

Procedure: Administering Medication

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement:

To provide clear guidelines for teachers and parents to ensure safe administration of medications

Procedures:

1. The school must not administer the first dose of any medication.
2. Before medication is administered, parents/caregivers will write requesting the school to administer the medication, with all the appropriate details of dosage, time etc.
3. The medication must be kept in a secure place, and in clearly labelled containers during the school week.
4. Staff at the school will administer the stated dosage according to accompanying details. The school reserves the right to have administration done at times less likely to disrupt classes and lessons.
5. For administration of long term medication details of same will be recorded in Medication Book held in school office.
6. Students can have self-administering medication such as products to alleviate the symptoms of asthma. A form should be completed if parents want staff at the school to be aware of the medication.

* By law, the medical practitioners' directions must be included on the label of all dispensed medication. It is essential that the person administering the medication follows these directions.

Procedure: Dealing with Child Abuse

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement:

Sexual and physical harassment and/or abuse are forms of discrimination and are unlawful. Vanguard Military School treats child abuse as a serious matter.

- To ensure the safety and wellbeing of all students in the care of the school
- To establish procedures for reporting cases of suspected sexual abuse and/or physical abuse
- To ensure all complaints, reports, observations of abuse are treated seriously and sympathetically

Procedures:

1. Staff development programmes will ensure that the teaching staff are sufficiently knowledgeable of all the issues in order to be confident in reporting reasonable suspicions of sexual abuse and/or physical abuse.
2. Procedures to follow if changes in the student's behaviour indicate he/she may have been abused
 - a) Each Section Leader to have a confidential "Section " notebook. Record and date in the notebook any unusual or suspicious behaviour or sign of abuse. Date should be day, month and year
 - b) Inform Deputy Principal and Principal that recording is being carried out
 - c) Consult with other staff working with the student (office staff should be confidentially notified of "students at risk").
 - d) Parents will be informed of reasonable suspicions of sexual/physical abuse unless the parents are specifically suspected of inflicting abuse.
 - e) Consult with Public Health Nurse who may talk to the student, consult with Principal and may contact Child & Youth and Family Services.
 - f) Should the student change schools, the Principal will inform the other school's Principal
 - g) Any staff member who is not satisfied with the response from the Deputy Principal or Principal has the right to take the case directly to C.Y.F.S. or the police.
3. Procedures to follow when a disclosure is made
 - a) Write down what was said as close to verbatim as possible
 - b) Inform the Principal or Deputy verbally
 - c) Principal to record details in Confidential notebook
 - d) Principal to contact C.Y.F.S.
 - e) In the case of abuse outside the home, the Principal will contact parent in consultation with C.Y.F.S.
 - f) Any staff member who has disclosed a case will not be revealed and will not have any adverse repercussions due to their disclosure.

4. Contact with parents will be made by C.Y.F.S.
5. The Principal will provide feedback to the Section Leader.
6. Students will need support from many sources both from within the school and from external agencies following any intervention. Settling back into the classroom may be difficult and teachers will play an important part in helping the student rebuild a positive image of themselves.
7. The 'Keeping Ourselves Safe' Programme will be part of the Recruit Development Course, to provide all students with the strategies of coping with sexual physical and verbal abuse
8. This policy will be notified to staff each year.

Procedure: Cybersafety

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement:

Vanguard Military School recognises its obligation to maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

Procedures:

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe® Kit for Schools*, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school.
3. The use agreements will cover all board employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
7. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
8. The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal

details and information (including images) will be subject to the provisions of the Privacy Act 1993.

10. The safety of students is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practices. In serious incidents, advice will be sought from an appropriate source, such as NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may be reported to the relevant law enforcement agency.
11. The school will not tolerate cyberbullying and will follow a disciplinary process to maintain the safety of our students. "Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:
 1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
 2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
 3. Has the effect of substantially disrupting the orderly operation of the school.

Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to their Section Leader, the Welfare Officer or Principal.

Procedure: Emergency School Closure Procedures

Governance Policy: **5.1 Health and Safety Delegation**

Guiding Statement

It may prove necessary to close the school due to extreme weather conditions or some local emergency. It is Important that there is a strong flow of communication and all staff and students are safely cared for.

Procedures

1. When such an event occurs the principal must consult with senior management and the Chief Executive.
2. If closure is weather related, the principal will monitor the forecast closely (<http://www.metservice.co.nz/public>).
3. Any decision to close the school should be made by the principal, in consultation with the Chief Executive, as soon as possible.
4. The principal will then:
 - Update any voice message system with the new status of the school.
 - Put signage up at school entrance.
 - Liaise with other agencies affected (bus company, dental clinic, etc.).
 - Inform local radio stations of the closure.
 - Inform staff of the closure, and any expectations of their attendance.
 - Keep any students who arrive at school safe and arrange for their pick-up.
 - Organise for Section Leaders to contact the parents of the children in their section. If for any reason a Section Leader is absent then it is the Principals responsibility to contact that section.
5. If closure is required during the school day:
 - Teachers will maintain an appropriate programme in the classrooms, keeping students safe and occupied.
 - Teachers will be tasked with signing out students to parents or caregivers.
 - Teachers may not leave the school until the principal gives permission.
6. It is important to maintain up to date contact lists for students and all staff
7. The school must advise the Ministry of Education of the closure as soon as possible, and apply under Section 65E(2) of the Education Act, 1990, to reduce the number of half days it must be open for the year. *Review this requirement.*

Procedure: EOTC (Education outside the classroom)

Governance Policy: 5.1 Health and Safety Delegations

Guiding Statement:

- To provide a safe quality learning environment for:
 - all students involved in EOTC
 - all teachers involved in EOTC
 - all assistants involved in EOTC
- To provide guidelines for staff planning EOTC activities
- To enable students to be challenged in EOTC activities while minimising risks

Procedures:

