



WALTON SCHOOL

NATIONAL ADMINISTRATION GUIDELINES 6

LEGISLATIVE REQUIREMENTS

NAG #6 Legislative Requirements

Each Board is also expected to comply with all general legislation concerning requirements such as attendance, length of the school day, and the length of the school year.

The key tasks for the legislative requirements are:

- To develop policies and procedures with respect to the legislative requirements that the School must meet (as required)
- To keep a watching brief on correspondence and documentation concerning the legislative requirements the School must meet and report these to the Board of Trustees
- To review policies and procedures triennially, or earlier as required by new government initiatives or school self-review outcomes.



WALTON SCHOOL

Walton School has attempted to meet the requirements of National Administration Guideline 6 through the implementation of policies, procedure and supporting documents, as listed below:
Policies
<input type="checkbox"/> Privacy
<input type="checkbox"/> Stand Down, Suspensions and Exclusions
<input type="checkbox"/> Protected Disclosure
<input type="checkbox"/> Animal Welfare
Supporting Procedures
<input type="checkbox"/> Attendance/Lateness
<input type="checkbox"/> Police Vetting
Supporting Documents
<input type="checkbox"/> Governance Operational Booklet
<input type="checkbox"/> Attendance Registers (electronically using school SMS etap)
Relevant Publications
<input type="checkbox"/> Guidance for Principals and Boards of Trustees on Stand Downs, Suspensions, Exclusions and Expulsions. MOE June 2003
<input type="checkbox"/> Privacy Act 1993
<input type="checkbox"/> Protected Disclosures Act 2000
<input type="checkbox"/> Education Act 1989
<input type="checkbox"/> Vulnerable Children's Act 2014

Useful Links:

- Safety Checking
<http://www.childrensactionplan.govt.nz/childrens-workforce/safety-checking-and-the-workforce-restriction/>
- Vulnerable Children's Act <http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501618.html>



WALTON SCHOOL

Policy: PRIVACY OF INFORMATION

Walton Board of Trustees is required to comply with the provisions of the Privacy Act, 1993 in all aspects as they relate to employees and students.

This policy follows the key principles of a complex piece of law called the Privacy Act (1993). For most purposes the best guide is to use good sense and to be constantly alert to the necessity for treating information about people with great respect.


Purpose

To promote and protect the privacy of individual students, staff, parents and other personnel associated with the school, use and disclosure of information about them and to ensure that all persons have access to information about themselves that is held by the school.

Guidelines

1. The Board appoints a Privacy Officer in compliance with the Privacy Act. Current Privacy Officer is Jeremy Kurth, Principal
2. Personal information may be collected only for purposes connected with the function of the school and only when it is necessary to have this information.
3. The purpose for collecting this information is made known.
4. In general, information is collected from the person concerned unless it is publicly available from elsewhere or the person's interests are not prejudiced when collected from elsewhere.
5. The manner of collecting information is not unnecessarily intrusive.
6. Reasonable safeguards are in place to protect information from loss, unauthorised access, use or disclosure. Staff will attempt to ensure student records are kept out of sight (within teacher only cupboards) within the classroom. Enrolment information will be held in the main office. Details of emergency contacts (in event of trauma) held off site will be in a secure place known to those who would have to activate contact. Staff information is held in a locked cabinet in the principal's office. Information kept on the school's SMS (etap) is only accessible to those with password authorisation.
7. As a general rule, information about any person is not given to a 3rd party without the consent of the person / caregiver.
8. Individuals have access to information held about themselves and may request correction of information held, or, when not corrected, require that there be attached to the information a statement of the correction requested.
9. Information will only be used for the purposes for which it was obtained except in special (eg for statistical purposes where the person's identity is not disclosed, National Standards, eAsTTle).
10. Information will be kept only for as long as it is needed for the purposes for which it was obtained or as required by Ministry of Education regulation.
11. Information will be passed to others without the person's consent only when it is already publicly available or when it is being passed on in connection with a purpose for which it was obtained (eg school record files such as ENROL or etap).

Such a policy ensures that privacy of information is respected and procedures are in place to safeguard the privacy of the individual.

Chairperson  Date: 26/6/2016

Principal  Date: 22/6/2016

Next review date: 22/11/2017



WALTON SCHOOL

Policy: STAND DOWN, SUSPENSION AND EXCLUSION OF STUDENTS

A stand down, suspension & exclusion policy is necessary as a last resort action to ensure that a safe learning environment for all students is maintained.

Objective

To provide clear procedures and guidelines to be followed in cases where stand down, suspension & exclusion is considered.

