

POLICY AND PROCEDURES

COMPLAINTS

Reviewed July 2019

Policy

Complaints can be received from a variety of sources;

- Students
- Parents
- Local residents
- Local business
- Concerned citizens

It is important that all complaints received by the Hostel Management are acted on so that students, parents and the community feel that their concerns are valued. Many complaints are solved very quickly to the satisfaction of all concerned, others require more consideration and a resolution is not always possible in the short term.

Procedure

1. Within 5 working days:

The Hostel Manager will

- send an acknowledgement letter of receipt to the complainant
- inform the complainant of any relevant internal complaint procedures
- send a copy of all information held by the owner that is or may be relevant to the complaint
- decide whether the complaint is justified in accordance with regulation 69

2. Within 10 working days after acknowledging receipt of the complaint:

The hostel manager will

- Decide that the complaint is or is not justified or

- Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the owner must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the owner is required to decide as soon as practicable whether the complaint is justified.

3. After making a decision:

The hostel manager must inform the complainant of

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the owner proposes to take; and
- Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owner's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson

**Otago Boys' High School
School House Complaints Report Form**

Master/ Manager _____

Complainant _____ Date _____

Address _____

Phone _____

Description of the incident:

Signed _____

Manager to complete follow up

Complainant contacted yes/no

Details _____

Displayed in Foyer

**Complaint Procedure
according to the Education (Hostels) Regulation**

Complaints about:

Non-compliance with these regulations or conditions of the licence

Complaints may be from:

Students, Parents, Staff members and Board members

Complaint needs to be:

in writing or put in writing by the hostel owner or a person representing the hostel owner as soon as practicable if the complainant is unable to put it in writing

Procedure for resolving complaints

1. **Within 5 working days:**

The Hostel owner or the person representing the hostel owner will

- send an acknowledgement letter of receipt to the complainant
- inform the complainant of any relevant internal complaint procedures
- send a copy of all information held by the owner that is or may be relevant to the complaint
- decide whether the complaint is justified in accordance with regulation 69

2. Within 10 working days after acknowledging receipt of the complaint:

The hostel owner or the person representing the hostel owner will

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the owner must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the owner is required to decide as soon as practicable whether the complaint is justified.

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The hostel owner must inform the complainant of

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the owner proposes to take; and
- Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owner's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction

The above is displayed in the foyer of the hostel



POLICY AND PROCEDURES

CONSULTATION

Reviewed February 2019

Rational

It is important that the community of the Hostel have input into the implementation and modification of the policies and procedures that govern their sons while in attendance at School House.

Policy

There are open lines of communication with parents, students and neighbours so that their concerns can be addressed.

Procedure

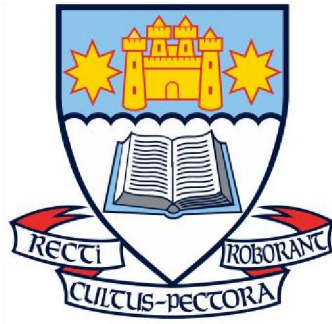
- Parents receive a copy of all policy documents when enrolling their sons into School House.
- They and their sons are requested to make submissions on these documents so that policies can be updated where required.
- The policies and procedures are also up for discussion at Parents Meeting Association held at the end of each school term.
- The policies and procedures are available to the boys at all times and are routinely posted on the foyer notice board.
- Informal meetings with neighbours over any issues or concerns they have about the Hostel

Cycle of Review

There will be a 36 month cycle of review for all policies and procedures, which will then be signed off by the Rector and the Board of Trustee.

Rector OBHS

BOT Chairperson



POLICY AND PROCEDURES

CRISIS MANAGEMENT

Reviewed February 2019

Rational

When a situation arises that threatens the safe physical or emotional health of any student or students in School House it is vital that a plan is in place to deal with the immediate needs of all concerned and that the students are aware of the correct procedures to follow.

Policy

Physical safety includes:

- Safe environment in Dorms
- Fire Safety
- Earthquake Safety
- First Aid
- Security of Premises especially at night

Emotional safety includes:

- Staff accessibility when on duty, visible and checking attendance
- Internal communication available to students
- Clear routines for students
- Clear procedures regarding discipline/leave/prep
- Appropriate role of prefects
- Designated safe areas for all students

Procedures

When a situation arises when the immediate Health and Safety of a student is in danger the following must happen:

- The student makes their way to the designated safe areas ie: the foyer or dining room and remain their until the duty master arrives or
- The student must be brought to either of the designated safe areas ie: the foyer Study or dining room and remain their until the duty master arrives or
- Another student brings the duty master to the student concerned while someone stays with the student at all times.

Under no circumstances is the student to be left alone while help is sought.

- The Manager is to be contacted at the earliest possible time by the Duty Master
- It is vital that all there is no escalation of the incident. A calm, controlled approach by the Duty Master will ensure that all other students feel safe and secure and that the situation is being handled in a confident manner.

Richard Hall
 Rector OBHS

Andrew Kilsby
 BOT Chairperson

Otago Boys' High School School House Crisis Report Form
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Master _____

Complainant _____

Date _____

Address _____

Phone _____

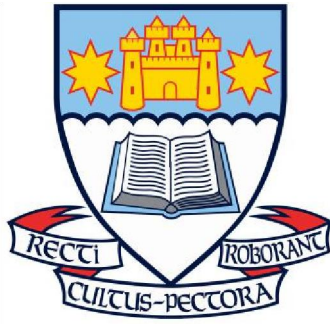
Description of the incident:

Follow up required from Manager yes/no Signed _____

Manager to complete follow up

Complainant contacted yes/no

Details _____



POLICY AND PROCEDURES

DISCIPLINE

Reviewed December 2018

Rational

Most of the “rules” governing behaviour in the Hostel relate to particular areas of health and safety and are outlined elsewhere e.g.:

- The daily routine
- Prep guidelines
- Leave procedures
- Duties

In general, most of the rules are based on common sense, and on the needs of 140 people living in a community together. All of those living in the Hostel are entitled to basic rights such as security (personal and for their possessions), consideration and well-being. The systems in place enable everyone to enjoy life in School House.

Policy

The disciplinary systems are designed to be simple, practical, manageable and transparent. It is essential that the procedures surrounding disciplinary action are clear to all parties involved (i.e. hostel masters, the boys, parents, management), and are implemented *fairly and consistently*.

