



Raumati Beach School

REVIEWED May 2019

Contents

- A) Statement of Beliefs
- B) EEO
- C) Attendance

A) Statement of Beliefs

To establish management practices to ensure that the school is compliant with its legal obligations as specified in the areas below.

B) Equal Employment Opportunity Procedure Action -

To ensure that:

- the best person for a job is appointed
- employees have the same chance to contribute and succeed to the best of their abilities at their work
- irrelevant factors such as gender, ethnicity or disability do not impact negatively on the above
- the legislative requirements of the State Sector Amendment act (1989) and the Human Rights Act (1993) are met

Guidelines:

1. The Board of Trustees will delegate responsibility for EEO to either a Board or a Staff member. (Usually the Principal)
2. The delegated person will be given the opportunity for professional development in this area.
3. When required the employment information from the school will be analysed to identify target groups and where they are, in relation to all staff.
4. Staff who fall into any of the target groups will be consulted about their needs, goals and wishes, in order to help formulate objectives for any EEO programme.

The Board of Trustees has responsibility for EEO. The target groups are:

- Maori
- Women
- Ethnic or minority groups
- People with disabilities

When personnel policies are reviewed, as part of the school's self-review programme, they will be reviewed from an EEO perspective, to ensure they are non-discriminatory.



c) Attendance

Attendance is compulsory for New Zealand citizens and residents aged between 6-16 years. Students are required to attend whenever the school is open (Section 31 of the Education Act 1989).

The research tells us that the fewer days students are at school, the less chance they have of achieving. Missing school isn't just about missing learning, it's also about all the other opportunities that are missed.

"Student attendance, along with effective teaching has the greatest influence on engagement and achievement." Guidelines

1. The Board of Trustees will take all reasonable steps to ensure the attendance of students at Raumati Beach School. The Board is able if necessary to request a report from the Deputy Principal (Student Assessment and Engagement).

2. The school will advertise term dates in the newsletter/ website / Facebook

3. The school will have a consistent electronic system for monitoring daily attendance, punctuality, and marking of attendance registers.

The school procedures for managing attendance is available. This will be clearly and fully explained to Staff.

Primary children should be at school by 9:00am and 1:45pm when the attendance is marked. If they are not there at these times they are considered late/absent.

4. School staff will work in partnership with parents/caregivers/whanau to ensure regular attendance.

5. Class teachers have a responsibility to keep accurate records of punctuality, attendance and nonattendance in registers, and follow-up with up families whose children are regularly late or absent. The Deputy Principal (Student Assessment and Engagement) Principal will be involved where necessary. All members of the Kaitiaki Team are responsible for ensuring attendance at school.

6. Action for consistent non-attendance will include contacting the parents directly, and where necessary the Ministry of Education Truancy Service provider.

7. The school will keep the Ministry of Education's ENROL national database up-to-date.

8. Parents must sign out (electronically) their children at the office if they are going to leave the school environs during school hours. The school does not encourage parents to make appointments in school time.

D) Equity

Raumati Beach School is committed to equitable policies and practices for students and staff.

Legislation NAG 6



The school will apply child-centered, needs-based approaches in order to achieve equity of opportunities for all students.

- To establish the aim of equitable outcomes for students (and families) and staff at Raumati Beach School
- To establish guidelines to help ensure students (and families) and staff are treated equitably at school.
- Guidelines School practices and policies will demonstrate that the school values equally the gender, culture, lifestyle and abilities of all students and staff

Students at all levels of ability are provided with an equitable educational experience Training and resources to support equitable treatment will be available to staff

The school actively promotes concepts of equity to support this policy.

E) Protected Disclosures

Introduction

1. The Board accepts that it has a responsibility to have in operation internal procedures for receiving and dealing with information about serious wrongdoing in or by the School. The Board also accepts that it must regularly educate and train its employees on the internal disclosure system.
2. The Board agrees that this Policy must be published widely in the School, will be provided to all new employees and will be re-published at regular intervals (at least annually).
3. The purpose of this policy is to provide information and guidance to employees of the School who wish to report serious wrongdoing within the school. The policy is issued in compliance with the Protected Disclosures Act 2000 and the Education Act 1989.