Guidelines:

1. The 1989 Education Act, sections 13-18 as amended by the Education Amendment Act No 2 will be followed in dealing with cases of suspension or stand down of students.
2. Principles of "natural justice" are recognised in dealing with cases of possible suspension.
3. When student behaviour occurs which may, in future, lead to possible stand down or suspension, the school will ensure that the family / whanau have been alerted through the use of Behaviour Management Plan procedures.
4. Students can be stood down or suspended outside school premises and normal school time when:
 - a. on a trip / camp organised by the school
 - b. representing the school at sport or a cultural event
 - c. on a school bus
 - d. in the immediate vicinity of the school
 - e. a student has left the school grounds during school hours.
5. Procedures followed when considering suspension or stand down:
 - a. A student is reported to the Principal who will consider all relevant information.
This involves:
 - i. interviews of the student concerned
 - ii. interviews of all other parties who may be able to provide additional information or verify facts
 - iii. reference to school records kept on the student
 - b. The Principal must decide on the course of action to take.
 - c. If the Principal believes stand down or suspension is a possibility and the caregivers have not already been involved, all efforts will be made to contact them and the behaviour of their child outlined and discussed and possible course of action outlined.
 - d. From the information available the Principal will then decide whether to suspend or stand down or not.
 - e. If stand down or suspension is considered the Flow Charts outlined in the "Guidance for Principals and BOT on Stand Downs, Suspensions, Exclusions and Expulsions" – MOE will be used.
6. When a suspension or stand down is in the process of being notified, the Principal still has a responsibility towards the student. If no contact with a parent / caregiver is possible, the students should be kept at school until a supervised situation is organised away from the school.

7. The Principal must give notice of the suspension or stand down immediately to
- The school Board of Trustees
 - The Secretary of Education (through the ENROL database)
 - A parent / caregiver of the student with information sheet on the rights of parents attached

8. This notice must contain the following information:
- That the student has been suspended or stood down
 - The reason(s) for the suspension or stand down
 - Whether the suspension or stand down is for a specified or an unspecified period
 - Where it is a specified period, the period of suspension or stand down

Conclusion:

By ensuring this policy is followed the rights of students, parents and teachers will be safeguarded.

Chairperson B G Torgler Date: 24 / 6 / 2016

Principal [Signature] Date: 22 / 6 / 2016

Next review date: 22 / 11 / 2017



WALTON SCHOOL

Policy: PROTECTED DISCLOSURE

A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceeding related to the disclosure.

Rationale

A protected disclosure may be presented when a member of staff has reasonable grounds to believe that a serious wrongdoing is being done by or in the organisation by another member of staff. In such circumstances, a member of staff can report in good faith, asking that the alleged wrongdoing be investigated, without worrying about negative consequences. (The disclosure will be about the employer or another employee/s, **not about a student or parent**).

Purpose

1. The Walton School Board of Trustees ensures procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
2. To meet the requirement to have an internal procedure in place that enables employees, past and present, and contractors providing a service to the school, to make protected disclosures.

Guidelines

1. A serious wrongdoing is defined as being any of the following:
 - a. an unlawful, corrupt, or irregular use of public funds or public resources; or
 - b. an act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
 - c. 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
 - d. an act, omission, or course of conduct that constitutes an offence; or
 - e. an act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.
2. Any employee of the school can make a disclosure. For the purpose of this policy an employee includes:
 - Current employees and principal
 - Former employees and principals
 - Contractors supplying services to the school
3. Before making a disclosure the employee should be sure the following conditions are met:
 - The information is about serious wrongdoing in or by the school; and
 - The employee believes on reasonable grounds the information to be true or is likely to be true; and
 - The employee wishes the wrongdoing to be investigated; and
 - The employee wishes the disclosure to be protected.
4. The principal will receive any and all “protected disclosures”, unless the disclosure is about the principal, at which time, the Board of Trustees Chairperson will receive the disclosure, hereby making them the Disclosure Officer

5. The Disclosure Officer is entitled to:
 - a. Call a meeting of a committee through the Board that deals with confidential employment issues.
 - b. Contact MOE, Principals Federation, NZSTA and / or NZEI for advice and guidance.
 - c. Contact the Board's insurer on employment matters.
 - d. Refer the matter to another appropriate authority, if urgency or seriousness dictates.

6. The Disclosure Officer must take action or recommend action within 20 working days of receiving a "protected disclosure".


7. Information which would identify the person who makes the disclosure is confidential to the Disclosure Officer unless:
 - a. The person making the disclosure consents in writing to the information being disclosed; or
 - b. It is essential to disclose the identifying information for reasons of an effective investigation or to prevent serious risk to public health or public safety or to the environment or the need for regarding principles of natural justice.