The board believes that stages of discipline should act as a deterrent for misbehaviour, rather than a solution.

We also believe in giving positive reinforcement to acknowledge accomplishments and good behaviour. This is done in various ways, including year group ‘shouts’ and prizes/awards.

Procedure

There are 3 key stages:

Minor Offences – community service

Major Offences – Gating system

Serious Offences/Disciplinary Review – referred to Rector and/or the Disciplinary Committee

1. Minor Offences – Community Service System

Respect, self-control and accountability are cornerstones for behaviour at OBHS hostel. For those who 'lapse', community service is issued. This involves performing duties at School House for the betterment of the hostel. Students will be made fully aware of hostel staff expectations and the consequences of any violations. As a guide, community service may be given by any staff member for the reasons outlined in *Table 1*.

Table 1. A guideline to some of the minor offences worthy of a 'community service'.

Late for roll-call/room checks	Breach of prep rules
Late for or absent from meals	Abuse of van ride privileges
Uniform discrepancies	Untidy rooms
Inappropriate address or disrespect to staff	Not signing in/out and/or late return for daily leave
Not doing or late for duties	Being out of bounds
Foul language	Playing with balls or skating inside
Disobedience or misconduct	Borrowing of personal items
Being in other year groups rooms without permission	Not ready for or not in bed by lights. Talking after lights out
Removal of food from the dining room	Not abiding by the hostel rules

Note: If boys receive three community services in the term, they will be automatically gated.

2. Major Offences – Gating system/Stand Down/Reverse Stand Down

There is a zero tolerance to bullying, fighting, vaping, defiance, continued disobedience and willful damage – such offences will result in a gating, stand down or reserve stand down.

These offences (see Table 2) will be dealt with by the Director of Boarding/Rector and reported to the boy's parents.

Table 2. Examples of major offences that are dealt with directly by the Director of Boarding.

Repeated poor behavior at prep	Bullying and fighting
Vaping	Minor breach/deception of weekend leave policies
Repeated minor offences (i.e. issued with three community services)	Damage

Boys 'Gated' in uniform for a set period of approximately 3-7 days at the discretion of the Director of Boarding and/or Senior House Master. As part of being Gated the boy is also required to:

Check-in with the House Master every hour and have his gated card signed. If anyone check-in time is missed, then another half day will be added to the gating. The boy in question is totally responsible for this, i.e. at no time is the Hostel Master required to search for the individual. Complete hostel chores at the House Master or Director of Boarding's discretion.

When the Rector feels that a stand down is warranted, the student may be stood down from the hostel (not school) for a period of three or five days. A reverse stand down may also applied, whereby the student is required to return to the hostel for a day during a school holiday period to perform duties at the hostel.

3. Serious Offences/Disciplinary Review – referred to the Rector and/or Disciplinary Committee

A review of place (disciplinary review) is the most serious hostel disciplinary action. A discipline review of place means the students place in the hostel will be reviewed with three possible outcomes:

1. Student place in the hostel is maintained with conditions.
2. To remove student from the hostel for a set period.
3. Remove student from hostel permanently.

Offences relating to bullying, smoking and the use of or possession of non-prescribed drugs or alcohol while under the care of the hostel – will automatically result in the boy being sent straight to Disciplinary Review.

When counselling is a recommendation on the students return to the hostel, the school or hostel counselor will be made available.

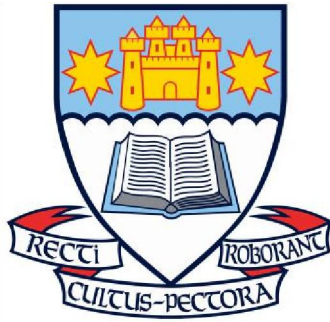
Boys who constantly break hostel rules will also be sent to discipline review. A report of the major offence will be prepared for the disciplinary committee (made up of school board members) who will meet within 3-7 school days of the boy's parents being notified. Parents may be required to remove their son from the hostel while the disciplinary review process is undertaken. As a result of the meeting the committee may exclude the student from the hostel.

Table 3. Examples of serious offences that are dealt with directly by the Rector and/or Disciplinary Committee

Smoking and non-prescribed drugs	Sexual offences
Fighting and bullying	Significant breach/deception of leave policies
Alcohol offences	Significant willful Damage

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

FIREARMS

Reviewed July 2019

Rationale

Many hostel students have registered firearms at School House for the purposes of trap shooting. These are kept in a locked cabinet in a storage room (under Campbell dormitory) without any ammunition present on the property.

Policy

It is the policy of the hostel that students are allowed to keep firearms at the hostel for sporting and competition purposes with the knowledge of the NZ Police Department who have checked the premises and facilities for security.

Procedures

- All students must have their firearms registered with the NZ Police and have current licenses to use them.
- Before bringing a firearm to the hostel parents/guardians and students must return a signed consent form. The consent form clearly states the consequences for the student if the correct procedures are not followed at all times.
- No ammunition is to be brought to School House under any circumstances
- Firearm serial numbers are registered on the firearm register sheet. This sheet hangs under Campbell by the gun safe.
- All firearms are stored in the gun safe under Campbell (see below for key procedure). Under no circumstances may any student may remove their firearm unless the duty master has given approval.
- Only the matron, senior housemaster and Director of Boarding have access to the key for the gun safe. These staff are required to have a current firearms license.

- A register recording when the gun safe has been locked and unlocked, and which firearm has been removed from it, must be kept. All entries must record the relevant date and time, and must be signed by the staff member who has unlocked the gun safe.
- On receipt of approval from the duty master, the matron, senior housemaster, or Director of Boarding may unlock the gun safe and give the firearm to the student.
- When unlocking the gun safe the student must be present and the staff member must check the serial number of the firearm.
- When returning the firearm, the serial number is checked before it is locked away.
- Only a housemaster or staff member with a current firearms license is permitted to transport firearms and Yr 9-12 students to and from the range.
- Yr13 students are allowed to drive to the shooting range and if they are carrying a firearm, they must have a firearm license.
- Parents/guardians of students who help with transport to competitions must have a current firearms license. This must be checked by the Director of Boarding.
- All firearms licenses held by students and staff must be checked annually.
- If any student or staff member loses eligibility to hold a firearms license, they must notify the Director of Boarding and the Rector within 3 working days.
- Staff members who do not adhere to the above procedures may face disciplinary action.