1. Appropriate planning for any EOTC activity is carried out including a pre visit trip to the venue if necessary. Planning will include completion of Risk Analysis, Parental Permission and Budgeting documentation.
2. An appropriate EOTC Ratio must be adhered to as per the EOTC Management Plan.
3. The appropriateness of activities will be determined after considering the learning needs and developmental stages of the students involved.
4. The school will ensure any person in charge of an EOTC activity has the required competency related to current professional standards or accepted practices.
5. The teacher-in-charge has the responsibility to ensure that all safety procedures identified in the EOTC Management Plan are followed.
6. Prior to the event taking place the Principal and a member of the Advisory Board must sign for approval of the activity.
7. In the event of an incident the Crisis Management Policy will be adhered to.
8. There will be no alcohol or illegal drugs brought on site, or consumed during the EOTC experience. All adults must be advised of this prior to the event.
9. At least one supervising adult will hold a current, recognised first aid qualification
10. Any assistants on medication or with health concerns need to advise the teacher responsible for the event. Any assistant involved with an overnight EOTC event will be required to fill out a health declaration.
11. All outside staff involved with EOTC must have a Police Check or be supervised at all times by a Vanguard staff member.

Procedure: **Evacuation and Lockdown**

Governance Policy: **5.1 Health and Safety Delegation**

Guiding Statement:

Vanguard Military School recognises that in the event of a disaster, fire, earthquake, fire, dangerous person on the school site etc. the school needs to be able to expeditiously evacuate or lockdown the school for purposes of safety for all students, staff and visitors without further endangering lives.

Procedures:

1. The Principal will appoint a Deputy Principal with responsibility for evacuation and lockdown.
2. The Deputy Principal will establish an *Evacuation Plan* that will be ratified by the Chief Executive and subsequently published to all staff.
3. An evacuation will be signalled by the continuous ringing of the school bell or alarm.
4. A lockdown will be signalled by the intermittent ringing of the school bell or alarm.
5. In the event of an evacuation or lock down each section leader will contact the parents of their section. If for any reason a section leader is absent then the principal is responsible for contacting the parents of that section.
6. The Deputy Principal will conduct at least one evacuation drill in term one of each year and one later in the year. One Lockdown Drill will be conducted per year. A report detailing the effectiveness of the drills will be presented to the Chief Executive.
7. The Deputy Principal will annually review the *Evacuation Plan* and *Lockdown Plan* for their effectiveness and submit any changes for ratification through to the Chief Executive.
8. Appropriate signage will be displayed for the purposes of health and safety, and evacuation information. This will be the responsibility of the Deputy Principal.

Procedure: First Aid

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement:

Vanguard Military School recognises its obligation to ensure that the school's health and safety practices support a safe physical environment for students and staff.

Procedures:

1. First aid supplies (as specified in point 5) are provided for persons who may be injured at school.
2. All reasonable steps are taken to ensure every person injured at school is given adequate first aid treatment if it is necessary, without delay.
3. An appropriately trained staff member is in charge of all first aid supplies. This person or their deputy is available during normal school hours.
4. A register of accidents is to be kept recording first aid treatments given at school.
5. Minimum first aid supplies:

| Number | Item |
|--------|---|
| 4 | X Triangular bandages |
| 9 | X Roller bandages (including crepe bandages 50 mm and 75 mm sizes) |
| 10 | X Sterile dressings (75 mm x 75 mm packets) |
| 2 | X Adhesive wound dressing strip (100 mm packets) |
| 1 | X Waterproof adhesive plaster (50 mm wide reels) |
| 5 | X Sterile, non adhesive pads (100 mm x 100 mm packets) |
| 4 | X Sterile eye pads |
| 1 | X Container for use in pouring water over the eye (e.g. plastic squeeze bottle) |
| 1 | X Receptacle for soiled dressings (e.g. bucket with foot-operated lid) |
| | X Antiseptic wipes |
| 1 | X Safety pins (card) |
| 1 | X Scissors - surgical or equivalent stainless steel (pair) |
| 1 | X Splinter forceps, fine point - stainless steel |
| 1 | X Accident register and pen or pencil |
| 1 | X First aid booklet (issued by the Department of Labour and Health or Red Cross/Order of St John) |
| 1 | X A card listing local emergency numbers |
| 8 | X Disposable gloves - large size or multi fitting (pairs) |

6. There shall be sufficient first aid kits to allow easy access and include office area, workshops, gymnasium, as well as portable first aid kits.
7. First aid supplies will be topped-up as necessary

8. At least one staff member will attend a first aid course annually. All staff will undertake a three yearly refresher first aid course.
9. All staff are required to know how to call emergency services if required, they are required to know the location of first aid kits, they are required to know who on staff is first aid trained.

If anything is missing from this policy that you are looking for it may be included in the Adminstrating Medicine Policy

Procedure: **Harassment**

Governance Policy: **5.1 Health and Safety Delegation**

Guiding Statement:

Vanguard Military School, in providing a safe physical and emotional environment, is committed to eliminating harassment and bullying in any form that causes undue anxiety or stress to others.

DEFINITION

Harassment may take the form of persistent, persecution, threatening or tormenting, stalking, pestering or offensive behaviour towards another person. Harassment may be physical or verbal or written form.

Sexual harassment is offensive unasked for behaviour. It generally occurs when a person is subjected to unwelcome verbal or inferred physical conduct of a sexual nature.

Procedures:

1. Harassment and bullying will be addressed with students as part of the Health and Physical Education programme, emphasising its unacceptability and actively encouraging all actual or alleged cases to be reported. Strategies will be provided to students for managing potential incidents of harassment or bullying.
2. Conflict resolution, assertiveness training and peer support programmes will be taught to at risk students as part of pastoral support programmes.
3. Staff will treat all reports of harassment or bullying seriously and intervene to stop the behaviour(s).
4. Staff on duty will be vigilant about patrolling areas and situations where bullying might occur.
5. Staff will take action to prevent harassment and bullying recurring, and problem solve to eliminate the behaviour; and, if serious, report the bullying to the Section Leader. Initially, a 'No Blame' approach shall be used.
6. The victim(s) of bullying will be supported and reassured. If violence has occurred or bullying persists parents/caregivers will be advised by a senior leader. Victims will be given 'safe' places to be and the situation will be resolved as soon as possible.
7. If the bully persists with violence, intimidation, harassment or mismanagement of anger, her/his parents/caregivers will be informed and advised of action

taken or to be taken by the Section Leader. It may include accessing specialised help.

