

# SAFE College AND DISCIPLINE POLICY



## Rationale

The BOT (Board of Trustees) must meet the requirements of Nag 5 and 6. [Ministry of Education - The National Administration Guidelines \(NAGs\)](#). That is each BOT is required to:

- (a) provide a safe physical and emotional environment for students;
- (b) promote healthy food and nutrition for all students; and
- (c) comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees. Furthermore each Board of Trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the College day, and the length of the College year.

Effective learning takes place in an environment where students attend regularly and with the staff feel physically, emotionally and culturally safe. The College aims to minimise or remove physical, verbal and emotional conflict between members of the entire College community.

## Guidelines

1. Students and staff should be treated with respect and dignity at all times.
2. Otahuhu College is a drug free and smoke free environment. Cannabis, and other illegal drugs, any mind altering substances, either legal or illegal, apart from prescription medications, alcohol, and tobacco are not allowed at College, and students are not allowed to arrive at College under the influence of any such substances.
3. The senior management team delegates to the deans the prime responsibility for enforcing College discipline and pastoral care procedures except in serious cases which are likely to involve a stand-down, or exclusion.
4. In cases where serious breaches of discipline occur the senior management team and the Board of Trustees will follow the legal requirements associated with stand downs exclusions and expulsions.
5. The BOT discipline committee will be drawn from the whole board from meeting to meeting (a minimum of three BOT members with appropriate gender and ethnic distribution). There will be no "standing" discipline committee. However, in cases which are linked, the same committee should deal with the students involved.
6. The discipline committee is delegated the power to make decisions and will report its ruling to the BOT at the next constituted meeting.
7. A safe College will ensure that students attend regularly and that failure to do so will be identified and dealt with in a way which is likely to result in improved attendance.

8. The College will have a Health and Safety Committee whose responsibility it will be to ensure that the High College is physically safe in terms of buildings, grounds and equipment. This committee will ensure that the College is regularly inspected and complies with the key aspects of the Health and Safety Act 1992.
9. The College will follow the requirements regarding privacy /confidentiality of staff and student information as set down in the relevant legislation. This will ensure staff and students information held by the College is used only for the purposes for which it is collected.
10. The BOT will publish and publicise annually the complaints procedures. This will include an opportunity for parents' feedback so that the College can ensure it effectively functions.
11. The College will develop and maintain procedures to ensure that students and staff use ICT resources in an acceptable and safe manner.
12. All EOTC (Education Outside the Classroom) activities will be linked with curriculum need and meet criteria for supervision and safety as set down in the relevant legislation.

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Board Chair