Key Procedure

The following are the 'key steps' to students obtaining their firearm for use at any time.

1. Student approaches Senior Master, Director of Boarding or Matron to obtain their firearm
2. Use keys to open room under Campbell.
3. Take another key to open gun safe. Gun safe key kept in key safe in office. Only Senior Master, Director of Boarding and Matron have access to this key.
4. Return all keys to their rightful place, ready for the return of the firearm when the procedure will take place all over again
5. Students must sign that they have taken a firearm and sign when it is returned. The firearm register is stored in firearm cabinet.
6. Any student who does not adhere to the above procedures will, at a minimum, be gated and will lose the right to bring a firearm to the hostel. For the avoidance of doubt, this does not preclude more serious disciplinary steps, including referral to the NZ Police, being taken in appropriate cases.

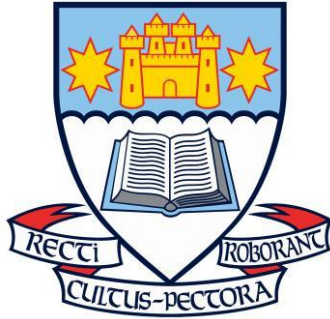
This procedure was recommended and implemented by the NZ Police. They have checked and verified that all our gun safes are compliant with all relevant safety standards.

Firearm Register Example

Name	Serial Number	Description

Richard Hall
Rector OBHS

Lawrence Alloo
BOT Chairperson



POLICY AND PROCEDURES

HEALTH AND SAFETY

Reviewed February 2019

Rational

The board views the safety of its boarding students to be of paramount importance. Policy and procedures are in place to make sure boarders are safe when at the hostel and on excursions away from the hostel.

Policy

The policy of the hostel is to keep the maintenance of the dormitories and other buildings up to the required standard using the weekly maintenance checks of the caretaker as a basis. The policy of the hostel is that all hazards, accidents and near misses are reported immediately and that the follow up is done in a timely manner.

Procedure

Daily maintenance checks of all buildings are completed by the caretaker. Boys report and damage to a Master, the Manager or Matron. Caretaker undertakes to repair all urgent repairs (within 24hrs) and makes a plan for other repairs to be done during the week. All accidents, near misses and identified hazards are to be recorded in the Health and Safety Register located in the managers office. Hazard identification can be done by staff and students and must be reported immediately to the caretaker or manager. The manager attends the once termly meetings of the school Health and Safety Committee which devotes a considerable amount of time to the concerns of the hostel.

The hostel follows school guidelines when on trips away from the hostel (EOTC). See policy on following page.

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson

HEALTH AND SAFETY POLICY

EOTC OTAGO BOYS HIGH SCHOOL

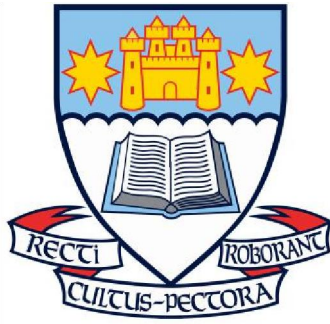
Education Outside the Classroom (EOTC) is an integral part of the student learning. The following procedures are 'best practice' designed to ensure these activities are as safe as possible.

It is the procedure of the school to appoint an EOTC co-ordinator. The EOTC co-ordinator role is one of a school resource that staff will use to ensure they met all requirements under legislations.

1. It is the procedure of the school that all planned EOTC trips get approval in writing at least 10 weeks before the event. This is so the school calendar can be managed. Initial request should be provided on the OBHS Trip Proposal Form available on the shared drive. (S:Admin:EOTC Procedures)
2. It is the procedure of the school for all EOTC opportunities to be considered. Where the opportunity for an event arises after the 10 week deadline, approval can be sought directly from the Rector or in his absence the Deputy Rector.
3. It is the procedure of the school for all the forms required to be available on the school's shared drive.
4. It is the procedure of the school for all appropriate documentation to be received from the teacher-in-charge, one week prior to departure. Copies should be given to Assistant Principal, Anne Gorman.
5. It is the procedure of the school on the enrolment form to require parents to give permission for their son to participate in off-site programme's that are deemed to be low risk by the Rector or proxy.

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

MEDICAL CARE

Reviewed January 2019

Rational

The health and well-being of the boys is of paramount concern to the staff at School House.

Policy

At various stages, the students in the hostel will need some form of medical care. The seriousness of the injury or illness determines exactly what steps are taken. All staff are required to have a current first aid certificate. The hostel keeps a record and pays for staff to keep their first aid certificate up to date.

Procedures

SERIOUS INJURY

- The incident must be reported to the Master on Duty. The student is not to be moved under any circumstances until the seriousness of the injury has been assessed. If an ambulance is required the Master or Matron will make that decision
- If the boy is taken to the hospital, the parents must be called immediately. This will give them the opportunity to come to the hospital if they wish
- The Master On Duty must find someone to cover him while he is gone
- The Master On Duty must also include the details of this in his daily duty report
- All paper work from the hospital will be given to the Matron and/or sent to either Maori Hill or their local gp which in turn will be filed on Reach (boarding software system).

MINOR INJURY

- The incident must be reported to the Master On Duty
- He will decide whether or not he will treat the injury himself or get Matron
- The Master on Duty will take or organise the Cover Master to take the injured student to A & E or the Urgent Doctors.
- They will then inform Matron that this has been done
- The Matron will follow up and inform the parents if required
- There is a first aid kit in the foyer that all staff are able to access.
- For a more serious injury there is an extensive kit in the kitchen. The Master, Matron and Manager can access this – they all have a key to open the kitchen at any time

Daily Illness Procedure

- All students are to report their illness to either the matron or manager. They then decide whether they need to see the doctor or not and then makes the appropriate appointment. The matron or manager also decide if the students needs to stay at the hostel for the day or if parents need to collect their son.
- All boys who have diarrhea or have vomited MUST go home.

Student Pain Relief

Panadol and ibuprofen are kept in one of two places in the hostel:

1. Sick bay (this is locked at all times). Only the matron and the kitchen Manager have the key)
2. Matron Office (this is also locked at all times. Masters, the manager and matron have the key)

The boy who requires pain relief must see Matron, a Master or the Manager. They will then unlock the room the Panadol is in and record the administration of the pain relief using Reach (boarding software system).