8. Harassment and bullying, serious or repeated, will be subject to the school's normal disciplinary procedures which will reflect the principles of restorative practice.
9. No student or employee of the school should be subjected to harassment of any kind by staff, parents, students or others.
10. All students and employees must be able to work, learn and be part of an environment that is free from harassment.
11. All students will be told of the steps which can be taken to protect themselves from harassment of any sort and will have access to the Welfare Officer.

Note:

In this document where the word Harassment is used it is mutually inclusive of bullying, harassment and sexual harassment.

Sexual Harassment "Takes away from the employee equal employment opportunities, by creating a working environment in which that employee's ability to perform is impaired" (Section 15 of the Human Rights Act).

An employee of the school has been sexually harassed if an employer, employer's representative, co-employee, Ministry of Education official or agent, client or customer.

Makes a request that/which is made of that employee for sexual intercourse, sexual contact or other form of sexual activity which contains:

Makes an implied or overt promise of preferential treatment in that employee's employment: or

Makes an implied or overt threat of detrimental treatment in that employee's employment: or

Makes an implied or overt threat about the present or future employment status of that employee

OR

(c) By:

(i) The use of words (whether written or spoken) of a sexual nature: or

(ii) Physical behaviour of a sexual nature.

OR

(c)

Subjects the employee to behaviour which is unwelcome or offensive to that employee (whether or not that is conveyed to the employer or representative) and which is either repeated or of such a significant nature that it has a detrimental effect on that employee's employment, job performance, or job satisfaction.

Sexual harassment can include:

- Sex orientated jokes, cartoons, posters, pin-ups
- Offensive questions, comments, abuse, leering
- Unwanted unnecessary, deliberate physical contact, touching and gestures
- Questions and comments about private life
- Requests for sexual favours implying promises of favourable treatment or threats of unfavourable treatment.

Sexual Harassment and Harassment can occur between:

- | | |
|------------------------|-------------------|
| • Individuals | Students |
| • Individuals & Groups | Students & Adults |
| • Groups | Adults |
| • Male & Female | Male & Male |
| • Female & Female | Female & Male |

PROCEDURE FOR STUDENTS

1. The student should approach a trusted staff member or the Welfare Officer perhaps with a friend to support them
2. That staff member or Welfare Officer should listen carefully and get specific descriptions of what actually happened. If it is of a minor nature it may be able to be resolved through the Section Leader or Deputy Principal
3. It may be appropriate to contact the parents, but this is at the Principal's discretion as any accusation of abuse or harassment involving parents should not be referred to the parents before the Children and Young Persons' Service is notified.

4. If it is obvious that there is a more serious problem the staff member should then tell the student that they need to go further and they notify the Principal or a Deputy Principal. It is essential that this happens as soon as possible, before 3pm, so that the matter can begin to be resolved before the student goes home.
5. Detailed notes are to be taken at all stages to be available to all concerned in the case
6. Students who persistently bully others will be placed on the discipline action programme outlined in the behaviour management plan

PROCEDURES FOR MEMBERS OF STAFF

1. (a) in the event of harassment by an employee's employer or a representative of that employer, the complainant may approach:
 - (i) A known and trusted staff member
 - (b) In the event of harassment by a co-worker, customer or client of the employer, the employee may make a complaint in writing about that request or behaviour to the employer or to a representative of the employee's employer.
2. In the case of 1. (a) Where the harassment is by an employer or an employer's representative, the complainant may communicate the complaint in any form e.g. written, verbal, electronic

In the case of 1. (b) where the harassment is by a co-employee, customer or client, the complainant must communicate the complaint in writing.
3. The person allegedly responsible for the harassment should be approached by the initial contact person from Procedure 1.

OR other nominated person and informed of the complaint. If preliminary discussions satisfy all parties, the matter will be concluded and the documentation may be destroyed.
4. If it is decided that further action should be taken, the harasser should be informed and a decision made to lay a complaint through one of the following avenues:

(a) The Principal and/or the Advisory Board:

First Schedule of the Employment Contracts Act 1991, No 22

5. Where the harassment is by a co-employee, customer or client, the employer or representative, on receiving a complaint:
 - (i) Shall inquire into the facts and
 - (ii) If satisfied that such a request was made or that such behaviour took place, shall take whatever steps are practicable to prevent any repetition of such a request or behaviour following where necessary the steps (3) and (4).

Note:

Bullying usually has four common features:

- It is deliberate.
- It is repeated over a period of time.
- It is difficult for those being bullied to defend themselves.
- It is difficult for those who bully to learn new social behaviours.

There are three main types of bullying:

- Physical: Hitting, kicking, and taking of belongings.
- Verbal: Name calling, insulting, and racist remarks.
- Indirect: Spreading nasty stories, texting, and excluding from groups.

Harassment is described as:

- Any unwelcome behaviour that could be physical like touching, emotional like insults or suggestions or indirect through rumours or cyberbullying.

Procedure: Non-custodial Parents Procedure

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement

The school has an obligation where non-custodial orders are in place to ensure the safety of students subject to such orders.

Procedures

1. The Enrolment Form will include a section to record details on any non-custodial orders in place against parents for the relevant student.
2. Any access orders that are in force will be included on the enrolment form and the parent will be requested to submit a copy of any such orders to the Principal.
3. Any such conditions in the access orders will be followed and shared with the most appropriate staff members. Non-custodial parents who are requesting access to or information about their child will be referred to the Principal or Deputy Principal who will follow the conditions of any access orders. If no such access orders exist then the information and access will not be provided without authority from the custodial parent.
4. Those non-custodial parents who are allowed access to information regarding the achievement of a student at the school will receive notification through the usual email channel.
5. Parents who need to notify the school of any changes to the custody arrangements of the student must do so through the Administration Manager.