What is a Protected Disclosure?

4. 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 proceedings related to the disclosure.

Definition of Serious Wrongdoing

5. Serious wrongdoing includes any serious wrongdoing of any of the following type:
 - an unlawful, corrupt, or irregular use of funds or resources; or
 - an act, omission or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
 - an act, omission or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to fair trial; or
 - an act, omission or course of conduct that constitutes an offence; or
 - an act, omission or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

Conditions for Disclosure

6. 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;
 - the employee believes on reasonable grounds the information to be true or likely to be true;
 - the employee wishes the wrongdoing to be investigated; and
 - the employee wishes the disclosure to be protected.

Who can make a Disclosure?



7. Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:
- current employees and Principal;
 - former employees and principals; and
 - contractors supplying services to the school.

Protection of employees making disclosures

8. An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:
- may bring a personal grievance in respect of retaliatory action from their employers;
 - may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
 - are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure; and
 - will, subject to paragraph 15 in the Procedure, have their disclosure treated with the utmost confidentiality.
9. The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

Procedure

10. Any employee of the School who wishes to make a protected disclosure should do so using the following procedure:
11. **How to submit a disclosure**
The employee should submit the disclosure in writing.
12. **Information to be contained**
The disclosure should contain detailed information including the following:
- the nature of the serious wrongdoing;
 - the name or names of the people involved; and
 - surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.
13. **Where to send disclosures**
A disclosure must be sent in writing to the Principal who has been nominated by the Board under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.
OR
If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Board Chairperson.
14. **Decision to investigate**
On receipt of a disclosure, the Principal or Board Chairperson must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted.
If warranted a full investigation will be undertaken by the Principal or Board Chairperson or arranged by him/her as quickly as practically possible, through an appropriate authority.



15. **Protection of disclosing employee's name**

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal or Board Chairperson will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- to ensure an effective investigation; or
- to prevent serious risk to public health or public safety or the environment.

16. **Report of investigation**

At the conclusion of the investigation the Principal will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Board Chairperson.

17. **Disclosure to an appropriate authority in certain circumstances**

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- The Board Chairperson is or may be involved in the wrongdoing;
- Immediate reference to another authority is justified by urgency or exceptional circumstances; or
- There has been no action or recommended action within 20 working days of the date of the disclosure.

Appropriate Authorities include (but are not limited to)

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- The head of any public sector organisation

18. **Disclosure to Ministers and Ombudsman**

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure has made the same disclosure according to the internal procedures and clauses of this Policy and reasonably believes that the person or authority to whom the disclosure was made:

- has decided not to investigate; or
- has decided to investigate but not made progress with the investigation within reasonable time; or
- has investigated but has not taken or recommended any action;

and the employee continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

Approval

19. When the Board approved this Procedure it agreed that no variations of this or amendments to it can be made except with the unanimous approval of the Board.

Legislation NAG 6



20. As part of its approval the Board requires the Principal to ensure that this procedure is available to all staff.
21. The School procedures shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this procedure and other policies approved by the Board. These will be available on the school website.

F) Management of BOT Meetings

The board is committed to effective and efficient meetings that are focused at a governance level and provide the information the board needs to be assured that all policies, plans and processes are being implemented and progressing as planned.

Meetings:

1. are based on a prepared agenda. The agenda preparation is the responsibility of the chairperson.
2. are held with the expectation that trustees have prepared for them and will participate in all discussions at all times within the principles of acceptable behaviour.
3. have the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act. Decisions by the board are fully recorded but remain confidential.

The board needs to:

- make the reasons for excluding the public clear
- reserve the right to include any non-board member it chooses

NAG 6 Legislation

Reviewed

May 2019