Prescriptions

If the Doctor writes out a prescription for a sick boy, it arrives late afternoon of that same day from Roslyn Pharmacy.

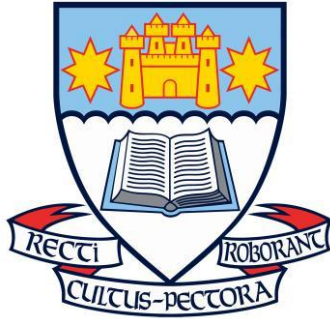
At the end of every term the pharmacy then send us a record of what every boy has been billed and Matron adds it to their hostel account to be paid at the end of the term. She also keeps all chemist receipts so that parents may claim on their health insurance at the end of the year. The matron is responsible for the distribution of the prescription and records it on Reach.

Student Records

Matron keeps extensive records (using Reach) of all the boys' medical attention they receive for the full amount of time that they are at the hostel. Medical forms signed by parents (at the time of enrollment) are also kept at the hostel. Should a student leave the hostel then the records are forwarded to his family or to the GP that attended to him before he began at School House. In general, we comply with the wishes of the parents.

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

INTERNATIONAL STUDENTS

Reviewed February 2019

Rational

School House welcomes International students into its safe and secure environment.

Policy

There will be an induction process to help meet the needs of these students in accordance with the school international students policy.

Procedure

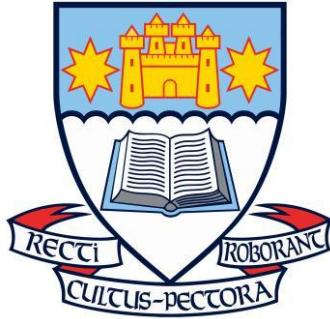
Through the Director of International Students, students apply for positions at School House students/agents and caregivers receive all relevant information to ensure that the transition into School House is as smooth as possible. Boys are accommodated in the dorm of their year group with boys who will be able to support them. The students are made aware of all policies and procedures operating at School House.

There are meetings with the Director of International Students. It is in this environment that any issues or concerns that the students may have can be aired and actioned appropriately.

All staff and contractors are vetted for their suitability.

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

LEAVE

Reviewed October 2018

Rational

Leave is available to students for sport and cultural events and to provide students with the possibility to leave the hostel to get some balance in their lives. Leave however, is not a right, it is a privilege and boarding staff can remove this privilege at any time due to boarders not adhering to the procedures associated with this policy.

Policy

Students must apply for leave correctly and abide to School House rules and regulations when on leave. **At no time** may a student be a passenger in a car driven someone who is not their parent without written permission from that student's parent, when travelling to and from leave destinations. Procedures are in place to ensure the safety of the boarding when they are away from the hostel. Failure of students to follow leave procedure may see the student removed from the hostel.

Procedure

All leave records are electronically kept on REACH the hostel boarding software system. Parents apply for leave via Reach which is an online app that parents can access on their smart phones or any other electronic device. Staff sign boys in and out (on Reach) using an desktop computer located in the foyer. All boys must see a staff member before leaving the hostel.

Procedure

Leave Permissions

NOTE: LEAVE IS NOT AUTOMATIC – AN APPLICATION FOR LEAVE MUST BE APPROVED BEFORE LEAVE CAN BE TAKEN!

Boarders who wish to leave school property for any reason must obtain permission from either the Director of Boarding or Duty Master depending on the type of leave required (see headings below for particulars).

- Leave can be withheld if a boarder has a detention or is gated, or a boarder's behaviour has been unacceptable, or if in the duty staff opinion, it would be unwise to approve the leave being sought.
- Boarders are not permitted to visit private homes unless they have an invitation from a host adult AND permission from their own parents AND the approval of the Housemaster.

Weekend Overnight Leave

Full weekend leave (Fri-Sun) or overnight leave may be applied for using REACH. Students must not return from leave before 2pm. Students must apply for leave using REACH and must be endorsed by guardian. All weekend leave must be approved by 8pm Thursday night.

Parental Responsibility

Parents are expected to give their **full support** to School House policies and procedures when considering details of leave for their child. Parents who are not attentive with respect to their child's leave arrangements make the work of staff more difficult: a boarder who has an unsupervised weekend can create unreasonable expectations among other members of the Boarding Community.

Parents are asked to be vigilant when making leave arrangements if their child will not be staying with them; such circumstances must be drawn to the Director of Boarding's attention at the time leave is requested. Similarly, any alteration to leave arrangements after they have been made need to be communicated to the Housemaster as soon as possible.

Note: Parents and other host adults have a legal obligation to ensure responsible supervision of boarders on approved Weekend Leave and at Exeat Weekends. School House is released of its responsibility for boarders on these occasions.

Week Day Leave

Town Leave

Granted for:	Visits to Town CBD
Availability:	Monday – Thursday: Depart 3:30 - 4:30pm / return by 5:30pm
Frequency:	Years 9 - 11: twice only, Monday – Thursday. Yr12/13 unlimited
Restriction:	Yr's 9, 10 and 11 must be in groups of at least two
Actions required:	All Students must sign in and out with approval from duty staff

Roslyn Shops Leave

Granted for:	Visits to Roslyn Shops and Dairy in the Dip ONLY
Availability:	Mon– Fri: Depart 3:30 - 4:30pm return by 5:30pm. Yr 12 only 8-9pm. Yr 13 only 8-9:30pm
Frequency:	Unlimited
Restriction:	Yr9 and 10 must be in groups of at least two
Actions required:	All Students must sign in and out with approval from duty staff

Dinner Leave

Granted for:	Meals with parents or adult relatives
Availability:	As required, from after school or after sport - return by 9pm
Actions required:	Apply via REACH approved (parental consent required) by 3pm

After School Sport Leave

Leave must be applied for prior to 2:15pm. This applies if a student is not going back to the hostel straight after school e.g rugby practice. Alternatively, students can inform staff at roll call if they will not be at the hostel straight after school.

Weekend Day Leave

Sport Leave

Any school organized leave does not require parental consent. All sport not under the school jurisdiction required parental consent using REACH.

Town Leave

Granted for:	Visits to Town CBD
Availability:	Saturday– Sunday: depart no earlier than 12:30pm and return by 5:30pm
Restriction:	Yr 10 and 11 must be in groups of at least two
Actions required:	Yr9-11 must apply via REACH, and sign out/in using REACH . Parental consent required. Yr12 and 13 must get approval from duty staff, parental consent not required.