More information that may relate to this Policy can be found in either our "Privacy Policy or Visitors to the School Policy"

Procedure: **Smokefree Environment**

Governance Policy: **5.1 Health and Safety Delegation**

Guiding Statement:

To comply with the Smokefree Environments Act 1990

Procedures:

1. All persons on the school site including students, parents, staff and visitors will be made aware through various means (signage, newsletters, etc.) that legislation requires schools to be smoke free at all times. As the school is private property it will enforce a smokefree policy on all persons in our buildings or on our grounds.
2. Any breaches should be notified to the Principal.
3. Students who breach the policy will have breached the Honour Code and will be dealt with accordingly.

Procedure: Visitors to the School

Governance Policy: **5.1 Health and Safety Delegation**

Guiding Statement:

Vanguard Military School recognises its responsibility to maintain a safe environment for visitors to the school.

Procedures:

1. Visitors to the school are expected to report to the main office to sign in.
2. Directional signs will assist visitors to find their way around the school.
3. All service provider and professional visitors will be required to sign a visitor's book and wear an appropriate identification tag when moving around the school.
4. At the time of an emergency, visitors will be included in the evacuation procedures.
5. Students will not leave the school with a visitor unless they have permission from their Section Leader.
6. Visitors must be notified of any hazard.
7. Any contractors and their staff must be police vetted if they have or are likely to have unsupervised access to students at the school.
8. Visitors are not permitted to enter a classroom unless accompanied by a staff member.

Procedure: Alcohol and Drugs Procedure

Governance Policy: 5.1 Health and Safety Delegations

Guiding Statement:

Vanguard Military School will promote a drug and alcohol-free environment.

Students/Staff/Caregivers/Parents/Visitors will not;

- bring banned drugs to school or school activities
- come to school or school activities under the influence of banned drugs
- bring alcohol to school or school activities
- come to school or school activities under the influence of alcohol

Note: There is a zero tolerance to students not abiding by the above statement.

Procedures:

1. This policy will be made clear to students at the start of each year.
2. Being drug-free means:
 - a. Not being in possession of drugs
 - b. Not being under the influence of drugs
 - c. Not being with people using drugs while under the care of the school.
3. All suspicion of students involved with drugs will be reported to the Senior Leadership Team immediately. Reporting may be done by staff or students. The Senior Leadership Team will assess and manage the investigation.
4. When students are being interviewed they will be offered the opportunity to have another adult of their choice present. Parents will be contacted as soon as it has been established that a student is involved.
5. Any drugs found in the investigation will be handed to the Senior Leadership Team who will package, label and place in the school safe. The Police will be notified to uplift.
6. Consultation with the Police may be appropriate in certain cases.
7. All students found to be involved with illegal drugs will undertake a family/school conference to decide the best response. If a suspension is applied the Board of Trustees Discipline Committee will manage this conference and decide appropriate action.
8. Outcomes from the family/school conference will concentrate on the student accepting responsibility for their involvement and other relevant agencies where appropriate, taking responsibility for redressing the situation.
9. Pupils must commit to being drug-free to take their place in normal school. Until they can make this commitment to the satisfaction of the school they will be unable to attend any school activities/programmes.
10. Students who refuse to commit to being drug-free may be excluded from school.
11. Students may be required to undergo a drug test to prove they are drug-free.
12. The Health Co-ordinator, with support of the Guidance Network, will deliver appropriate drug education programmes, to all students. These programmes will concentrate on:
 - a. Harm minimisation
 - b. Decision making skills

- c. Taking into account Tikanga Maori

Procedure: Behaviour Management

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement:

The effective management of behaviour is the responsibility of each staff/school community member and is an integral part of developing a positive school culture.

- To encourage the use of praise, positive reinforcement and the development of intrinsic motivation in managing behaviour.
- To promote respect for others and their right to learn in a non-disruptive learning space.
- To facilitate a positive school environment.
- To provide emotional and physical security for students, teachers and parents.
- To maximise opportunities for learning.
- To develop self-esteem and resilience.
- To encourage students' responsibility for their own actions by learning to accept the consequences of their behaviour.
- To provide a standard course of action for students whose behaviour causes concern.

Procedures:

1. Behavioural management practices will adhere to the principles of restorative practice.
2. The deputy principals will be responsible for overseeing the development, carrying out, and monitoring of school-wide behaviour modification procedures.
3. These procedures will be reviewed and amended in consultation with staff at the end of each year.
4. The agreed procedures will be outlined to all staff in the Staff Manual issued at the start of each year.
5. The agreed procedures will be outlined to parents by regular newsletters.
6. The procedures developed will be clear, sequential and applied consistently across the school by staff.
7. There will be clear expectations of behaviour during the school day, both inside classrooms and on the parade ground, which will be clearly communicated to pupils, parents and staff.
8. Students will be made aware that appropriate behaviour has an advantageous effect on their relationships with others, and the quality and quantity of work they produce in the classroom.
9. Positive statements and actions will be used by teachers whenever possible.
10. The use of appropriate and fair systems for reinforcing good behaviour will be encouraged but the ultimate goal is that motivation to learn should be intrinsic.

11. Students will be given the opportunity to treat each new day as a fresh start with their behaviour and work habits.
12. The teacher on duty will deal with all behaviour in the first instance unless it is of a serious nature, i.e. physical fighting, wilful harming of others, wilful damage to property, rudeness to adults and defiance of adults. Such serious misbehaviour will be dealt with by the Section Leader, who may then involve the Deputy Principal or Principal.
13. Students will not be subjected to disciplinary methods that may be interpreted as mental, emotional or physical abuse. Disciplinary measures will be age-appropriate, and may vary depending on the individual child. Punishments as such must not negatively reflect on the curriculum or students' learning.
14. A standardised course of action, including necessary documentation, that has been agreed to by all staff will be followed for students whose behaviour causes concern. This is outlined in "Programme in Action" and the Behaviour Continuum.
15. Any Teacher needing assistance to implement the Behaviour Management Procedure should seek assistance from the Deputy Principal.
16. Parents who are concerned about their child's behaviour at school should seek assistance from the class teacher, Section Leader or Deputy Principal, and the Principal in that order, except in cases where concern is serious enough to contact the Principal directly.

