

# RUAHINE SCHOOL - OVERVIEW OF POLICIES AND PROCEDURES (DRAFT)



| 2020      |  |
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| NAG       | TERM 1   |
| <b>3</b>  | <b><u>Personnel - incl Wellbeing</u></b>               |
| 3.1       | <u>Allocation of Units</u>                             |
| 3.2       | <u>Staff Appointments</u>                              |
| 3.3       | Appraisal, PLD and Appraisal disputes                  |
| 3.4       | <u>ICT Responsible Use Agreement</u>                   |
| 3.5       | <u>Complaints</u>                                      |
| 3.6       | <u>Discretionary Leave</u>                             |
| 3.7       | <u>Equal Employment Opportunities (EEO)</u>            |
| 3.8       | Principal Responsibilities & Appraisal                 |
| 3.9       | Provisionally Certificated Teachers (PTCs)             |
| 3.10      | Sexual Harassment                                      |
| 3.11      | <u>Staff Wellbeing</u>                                 |
| 3.12      | Safety Outside Work Hours                              |
| TERM 2    |  |
| <b>5e</b> | <b><u>Property Safety</u></b>                          |
| 5e.1      | Equipment and Plant                                    |
| 5e.2      | Lawn Mowing  |
| 5e.3      | Machinery, Chemicals and Tools                         |
| 5e.4      | Personal Protective Equipment (PPE)                    |
| 5e.5      | Security Measures                                      |
| 5e.6      | Vehicles on School Grounds                             |
| 5e.7      | Asbestos   |
| 5e.8      | <b>Working at Heights</b>                              |
| TERM 3    |  |
| <b>5a</b> | <b><u>Medical and Health</u></b>                       |
| 5a.1      | Asthma & Allergies Management                          |
| 5a.2      | Healthy Eating and Drinking                            |
| 5a.3      | <u>First Aid, Injuries, Blood &amp; Medical Issues</u> |
| 5a.4      | Infectious Diseases                                    |
| 5a.5      | Sun Smart  |
| TERM 4    |  |
| <b>5b</b> | <b><u>Child Protection</u></b>                         |
| 5b.1      | Child protection                                       |
| 5b.2      | Court Orders   |

| 2021        |  |
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| NAG         | TERM 1                                       |
| <b>6</b>    | <b><u>Legislation</u></b>                    |
| 6.1         | <u>Absenteeism</u>                           |
| 6.2         | Community Partnerships                       |
| 6.3         | Copyright                                    |
| 6.4         | Dress Code                                   |
| 6.5         | Enrolment                                    |
| 6.6         | Privacy                                      |
| 6.7         | Religious Instruction                        |
| 6.8         | School Donations and Technology Fees         |
| 6.9         | Stand Down, Suspension and Exclusion         |
| 6.10        | Treaty of Waitangi                           |
| 6.11        | Police Vetting                               |
| TERM 2      |  |
| <b>1</b>    | <b><u>Curriculum</u></b>                     |
| 1.1         | Gifted and Talented                          |
| 1.2         | Home Learning                                |
| 1.3         | Education Outside the Classroom (EOTC)       |
| 1.4         | Special Needs Education                      |
| 1.5         | <u>ICT Responsible Use - Students</u>        |
| <b>2</b>    | <b><u>Reporting</u></b>                      |
| 2.1         | Self Review                                  |
| 2.2         | Reporting to the Board                       |
| 2.3         | Health Curriculum Consultation               |
| TERM 3      |  |
| <b>4a</b>   | <b><u>Property Management</u></b>            |
| 4a.1        | Asset Protection                             |
| 4a.2        | Hall User Agreement                          |
| <b>4a.3</b> | <b>Swimming Pool</b>                         |
| <b>4a.4</b> | <b>Employment of Contractors</b>             |
| TERM 4      |  |
| <b>6a</b>   | <b><u>Governance</u></b>                     |
| 6a.1        | BoT Code of Conduct and Conflict of interest |
| 6a.2        | Role of the Chair                            |
| 6a.3        | Relationships                                |

| 2022        |  |
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| NAG         | TERM 1   |
| <b>5d</b>   | <b><u>Emergencies</u></b>                        |
| 5d.1        | Crisis Management (Code Red)                     |
| 5d.2        | Earthquake                                       |
| 5d.3        | Fire   |
| 5d.4        | Lockdown   |
| 5d.5        | Pandemic   |
| <b>5d.6</b> | <b>Civil Defence</b>                             |
| TERM 2      |  |
| <b>4</b>    | <b><u>Financial Management</u></b>               |
| 4.1         | Annual Budget                                    |
| 4.2         | Financial Condition                              |
| 4.3         | Credit Card                                      |
| 4.4         | Protected Disclosures                            |
| 4.5         | Reserve Funds and Delegations                    |
| 4.6         | Compliance and Reporting                         |
| 4.7         | Fraud  |
| TERM 3      |  |
| <b>5</b>    | <b><u>Health and Safety</u></b>                  |
| 5.1         | Health and Safety Plan & Review                  |
| 5.2         | Hazard Management                                |
| 5.3         | Accident and Incident                            |
| 5.4         | Induction & Training, Including Visitors         |
| 5.5         | Behaviour Plan (Steps, KiVa, Search, Stand Down) |
| 5.6         | Physical Restraint                               |
| TERM 4      |  |
| <b>5c</b>   | <b><u>Bus</u></b>                                |
| 5c.1        | Bus Monitors & Organisation                      |
| 5c.2        | Emergency  |
| 5c.3        | Catching the Bus After School                    |

- **Policies** are reviewed by the BOT according to the review cycle guidelines
- **Procedures** are to guide the daily running of the school and will, in most cases, be managed by the Principal and staff
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UPDATED 21/1/20