Roslyn Shops Leave

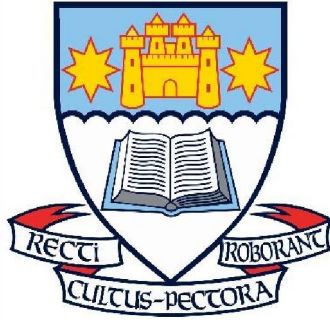
Granted for:	Visits to Roslyn Shops and Dairy in the Dip ONLY
Availability: by 5:15pm	Saturday– Sunday: depart no earlier than 12:30pm and return by 5:15pm
Frequency:	Unlimited
Restriction:	Years 9 and 10 must be in groups of at least two
Actions required:	Yr9-11 must get approval from duty staff. Yr12 and 13 must sign out.

Dinner Leave

Granted for:	Meals with parents or adult relatives
Availability: 9pm	As required, from after school or after sport - return in time
Actions required:	Apply via REACH approved (parental consent required)

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

MISSING PERSONS

Reviewed February 2019

Rationale

To ensure the wellbeing and safety of boys in the care of School House.

Policy

Immediate action shall be taken when a boarder is identified as missing.

Definition:

“Missing” means a boarder is absent without authorisation or explanation or is late returning from approved leave.

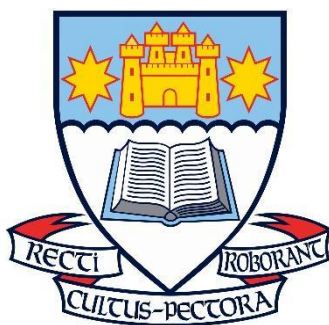
Procedure

1. If a duty master identifies a boarder as missing, he/she must inform the lead housemaster on duty immediately.
2. When the manager determines that a boarder is missing, he/she will:
 - a. attempt to contact the boarder on his/her mobile phone;
 - b. ask other boarders if they know of his/her whereabouts; check the hostel
 - c. check the Leave Register;
 - d. check Leave applications;
 - e. check the list of trips and out of school activities;
3. If the cannot locate or contact the missing boarder, the hostel manager will be informed immediately.

4. If a boarder is discovered missing after lights out the housemaster will immediately do a bed-check to see if other boarders are missing. The housemaster will then inform **all** Boarding Housemasters who will do an immediate bed-check to confirm whether any of their boarders are missing.
5. The Housemaster will inform the hostel manager or in his/her absence, deputy manager, and contact the boarder's parents/guardians. In the case of an international student, the Director of International Students shall be contacted instead of the boarder's parents.
6. If there is concern for the safety or well-being of the boarder, the manager will notify the Police.
7. The housemaster will update the manager and parents/guardians on a regular basis.
8. If/when the boarder is located, the Housemaster will:
 - a. inform the Manager;
 - b. inform the parents/guardians;
 - c. inform the Police, if they have been involved.
9. The housemaster will keep a log of times and actions taken
10. The Housemaster will provide a written report to the manager.
11. The Housemaster will provide a written report to the manger.
12. The Housemaster will keep a copy of the report and record the incident on Reach.

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

MISUSE OF DRUGS, ALCOHOL AND SUBSTANCE

Reviewed February 2019

Rationale

The board seek to promote a healthy lifestyle for all boarders and recognize the hazards that misuse and abuse of drugs, alcohol and toxic substances are to the detriment of the health and welfare of the young men residing in the Hostel. The board is committed to ensuring that no misuse of alcohol or other substances occurs at the School House Boarding Residence.

Purpose

1. To promote a healthy lifestyle for all.
2. To provide an avenue for drug education and awareness of the relevant legislation dealing with the unauthorised and/or excessive use of drugs and alcohol.
3. To ensure appropriate role models are provided in the staff and students leaders for the hostel community.

Policy

1. No boarder present at the hostel shall be permitted to have in his possession alcohol or any other substance capable of causing harm to him or to any other person.
2. No boarder present at the hostel shall use or be affected by alcohol or any other substance which is a potential cause or source of harm to him or to any other person or both.
3. Permanent staff members shall be entitled to keep alcohol on the hostel premises but shall take reasonable precautions to ensure that boarders do not have access to it.
4. No staff member present and performing duties at the hostel shall use or be affected by alcohol or any other substance to the extent that it is an actual or potential cause or source of harm to the staff member or to any other person or both.

Procedure

Guidelines:

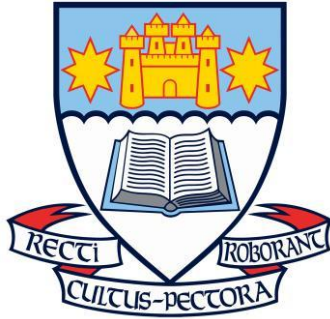
1. The Director of Boarding will ensure that drug and alcohol education forms part of the Hostel's ongoing formation of the young men at the Hostel.
2. Boarders are not permitted to purchase alcoholic beverages from licensed premises or retail liquor outlets while resident at the Hostel or to have any other person make said purchase on their behalf. This includes boarders who are 18 year of age, or turn 18 years of ages, while in residence at the Hostel.
3. Using, possessing, supplying or attempting to obtain any illegal substance on Hostel property or while engaged in Hostel activities away from the property is considered a serious offence. Any boarder/s alleged to have committed such offence will be immediately suspended, for a period of not less than five working days. The board, rector and Director of Boarding and respective boarder/s will meet during this time to determine the facts of the matter and decide what action is required.
4. The Director of Boarding will ensure that appropriate advice and counselling is available with parental consent.
5. In cases where a student's conduct warrants a meeting of the Board of Proprietors the school will also be informed.
6. No boarder is to return to the Hostel having consumed alcohol or drugs.
7. Staff found intoxicated or under the influence of illegal substances will be summarily dismissed.
8. Staff found supplying alcohol or illegal substances to any Hostel resident will be summarily dismissed and further action may follow.
9. The board will seek to eliminate any misuse, possession, trading or use of such substances by boarders while belonging to the hostel community.

Richard Hall

Rector OBHS

Andrew Kilsby

BOT Chairperson



POLICY AND PROCEDURES

NEW STAFF

Reviewed February 2019

Rational

To familiarise people new to the workplace with the Health and Safety requirements of the School House Boarding Residence and to ensure the smooth running of the hostel for students and staff.