Other areas regarding this policy that you may be looking for might be found in the "Stand downs, Suspensions, Exclusions and Expulsions Policy"

Procedure: **Pandemic and Infectious Disease Management**

Governance Policy: **5.1 Health and Safety Delegation**

Guiding Statement:

All educational institutions must prepare in advance for the possibility of a pandemic. As no one knows when a pandemic outbreak may occur schools need to take ongoing steps to ensure staff, students and families are protected from future global pandemic events (eg, influenza) and epidemic events (local events eg, hepatitis, norovirus).

- To ensure that Vanguard Military School has a workable plan in the event that the Ministry of Health activates Yellow or Red alerts (see appendix A).
- To encourage everyday practices to limit the spread of viruses and infection.
- To establish a team to oversee the schools response in the event of a pandemic

Procedures:

1. A team shall be established to develop and maintain an action plan for any possible pandemic.
2. The Principal shall ensure that a pandemic action plan is established and that it reflects the Ministry of Educations Influenza Pandemic Planning Guide for Schools.
3. In the event of a pandemic the Principal shall appoint a Pandemic Response Leader, who shall be the schools liaison office with outside authorities.
4. Students and staff are taught/supported in basic hygiene practices that limit the spread of viruses and infections.
5. Vanguard Military School will maintain an ongoing safe school service for as long as possible during a pandemic. Closing of the school to students will follow the New Zealand Health Emergency Plan.

Appendix 1

The school's plan aligns with whole of government overall influenza pandemic management strategy and associated actions, as outlined below.

| STAGE | NZ STRATEGY | Ministry of Health (MoH)/District Health Board (DHB) ALERT CODE | OBJECTIVE AND ACTION |
|-------|---------------------------------|---|---|
| 1 | Plan for it (Planning) | WHITE (Information/Advisory) | <ul style="list-style-type: none"> ⑦ Objective: devise a plan to reduce the health, social and economic impacts of a pandemic on New Zealand ⑦ Full engagement of whole of government ⑦ Consultation with and input from many agencies |
| | | YELLOW (Standby) | <ul style="list-style-type: none"> ⑦ Prepare to implement pandemic response action plans |
| 2 | Keep it out (Border Management) | | <ul style="list-style-type: none"> ⑦ Objective: keep pandemic out of New Zealand ⑦ Wide range of border management options: <ul style="list-style-type: none"> ⑦ closure of New Zealand's border to all non-nationals ⑦ quarantine of all returning New Zealand citizens ⑦ Enhance internal disease surveillance and notification ⑦ Investigate and follow up any suspect cases |
| 3 | Stamp it out (Cluster Control) | | <ul style="list-style-type: none"> ⑦ Objective: control and/or eliminate any clusters that might be found in New Zealand ⑦ Isolate and treat patients and households ⑦ Contact trace and treat all contacts ⑦ Restrict movement into/out of affected area(s) ⑦ MoH directs regional closure of educational organisations to children and students, closes other places where people congregate, and prohibits mass gatherings ⑦ Maintain border management |

| | | | |
|---|------------------------------------|-----------------------|---|
| 4 | Manage it (Pandemic Management) | | <p>⑦ Objective: reduce the impact of an influenza pandemic on New Zealand's population</p> <p>⑦ Health service reconfiguration to support community response in affected areas</p> <p>⑦ MoH directs national closure of educational organisations to children and students, closes other places where people congregate, and prohibits mass gatherings</p> <p>⑦ Social distancing measures</p> <p>⑦ Support for people cared for at home, and their families</p> |
| 5 | Recover from it (Recovery) | GREEN (Stand down) | <p>⑦ Objective: expedite the recovery of population health where impacted by the pandemic, pandemic management measures, or disruption to normal services</p> <p>⑦ Phase starts when the population is protected by vaccination, or the pandemic abates in New Zealand</p> |

Procedure: Search and Seizure

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement:

Vanguard Military School will ensure that the school environment is a safe and secure learning place. In order to do this we must, from time to time, ensure that students are not in possession of illicit items including drugs, alcohol, cigarettes, pornography, weapons, or stolen property.

Procedures:

1. Searches may be carried out either for cause (for example, because the school is concerned that items have gone missing) or randomly from time to time by Section Leaders. *Review with Chief Executive*
2. All searches will be carried out in a manner that ensures the dignity of the student is protected, and will be in accordance with the following process:
 - a. Students may be asked at any time by a Section Leader to empty out their pockets, or to open their bag or locker for inspection.
 - b. Students must be present at all times during a search of their personal property.
 - c. If an illicit item is found on the student, or in the student's bag or locker, the Section Leader may retain the item pending the appropriate inquiry or disciplinary process.
 - d. If a student does not agree to the search being carried out, the student will be asked to accompany the Section Leader to the office of a deputy principal.
 - e. The student will then have the opportunity to ask any questions that they have in relation to the search, and the student's parents will be telephoned. The student will be supervised at the office until the arrival of a parent or guardian.
 - f. Following the arrival of the parent or guardian, the student will again be asked to empty their pockets, or to open their bag or locker for inspection. If the student maintains that they will not agree to the search being carried out, such refusal will be dealt with as a disciplinary matter.
 - g. If a parent or guardian is not available to attend the school, the school Guidance Counsellor (or similar advocate) will be asked to attend in support of the student. If the student maintains that they will not

agree to the search being carried out, such refusal will be dealt with as a disciplinary matter.

3. The policy will not prevent any urgent search of a student or their bag or locker, or seizure of property, where it is required to prevent harm to the student or other people, or to prevent damage to property.
4. Any illicit items that are retained will be stored by the school with reasonable care but the school shall not be liable to the student for any loss of items.

