concerns or make complaints in a variety of ways.

1. Contact the Whānau Leader or Assistant Whānau Leader

The Whānau Leaders will know your son/daughter well and have overall responsibility for his/her welfare. You can contact Whānau Leaders by **writing** to them at the college, by **phoning** them or by **emailing** them. Contact details may be obtained from reception or from the school website.

Please give Whānau Leaders time to respond to you - they all carry a teaching load and may well be busy for most of the day teaching their classes.

2. Contact a Particular Teacher

Individual teachers can be contacted by **emailing** them using their 3 letter code which is on your child's timetable, or by **phoning** them through the main school phone number. It may be some time before you obtain a response from a phone message, as the teacher may be teaching for the whole day. If the matter cannot be resolved by discussing it with the teacher, or if for some reason you do not get a response from the teacher, you should contact the Whānau Leader or a Deputy Principal.

3. Contact a Deputy Principal

Generally, you will contact a Deputy Principal if you want to discuss serious matters. They can be contacted by **writing** to them at the college, by **phoning** them, or by **emailing** them. Contact details may be obtained from reception or from the school website.

4. Contact the Principal

The Principal can be contacted by writing to him at the college, emailing him on principal@pakuranga.school.nz or by phoning. Generally, you will contact the Principal if you are unhappy with the way a matter has been dealt with by the Whānau Leaders or the Deputy Principals or for what you regard is an extremely serious or confidential matter. When you phone and ask for the Principal, you are likely to be put through to the Principal's Executive Assistant who will provide you with further advice.

The Principal is delegated responsibility by the Board to investigate complaints.

5. Contact the Board

You should contact the Board for serious matters, where you feel your concern/complaint has not been properly resolved by the Principal. The complaint must be made in writing and addressed to the Presiding Member (Board Chair) of the Board, Pakūranga College, Pigeon Mountain Road, Half Moon Bay, Auckland 2012 or e-mailed to BOT@Pakuranga.school.nz

6. Contact the Ministry of Education

The Ministry of Education in Auckland can provide you with further advice, and can be contacted as follows:

Private Bag 92 644
Symonds Street
Auckland 1150

Phone: 09 632 9400 or Fax: 09 632 9401

7. Protected Disclosure

When an employee believes serious wrong doing has occurred, they should make a disclosure to the Principal in writing. The disclosure will be kept confidential and the Principal will instigate an appropriate investigation.

Where the disclosure concerns the Principal the disclosure should be addressed “confidential” to the Presiding Member (Board Chair) of the Board, Pakūranga College, Pigeon Mountain Road, Half Moon Bay, Auckland 2012 or e-mailed to BOT@Pakuranga.school.nz