Policy

- To provide any information, training, instruction of supervision necessary to protect everyone from risks to their health and safety when at School House Boarding Residence.
- To inform new staff of what to do if an emergency procedure arises while at work.
- To instruct staff on how to eliminate, isolate or minimise the potential for harm to them or others.
- Each staff member will be given a tour of the hostel with a senior member of staff.
- School House Hazards are identified with risk management strategies outlined and employees will be expected to sign off on these Identified Hazards.
- Different staff will need different areas toured and Health and Safety outlined

- Any Health and Safety responsibilities for the worker will be explained as will the 'School House Injury or Incident Investigation Form', where this is kept and how to fill in.
- The worker will be introduced to the Health and Safety Representative of the school Health and Safety Committee
- The worker will be shown all locations for Health and Safety information including:
 - Where the Health Centre is situated.
 - Where all First Aid Kits are located.
 - Any spaces for 'Time out'.
 - Emergency and Evacuation Plans
 - Location of Civil defence kits, phones, fire extinguishers, alarms, emergency exits and emergency meeting points.
- Each staff member is to attend at least 2 Fire evacuations per year.

Procedure

STAFF INDUCTION

Director of Boarding and/or Appropriate Manager (Catering, Property)

- School keys issued
- Health and Safety briefing to include but not limited to:
 - Policies; Evacuation, Hazards Identification; Accident/injury & Near Miss Reports; First Aid

IT Department

- IT Use agreement policy read and signed
- Email created
- Photocopy access number created
- REACH password created
- Phone and ipad password
- Laptop issued (If applicable)

Finance Administrator-Director of Boarding

- Employment paperwork completed
- Pay details completed
- Police Vet submitted

BOARDING HOUSE STAFF

Director of Boarding– to ensure the following inductions take place where applicable.

Week 1

- Explain Induction process
- House Supervisor - key tasks outlined
- Student Boarding Handbook – guidelines
- Health and Safety briefing for School Emergency and Evacuation procedures, Alarmed door and missing person Procedure
- Health Centre Processes
- Accident/injury reporting process
- REACH – student sign in and out and absences
- Leave Processes
- Year level rules
- Electronic devices policy

Week 2-4

- Year 12 Boarding Leaders - expectations
- Parent communication
- Dining Room Systems
- Behavioural management and restorative pathways

Week 5-8

- Boarding reporting
- Tolcarne offsite activities procedure - EOTC and RAMS

Director of Boarding

- Discusses TOLCARNE strategic priorities
- 4-6 week catch-up interview completed

School House - Safety Check Procedure for STAFF

Children's Worker

A children's worker is a person who work involves regular (at least once each week or at least 4 days each month) or overnight contact with a child and that contact takes place

without a parent or guardian being present. That work can be paid or unpaid work undertaken as part of an educational or vocational training course and contact includes by telephone or electronic means.

Core Worker

A core worker is a children's worker who provides their service in a manner that requires or allows them to be the only children's worker present with a child or the children's worker who has primary responsibility or authority over the child.

Other Worker

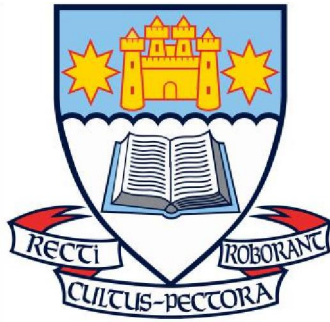
An "Other Worker" is a person employed at School House, who is not directly responsible for student care but works in the School House environment. That is, office, kitchen, cleaning, maintenance and contract workers.

Every contractor and/or funding arrangement the school enters into with a provider of children's services requires that provider to provide their own child protection policy.

All staff are required to be police checked before commencing employments and checks on existing staff are done every three years.

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

PANDEMICS

Reviewed February 2019

Rational

The health and safety of boarders at School House is of paramount importance to the management of the hostel. Where a pandemic occurs the hostel will follow the Ministry of Education Guidelines

Policy

A boarder or member of the hostel staff suffering from, or suspected to be suffering from, an infectious disease listed in Schedule 2 of the Health (Infectious and Notifiable Diseases) Regulations 1966 (refer Appendix I hereto for copy of that Schedule) will be excluded from the hostel for the period shown for that disease in the second column of that Schedule or for a lesser period determined by the Medical Officer of Health.

Procedure

1. The Head of Boarding shall supply to the Medical Officer of Health all information which he or she may request concerning cases of infectious disease and contacts with them.
2. The Head of Boarding or any Senior House Manager may exclude from the hostel for a reasonable period of time determined after consultation with a suitably qualified medical practitioner a boarder who is suffering from a disease not listed in Schedule 2 to the Health (Infectious and Notifiable Diseases) Regulations 1966 or from an ailment, illness or other condition affecting the boarder's health.
3. All persons working in the hostel in any capacity shall be encouraged to maintain good health. Any person working in the hostel in any capacity who is suffering from or is suspected to be suffering from any infectious disease listed in Schedule 2 of the

Health (Infectious and Notifiable Diseases) Regulations 1966 (refer Appendix I hereto for copy of that Schedule as at the date these Procedures were written) will be excluded from the hostel.

4. The Head of Boarding shall at regular intervals communicate to all hostel staff that it is their responsibility to take all steps reasonably practicable to ensure that boarders do not come into contact with a member of the hostel staff or any other person on the School House premises who is suffering from a disease or condition capable of being passed on to boarders and that is likely to cause them serious harm if passed on to them. These Procedures will be reviewed by the board in accordance with its self-review guidelines and timetable (at least once every three years).

Richard Hall
OBHS Rector

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

PASTORAL CARE

Reviewed February 2019

Rational

Positive relationships with other students and with staff members, and protection from ill-treatment is especially important for the physical and emotional wellbeing of boarders.

Policy:

1. To ensure every student is treated with respect and dignity.
2. To ensure every student is given positive guidance to promote appropriate behaviour.
3. To ensure positive guidance includes praise and encouragement but not blame, harsh language and/or degrading responses.
4. To ensure students are not subjected to any form of discrimination, physical ill-treatment or deprivation (e.g. food, drink, shelter, privacy).
5. Physical restraint of students will be used only in exceptional circumstances where the student is a danger to themselves or others.