Procedure: Staff Stress Management

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement

Vanguard Military School will comply with the legal requirements of the Health and Safety in Employment Act and its amendments in relation to responding to indications of stress amongst its employees.

Procedures:

1. The school will promote an awareness of the issue of work place stress. Senior staff will be trained to recognise potential work place stress situations and to deal with them within the resources of the school. Staff in turn will be educated and trained in strategies to reduce unhealthy stress levels.
2. The school will put in place clear guidelines that aim to identify, reduce and manage unhealthy stress. The school will have a clear process for considering and responding to complaints and concerns from employees and for identifying and minimising hazardous levels of work place stress.
3. The staff will be made aware of the need to take responsibility for their own stress levels including regular holidays, effective time management and effective and efficient planning and classroom management and reporting to senior management unhealthy levels of stress.
4. If stress becomes an issue that is discussed between a staff member and Principal, agreed records will be kept on that staff member's file. The nature of the stress, its causes, and discussed responses will be recorded. This material will be confidential between the staff member and the Principal.
5. The school will attempt to ensure that an employee who needs sick leave for work place related stress is properly supported when he/she returns to school. This may relate to his/her curricula and co-curricular responsibilities.

Procedure: **Stand-Down, Suspension, Expulsion and Exclusion**

Governance Policy: **5.1 Health and Safety Delegation**

Guiding Statement:

Vanguard Military School will act in accordance with the requirements of the Education (Stand-down, Suspension, Exclusion, and Expulsion) Rules 1999.

Procedures:

1. The school will follow the guidelines detailed in the Ministry of Education publication *Guidelines for principals and boards of trustees on stand-downs, suspensions, exclusions and expulsions Part I: Legal options and duties*
2. For the purposes of following the guidelines, at Vanguard Military School the sponsor will fill the role of the board of trustees and will call upon members of the sponsor to undertake any disciplinary meetings that may be required
3. In following the guidelines detailed above the school will observe the principles of natural justice
4. All students will be treated with mana and dignity during any process requiring the consequence of a stand down or suspension.

Procedure: **Student Transport**

Governance Policy: **5.1 Health and Safety Delegation**

Guiding Statement

To ensure the safety of students, staff and the general public, students intending to bring cars or motorbikes to school must gain prior permission from the Principal. This permission is given on the understanding that students will use vehicles in an acceptable manner.

Procedures:

1. Students wishing to bring any form of motor vehicle to school must complete an application form which is available from the Deputy Principal.
2. Generally applications will be approved if all information is provided.
3. Information required includes vehicle description, including registration, type of licence held, licence number, and parent and student signature.
4. Signing the form indicates the acceptance of certain conditions:
 - a. The school is indemnified against any liability arising out of the student's driving.
 - b. The vehicle is insured for third party property damage.
 - c. The vehicle meets all NZ Transport Authority regulations.
 - d. Any licence restrictions will be adhered to.
 - e. Passengers, other than immediate family will not be conveyed unless prior permission has been granted by the school and the student has a full driver's licence
 - f.
 - g. All traffic laws will be observed.
 - h. The right to bring a vehicle to College can be withdrawn if the student drives dangerously or fails to meet the conditions.
5. The licence must be sighted by the school before the application is approved.
6. It is the responsibility of parents to approve travel by their student with a student driver to school events outside normal school hours.

Procedure: Traumatic Incidents

Governance Policy: 5.1 Health and Safety Delegation

Guiding Statement:

Vanguard Military School will adopt a crisis management plan that initiates appropriate actions to effectively deal with unexpected traumatic incidents. This will provide robust steps for staff to follow that in the event of a crisis endeavours to protect students and staff from harm.

Procedures:

1. The schools will adopt a *Crisis Management Plan*, developed by the Principal, Section Leaders and the Guidance Counsellor, and ratified by the Sponsor.
2. The *Crisis Management Plan* will outline the roles of the *Crisis Management Team*, as well as provide guidance on:
 - a. First actions.
 - b. When to inform staff and students.
 - c. Informing parents.
 - d. Support, counselling and withdrawal space for those affected.
 - e. Handling media enquiries.
 - f. Monitoring the needs of those affected.
 - g. Minimising the affects of the crisis on the school community.
3. The *Crisis Management Team* will be made up of the Principal, one Section Leader, Guidance Counsellor, one other staff member, and one member of the sponsor's directors.
4. The *Crisis Management Plan* will be invoked by the Principal.
5. All matters invoking the *Crisis Management Plan* must be reported to the sponsor's chairperson as soon as is practical.