8. The Disclosure Officer and / or Board Committee considering information revealed by a protected disclosure, will determine:
 - a. Whether the disclosure constitutes serious wrongdoing in terms of the Act
 - b. Inform the disclosure of the protections they have including any possible circumstances / reasons under which the information that may identify them may need to be disclosed. The disclosure will be reminded that those protections only exist if the allegation is made in good faith.
 - c. The best course of action to be taken
 - d. The advisability of referring the matter to another appropriate authority
 - e. The appropriate mechanism for informing the person who made the disclosure of the outcome of the investigation.

9. The protections for the disclosure are:
 - a. The disclosure cannot be victimised by their employer for having disclosed the information
 - b. If the disclosure believes that they have been unfairly treated in their job or unreasonably dismissed following a disclosure, they have recourse to personal grievance proceedings against their employer

10. A protected disclosure can initially be done verbally, but must be followed up in writing. The disclosure must identify that the disclosure is being made under the Protected Disclosures Act and is following School Board procedures, provide detail of the complaint, (disclosure), and who the complaint is against.

11. It is anticipated that most complaints can be dealt with through other avenues, such as members of staff meeting to resolve such matters, with or without the support of the Principal.

Chairperson  Date: 24/6/2016

Principal  Date: 22/6/2016

Next review date: 22/11/2016



WALTON SCHOOL

Policy: ANIMAL WELFARE

Walton School recognises its legal obligations to those species defined as “animals” under the Animal Welfare Act 1999 and its moral responsibilities with regard to other invertebrate animals studied or kept in Walton School

Goals

- To encourage through example the proper care of living things within Walton School
- To provide opportunities for children / students to observe, handle and care for a range of animals in a humane way.
- To ensure that, in any activity involving the keeping of an animal or its study on a field trip, the welfare of the animal is given high priority.
- To educate children / students by example and discussion on the importance of caring for animals and the responsibilities this involves.

Guidelines

1. The day to day care of all vertebrates, and some invertebrates, in the care of people and / or used in experiments and teaching will be governed by the Animal Welfare Act 1999.
2. All living creatures at Walton School will be treated with care and respect.
3. Responsibility for the welfare of animals in Walton School rests with the teacher involved and, ultimately, with the Principal and the Board of Trustees.
4. If appropriate care and facilities cannot be provided, animals will not be kept at Walton School.
5. In the case of classroom pets, prior arrangements about long term care (including holiday care) will be made before any animals are kept at Walton School. When the animal is no longer required or is no longer able to be kept, appropriate arrangements will be made to return it to its natural habitat (in the case of a wild animal) or to find a suitable home for it.
6. In the event of a fire alarm / emergency the classroom / school pet will be carried from the classroom if it can be done without compromising student safety. In no circumstances will students re-enter a building to collect an animal.
7. When animals are used for a specific study, they will be returned to their natural habitat or home at the end of the study.
8. Animals captured alive on field trips will be returned to their habitat before children / students leave the area.
9. Native animals will not be kept as pets at Walton School.
10. Animals on display for Ag Day are under the full responsibility of their owners.

Chairperson BG Taylor Date: 24 / 6 / 2016

Principal J. Keenan Date: 22 / 6 / 2016

Next review date: 22 / 11 / 2017



WALTON SCHOOL

LEGISLATIVE REQUIREMENTS PROCEDURES



WALTON SCHOOL

Procedure: ATTENDANCE/LATENESS

Purpose

Regular school attendance is essential to a student's social, emotional and educational well-being. For this reason Walton School operates a team approach involving home, school and agencies to ensure that this community recognises and values the importance of regular attendance and help and support procedures are in place where problems occur.

GUIDELINES

- Regular School Attendance is defined under the Act, means every student enrolled at Walton School shall attend the school whenever it is open.
- Sick leave is defined as cases of illness where parents / caregivers have notified the school that their child is ill. In cases of ongoing sick leave or a regular pattern of sick leave the school may require a medical certificate.
- Irregular Attendance encompasses the following:
 - Occasional explained absences (not illness)
 - Occasional unexplained absences
 - Regular patterns of unexplained non attendance
 - Condoned non attendance
 - Non attendance due to truancy
 - School refusal / School phobia

RESPONSIBILITIES

Parents to:

- Text or phone the school prior to 9.00am if their child is to be away from school

Class Teacher to:

- Follow set of procedures for marking attendance registers using school's SMS (etap) which automatically informs the office of absentees
- Discuss any concerns with Principal

Office Manager to:

- Where student absence is not notified, an automated text is sent from etap to parents requesting explanation

Principal to:

- Monitor attendance and seek ways to overcome any problems students or families are having
- Inform parents by letter each term where there appears to be a serious problem developing
- Meet with parents to implement a plan of action where there is an agreed problem
- Involve truancy service where satisfactory explanations have not been obtained

Board of Trustees to:

- Ensure Walton has an attendance officer acting on its behalf, currently the Principal.
- Determine all reasonable steps have been taken to ensure attendance of students enrolled at Walton School
- Proceed with a District Court hearing if deemed necessary for extreme cases of absenteeism

Guidelines

1. Attendance will be marked twice daily using our school's SMS etap. (At 9am and 1:30pm)
2. The school will provide an answerphone service and texting service to enable parents to leave messages regarding student absences. This will be cleared each morning by the Office Manager
3. Students arriving after the 9am bell will report to the Office Manager to "sign in"
4. Where students arrive late on a regular basis, contact will be made with the parents / caregivers
5. Students with irregular attendance will be identified and action taken with a view to improving their attendance pattern
6. Walton School will use the Truancy Service in cases of concern or ongoing failure to attend
7. All actions taken with regard to late or non-attending students will be recorded/presented using etap
8. Copies of all correspondence to parents relating to attendance will be filed
9. When appropriate, parents will be made aware of support agencies available
10. If prosecution is to proceed, the Principal, with reference to Section 31 of the Education Act 1989, shall refer to the BoT prior to the action proceeding

Signed:  (Principal)

Date 22/6/2016

Next review date: 22/11/2017



WALTON SCHOOL

Procedure: POLICE VETTING & SAFETY CHECKING

Purpose

To comply with legal requirements all prospective employees will be vetted prior to a job offer being confirmed. Regular contractors who work at school during school hours will also be vetted, if not already done so by their employers.


Guidelines

1. Police vets are legally required, it is technically unnecessary for the person to give “permission” to a vet; however, the police require that the individual being vetted signs the consent form for privacy purposes.
2. Forms accessed from <http://www.police.govt.nz/advice/businesses-and-organisations/vetting/forms>
3. Requests for a police vet will follow the requirements laid down by NZSTA.
4. All police vets will be handled by the school’s appointed Privacy Officer, currently the Principal.
5. Any information received from a police vet is confidential to the Board (as employer), the Principal (as Chief Executive) and the Privacy Officer.
6. A record of the request for a police vet will be retained confidentially within the school.
7. All application forms will have reference to the fact that an appointment is subject to a satisfactory police vet.
8. In the event of the police vetting stating a previous conviction(s), that in itself will not be reason for non-appointment. If the conviction is not relevant to the activity of the school and / or the job the person is required to do, then the Board will need to consider whether it forms any relevance to the decision making for an appointment. In such instances, the Board will be consulted.
9. In the event of a police vet returning information that is of concern (eg a red stamp indicating concerns about working with children), the first action will be to ask for validation of the information received from the person being vetted.
10. If the potential employee does not respond within a week to the request to validate the information, then they will exempt themselves from consideration for appointment within the school.
11. If after considering the nature of an individual’s criminal record the Board has no concerns about it affecting the nature of employment / contract at the school, then the vet will be handed to the employee / contractor unless they request that it be included on his / her personal file.
12. **Regulations**, made under the **Vulnerable Children Act 2014**, require all paid people who work with children for government-funded organisations to be safety checked, and to have these safety checks updated every three years. Part of safety checks and employment is the *proof of identity* process to ensure the individual is who they claim to be by sighting two

Valid documents for verifying identity

You must show your identity referee one document from category A and one from category B. One document must be a form of photo ID. Both documents must be valid (i.e. not expired).

Category A	Category B
<i>New Zealand Passport</i>	<i>New Zealand Drivers Licence</i>
<i>New Zealand Certificate of identity</i>	<i>18+ Card (must be current)</i>
<i>New Zealand Refugee Travel Document</i>	<i>Community Services Card</i>
<i>Emergency Travel Document</i>	<i>Super Gold Card</i>
<i>New Zealand Firearms Licence</i>	<i>Veteran Super Gold Card</i>
<i>Overseas passport (with or without NZ immigration visa/permit)</i>	<i>Inland Revenue Number</i>
<i>New Zealand Full Birth Certificate issued on or after 1998</i>	<i>Electoral Roll Records</i>
<i>New Zealand Citizenship Certificate</i>	<i>New Zealand issued utility bill not more than 6 months earlier - enter issue date</i>

Signed:  (Principal)

Date 22/6/2016

Next review date: 22/11/2017