Procedure

Students are encouraged to share their concerns with prefects, Housemasters on duty, Matron(s) or the school staff Deans and Counsellor.

On-duty staff (Masters and Matrons) should be the first point of contact for any immediate relationship issues or problems.

The School House manager acts as a second step for pastoral and or relationship issues and problems.

Personal Safety audits are conducted randomly throughout the year (by hostel staff) with different year groups. Those who are bullies or victims will be counselled and parents will be contacted if necessary.

Group Relationship audits are conducted randomly for each year group. Those at the extremes of the audits (high or low) will be interviewed. If necessary, the School House Disciplinary Procedures may be invoked.

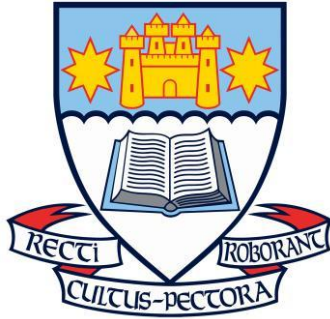
When staff have concerns about the mental health of boarders, they will refer the matter on to the school counsellor.

Richard Hall

Rector OBHS

Andrew Kilsby

Board Chairperson



POLICY AND PROCEDURES

PERFORMANCE MANAGEMENT

Reviewed February 2019

Rational

To ensure that staff feel that their work is valued and recognised and that staff are working to the best of their ability.

Policy

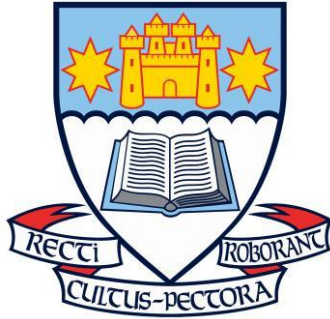
The professional development of the staff at school house needs to be seen as a positive way in which the Management of the Hostel supports the work being done with the students. All staff need to feel that their work is valued and that through the appraisal system their work is recognised and that the support for them is ongoing. Open consultation will ensure that all staff are comfortable with the process.

Procedure

Staff will have a job description and an outline of key tasks prior to accepting the housemasters position. Staff set appropriate goals for the year and write these down on their goal setting sheet. There will general goals set by the manager also. The manager will consult with each staff member and arrange a time during the term to appraise staff performing their duties during a normal days work. Staff will then get the opportunity to talk over the manager's comments and review goals or set new targets for the next review period. Students will get the opportunity to review the housemasters at intervals during the year. Staff will get to review the senior management team also.

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURES

RELATIONSHIP AND PROTECTION FROM ILL-TREATMENT

Reviewed July 2019

Rational

School House does not tolerate any bullying or harassment in any form. All members of the Hostel community are to work together to ensure that there is a safe and supportive environment which allows for the basic rights of each individual to be upheld at all times.

Staff, students and parents can, by working together ensure that an environment exists in School House which allows equal opportunity for all boys to lead a productive and fulfilling life in which their needs, privacy and security are respected.

At School House:

- every boarder and staff member is treated with respect and dignity; and
- every boarder is given positive guidance promoting appropriate behaviour, having regard to the boarder's stage of development; and
- every boarder is given positive guidance by the use of praise and encouragement and the avoidance of blame, harsh language, and belittling or degrading responses; and
- boarders are given direction and guidance and are not subjected to any form of discrimination (including favouritism or antipathy), physical ill-treatment, solitary confinement, or deprivation of food, drink, warmth, shelter, privacy, or protection.
- physical restraint of a boarder is used only in circumstances, and only in accordance with restrictions and conditions, specified in the policy.

Policy

Harassment is any behaviour – physical, verbal or psychological – which is intended to or does cause pain, discomfort, embarrassment or loss of self esteem to another person or persons.

Harassment is the abuse of power, age or size. It also involves intimidation – either stated or implied and it can involve either groups or an individual.

Some examples of bullying or harassment include:

- Physical violence (actual and threatened)
- Interfering with another persons property
- Using offensive names
- Using 'put downs' and ridicule
- Forcing another person to act against his will
- Involvement in any actions which could be described as 'fagging'

The effects of harassment include:

- Feeling frightened, unsafe, embarrassed and isolated
- A loss of personal confidence
- A feeling of worthlessness and helplessness
- No longer feeling at ease in the Hostel

Procedure

Harassment thrives on secrecy and fear. An important factor in ensuring that harassment is dealt with is to have clear lines of communication so that the threat of retaliation is eliminated.

It is the responsibility of the Manager and staff to make it clear to all the boys in the Hostel what actions and behaviours are acceptable and to organise whatever educative programmes are necessary to support the School House Bullying Policy and procedures. Staff are given training on how to deal with harassment and are required to immediately report any harassment or ill-treatment.

All members of School House are to be aware of what constitutes bullying, the harmful effects of harassment and what steps are to be taken – should bullying occur. Staff are given training on how to deal with bullying.

Four step action plan

1. If any boy is subjected to, or is a witness to any form of harassment they should make their concerns known to the following:
 - The person involved in the ill-treatment
 - Any member of staff
 - Any other boy that they feel they can trust
 - Their parents
 - A staff member at school
2. Any reported instances of harassment will be investigated immediately by the Master on duty and the Manager
3. Should bullying be proven to have occurred, the Manager will do the following:
 - Immediately ensure the safety of the boys involved
 - Inform the parents of those involved
 - Inform the Rector and the Guidance Counselor
 - Impose appropriate punishment
 - Arrange for counseling where necessary
4. Harassment is regarded as a serious breach of the hostel policy on discipline. It can lead to gating in uniform and if repeated, may lead to suspension from the hostel.

Abuse and Neglect Procedure

1. Any staff member who believes that a student is at risk of, or has been involved in, a situation of physical and / or sexual and / or emotional abuse, is required to inform the School Counsellor or hostel Manager of the situation as soon as possible.
2. It is the procedure of the hostel to investigate fully any instance or report of abuse or neglect in the school. This investigation would be carried out promptly following the school complaints procedure.
3. It is the procedure in the case of reported or suspicion of abuse or neglect for the school to follow the protected disclosures procedures.
4. On receipt of a complaint, the hostel shall form a sub-committee to

complete an investigation into the complaint. This sub-committee would be responsible for all communication and would keep the Rector and if necessary the Board of Trustees Chair informed throughout.