Procedure: **Complaints Procedure**

Governance Policy: **5.2 Complaints**

Guiding Statement

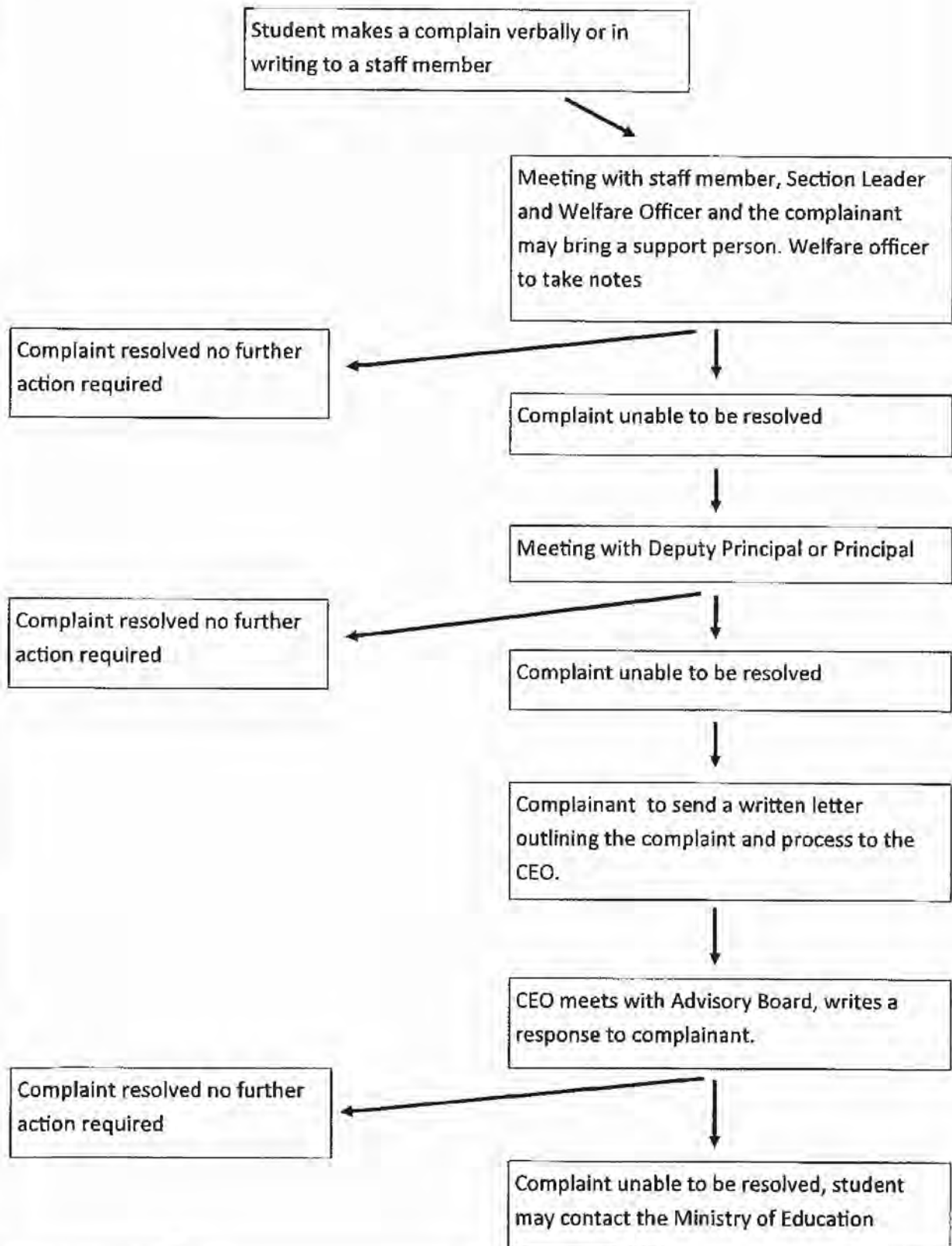
From time to time complaints may be received from parents, caregivers or others in the community regarding procedures, behaviour or specific occurrences at the school.

The following procedures are designed to ensure that any complaints received are dealt with in a fair and procedurally appropriate manner, while endeavouring to ensure that matters are resolved to all parties' satisfaction, with a clear understanding in place for any future action.

Procedures

1. Any staff member who receives a complaint that they are unable to resolve themselves should direct the complainant to the Section Leader.
2. The Section Leader may require the complaint to be presented in writing.
3. The Section Leader may initially direct the complainant to the person who is the object of the complaint or to a person who supervises that person.
4. The Section Leader may choose to deal directly with the complaint.
5. If the complainant has been directed to a staff member or supervisor but believes after this that the complaint has not been resolved then the complainant will be referred to the Deputy Principal and/or Principal.
6. If still unresolved, the complainant will be advised to send written letter of concern/complaint to the sponsor, via the Chief Executive.
7. The Chief Executive will convene a committee to consider the course of action, seeking advice as prudent.
8. If the initial complaint is about the Principal the complainant will be advised to send written letter of concern/complaint to the Chief Executive.
9. The complainant will be informed in writing of the process and outcome.
10. The Principal will report to the Chief Executive any complaints that have been addressed and the progress made with them. The Chief Executive will also ensure the sponsor's board is informed.
11. If the complainant is not happy with the outcome they may contact the Ministry of Education either by email: enquiries.auckland@minedu.govt.nz or by phone: 09 632 9400.
12. These procedures will be available on the school website.

COMPLAINTS PROCEDURE



Procedure: Privacy Policy

Governance Policy: 6 Privacy Policy

Guiding Statement

The Privacy Act grants everyone the right to privacy of information concerning themselves. The Advisory Board is bound to uphold that right by putting in place guidelines and procedures to comply with the legislation on privacy.

The following procedures are designed to promote and protect the privacy of individual students, staff, parents and all others in the collection, use and disclosure of information about them, and to ensure that all persons have access to information relating to themselves that is held by the school.

Procedures

1. Personal information will be collected only for a purpose connected with the function of the school and only when it is a requirement for the school to hold that information.
2. Personal information will be collected from the individual concerned unless it is publicly available from elsewhere.
3. When collecting information from an individual, reasonable steps will be taken to ensure that the person is aware of the fact the information is being collected and the reason why. Who will use the information, the consequences for refusing to give the information and who has access to and can change the information.
4. Any personal information collected will not be done through unlawful or intrusive means.
5. Reasonable steps will be taken to ensure that personal information is protected against loss, misuse or unauthorized access. No information is to be given to a third party without the person's knowledge.
6. Parents and legal guardians are allowed to access information about their children.
7. The school will take all reasonable steps to make sure information is correct, up to date and not misleading.
8. Information is to be kept only as long as it is needed for the purpose it was attained.
9. Information will only be used for the purpose it was attained except when
 - i) To prevent or lessen a serious or imminent threat to public health or safety or the life or health of the individual concerned.
 - ii) For statistical purposes where a person's identity is not disclosed.
10. If someone feels their privacy or their child's privacy has been breached they should inform the Privacy Officer who will undertake an investigation and report back as soon as possible. If the person claiming the privacy breach is not satisfied they may contact the CEO to take the complaint to the Advisory Board.
11. The Privacy Officer shall be the Principal who will ensure the school complies with the guidelines.

12. Any discussions regarding individual students and staff must be done at Advisory Board meetings that exclude the public.



VANGUARD MILITARY SCHOOL

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c/o Advance Training Centres Ltd

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Fax: 09 414 6577

Email: admin@advancetraining.co.nz

Planning and practices show responsiveness to the needs of Maori students, Pasifika students, and students with special needs.

Vanguard Military School will use an overriding military ethos to provide a school wide culture of success and achievement. Within that system we wish to encompass the above mentioned groups to make sure all students feel part of the school culture. This is often achieved in the following ways.

There is a school haka which all students are taught and expected to be able to perform when required.

The sections that students are placed into are named after Victoria Cross winners. 2 out of the 9 winners we will be using are Maori.

Maori is one of 7 core subjects being taught at the school. It is also a UE subject. The school will focus a lot of attention in developing the curriculum and encouraging students to take this subject through to year 13. Part of the curriculum will be our link with local Maori provider Te Puna Hoara to assist in teaching our students about their lineage and also to assist in the development of our students to be able to speak on Marae.

The school will engage many of the Pasifika churches to engage with that community and to make sure the schools values align with many of our students who are attending those churches.

We have many experiences with special needs students with regard to dyslexia and Asperger's and make adjustments to assist them in their learning. Other situations will be taken on a case by case basis but we are happy to accommodate if a student wishes to apply themselves.

Many of the above statements are in the process of being written up and placed in the right policy areas.



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Vanguard Military School – Review of Policies Checklist

Starting in December 2014 all policies will be required to be reviewed annually by the Principal, CEO and the Advisory Board with a member of the Advisory Board signing off that the policy is to be continued or they will outline the change in policy and identify when the change will take effect. After 2014 new policy review dates will be set.

The following policies are in line to be reviewed.

| | Approved/Changed | Signed | Date |
|--|------------------|--------|-------|
| Parent/Whanau/Family Engagement Policy | _____ | _____ | _____ |
| Enrolment Policy | _____ | _____ | _____ |
| Maori Achievement Review Policy | _____ | _____ | _____ |
| Uniform Policy | _____ | _____ | _____ |
| EOTC Policy | _____ | _____ | _____ |
| Financial Management Policy | _____ | _____ | _____ |
| Health and Safety Policies | _____ | _____ | _____ |
| Curriculum Policies | _____ | _____ | _____ |
| Appointment and Appraisals Policy | _____ | _____ | _____ |



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Private School Checklist – Building Inspection School

| Feature | Compliant Y/N |
|--|---------------|
| Resource Consent – Educational Purposes Code of Compliance | |
| Building Warrant of Fitness – Building Consent | |
| Classroom Sizes – appropriate for roll and curriculum (School to include building plans and site plans. | |
| Classrooms -- heat/light/air circulation / learning environ | |
| Fire evacuation scheme (to be displayed in bldg) | |
| Outdoor Space (onsite or close to site) | |
| Security - for children and neighbours – is it fenced | |
| Separate staff area | |
| Fire/Security Provision – smoke alarms, sprinkler system | |
| Car Parking (staff and visitors) | |
| Glazing The policy requires Boards to: *Grade A safety glazing material is to be in accordance with the relevant tables of NZS 4223:Part 3:1999. Compliance with NZS 4223: Part 3 1999 is an Acceptable Solution for compliance with the NZ Building Code. | |
| Toilets - Toilet numbers The NZ Building Code requirements for sanitary conveniences are that there should be one toilet for every 20 male pupils, two for 80 male pupils and one additional toilet for every additional 30 male pupils. There should be one for every 15 female pupils, two for up to 40 female students and one additional toilet for every additional 30 female students. There is a similar ratio for staff. | |
| Site resources - tables, chairs, books – as per schools list | |
| Fire Report (authorised by NZ Fire service or equivalent): Inspected By: Date: | |
| Recommendation: | |

Toolkit 3 – School Management Checklist

| | Check | Yes | No |
|-----|---|--------------------------|--------------------------|
| 1. | Is there a Health and Safety Policy signed and displayed in the school? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Are first aid facilities provided and maintained? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2A. | If your school has more than 50 staff and students on-site, then do you have a trained first aid person? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2B. | If your school has more than 100 staff and students on-site, do you have a separate first aid room? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2C. | Are the first aid supplies checked and replenished monthly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Are staff and students aware of the fire evacuation procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Is there a procedure and register for the evacuation of disabled staff, students and visitors from buildings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Are evacuation procedures displayed throughout the school? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Are fire extinguishers and fire hose reels checked annually? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Have fire wardens been appointed and made aware of their responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Is there a procedure to record incidents and injuries within the school? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Are serious harm injuries investigated and reported upon to ensure the likelihood of recurrence is minimised? | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | | |
|-----|--|--------------------------|--------------------------|
| 9A. | Is there a process to report serious harm injuries to OSH within 7 days? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Is there an induction process to make new staff aware of the schools health and safety systems, and significant hazards? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Is the school's hazard register updated regularly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Are staff and students trained on, and provided with safety equipment when in the vicinity of, significant hazards? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Is there a system enabling staff to regularly consider, and make recommendations on, health and safety issues? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Are the school's plans in relation to improving health and safety documented and monitored? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Do training records demonstrate that staff have been trained to cope with the tasks/functions of their position? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Are contractors inducted in the schools health and safety systems prior to conducting work at the school? | <input type="checkbox"/> | <input type="checkbox"/> |

Signed _____

Dated ____/____/____

Toolkit 2 – Advisory Board Checklist

| Check | Yes | No |
|--|--------------------------|--------------------------|
| 1. Is there a Health and Safety Policy signed and displayed in the school? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there regular reporting to the Advisory Board on compliance with the Health and Safety Code of Practice? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there a procedure to identify and report significant hazards to the Advisory Board for consideration and approval of hazard management strategies? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there a procedure to report serious harm incidents to the Advisory Board for consideration of future hazard management strategies? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there a procedure to assess the hazards and requirements when school facilities are used for non-curriculum activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does the Advisory Board receive a report on fire evacuation trials? | <input type="checkbox"/> | <input type="checkbox"/> |

Signed _____

Dated ____/____/____