5. It is the procedure of the hostel, if appropriate, in the case of suspected abuse or neglect to contact the appropriate authority or outside agency for support. This includes support for staff and students who may be affected by the abuse or neglect.

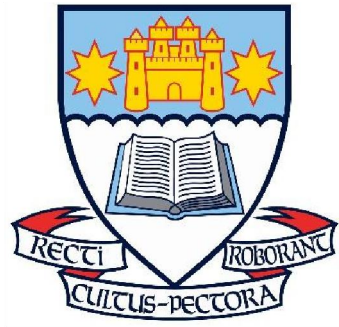
6. It is the procedure to follow all recommended instructions from any outside agency provided the school feels they are in the best interests of the child. Where the hostel feels the advice is not in the best interests of the child, then further or alternative advice, including legal advice may be sought.

Conclusion

Each member of School House both staff and students have the right to lead a safe and secure life. They also have the responsibility to ensure all others have those same rights.

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURE

SEARCH AND SEIZURE

Reviewed March 2019

Rationale

To provide guidelines for search and seizure in situations where there are reasonable grounds to suspect wrongdoing.

A search may be carried out to recover stolen property, detect prohibited or illegal substances or weapons, or uncover anything that is reasonably believed to be a threat to the maintenance of good order in the Boarding Community or the School. The contract with parents contains an understanding that the enforcement of major School rules includes an obligation to cooperate in search procedures.

Policy

The hostel has a search and seizure policy in order to safeguard the possessions of boarders and their physical safety and also to protect their rights to privacy and respect.

Procedure

It is the procedure of the hostel to follow these steps regarding student searches and seizure of items:

1. In the first instance the search or seizure should be carried out under the guidelines for the surrender and retention of property and searches published by the Ministry of Education January 2014. The searches or seizure and retention of property is governed under the Education Act 1989 Sections 139AAA and 139AAB. Staff need to be aware of the restrictions under the Act.

2. Procedures where a staff member has reasonable grounds to suspect a student is carrying or hiding an illegal or illicit item. (An illegal or illicit item is defined as an item that is illegal under statutory law in New Zealand, an illicit item is one which has the potential to cause physical or emotion harm to student(s) and is likely to detrimentally affect the learning environment.
3.
 - a. If you suspect a student has an illicit item you can request they surrender the item. If they refuse to surrender it, you can request their school bag or an outer layer of clothing (jersey, jacket, hat, footwear, socks or glove) to be removed and given to you to search for the item.
 - b. Searches of school bags or surrounded clothing must be undertaken by a staff member of the same sex as the student with both the student and another staff member (preferably of the same sex as the student) also present.
 - c. If the student refuses to comply with the above requests, then they need to be brought to school Senior Management (Assistant Principal, Deputy Rector or Rector)
 - d. A staff member cannot search a student's person at all, which includes a strip or rub down search.
 - e. A staff member cannot search a group of students' property together unless you believe each student in the group has an item for surrender (no full class searches of student school bags).

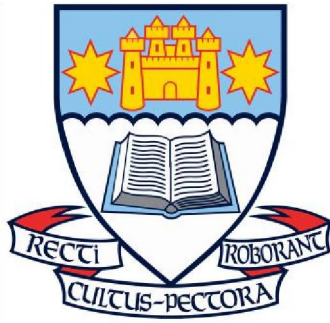
The best advice is if you have any concerns about a student and an illicit item in their possession and they refuse to surrender the item to you, please contact the hostel manager.

Richard Hall

Rector OBHS

Andrew Kilsby

BOT Chairperson



POLICY AND PROCEDURES

SEXUAL HARASSMENT

Reviewed January 2019

Rational

The Otago Boys' Hostel regards sexual harassment as a serious offence and it will not be tolerated

Policy

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

Procedure

All complaints of sexual harassment will be taken seriously, investigated quickly, privately and fairly whether committed at school or at School House. The Board will ensure that all members of the school community are informed of the nature and implications of sexual harassment, and will act to reduce the risk of its occurrence. If anyone wishes to make an enquiry or a complaint about sexual harassment, they should contact one of the following:

- the Director of Boarding or Rector
- Matron (for parental contact)
- a contact person or friend
- union representative
- Human Rights Commission, Ph: Toll Free 0508 505 808, PO Box 6751, Auckland

Richard Hall
Rector OBHS

Andrew Kilsby
BOT Chairperson



POLICY AND PROCEDURE

MOTOR VEHICLE USE BY STUDENTS

Reviewed February 2019

Rational

The use of Motor vehicles by students is a major concern for both School House management and the school itself. The health and safety of all students requires a very stringent set of rules to be enforced by hostel management. The limited parking space available in the area also means that there is a very real security risk for all owners of the vehicles.

Policy

Motor vehicles are a year 13 privilege. Only these students are allowed to apply to have a motor vehicle at School House. Consent must be attained by the management of school house before bringing the vehicle on site. Parents and students must complete the consent form and agree to adhere to the conditions outlined below.

Procedures

The following procedures must be followed, should a student wish to have his car remain at School House:

- All vehicles must be registered and warranted
- All students must surrender their keys to hostel management when they arrive at School House. These will then be stored in the Managers Office on a key rack with their name tag attached.
- Should a student wish to use his car, he must first ask hostel management for his set of keys. At this time they must supply details of where they are going, who they are going with and when they will be returning to the hostel

- No other student may travel in cars unless those parents have given permission for their son to do so. This information will be recorded on a register and kept in the Managers Office
- Vehicles are only to be used when travelling from the home to the hostel and back. They are not to be allowed to be used for anything else unless permission has been granted from the hostel manager.
- The hostel car permit must be displayed at all times when parked at the hostel.

Failure to follow the procedures above will result in the right to have a vehicle at School House revoked. The vehicle will then need to be returned home.

Richard Hall
 OBHS Rector

Andrew Kilsby
 BOT Chairperson

Vehicle Consent Form

I have read the above policy and agree that

My son accepts the conditions by which a vehicle is allowed
 at School House. We understand that the hostel accepts no liability for the security of
 the following vehicle (make and model).....

..... with the registration number

.....

Signed Parent/ Guardian

Name Date

Transport Form

I have read the above policy and agree that
my son accepts the conditions by which he is allowed to
travel in vehicles driven by another students that have full licenses at School House. We
understand that the hostel accepts no liability for his traveling in said vehicles.

Signed Parent/ Guardian

Name Date