



## **Elizabeth House Policies**

- Child Protection
- Relationships and Ill Treatment
- Stand-down's, Suspension and Exclusions
- Complaints
- Catholic Character
- Harassment
- Protected Disclosures
- Alcohol, Tobacco and drugs
- Health and Safety
- Fees
- Personal Privacy Policy
- Equal Employment Opportunity



Elizabeth House

## **Identifying, Supporting and Protecting Children**

*In accordance with The Vulnerable Children's Act 2014*

- Child Protection Policy
- Identifying suspected abuse and neglect - Procedure
- Responding to suspected abuse and neglect – Procedure
- Responding to suspected abuse or harm within The Church - Procedure
- Recruitment, screening and vetting - Procedure

### **Supporting Documents**

- Relationships and Ill treatment Procedure
- Dormitory Procedure
- Surrender and Retention procedure
- Health Procedure
- Visitors Procedure
- Individual Employment Agreements
- Job Descriptions



Elizabeth House

## Child Protection Policy

### Rational:

To protect the safety and promote the wellbeing of children and young persons who are receiving services from any staff member of the Boarding House, or are associated with adults who are providing services to the Boarding House.

### Scope:

This policy applies to all staff and should be used wherever abuse or neglect is suspected or identified, regardless of whether the child is a client of the Boarding House.

### Objectives:

- The rights, welfare and safety of the child/tamariki, young person/rangatahi are our first and paramount consideration.
- Services should contribute to the nurturing and protection of children and advocate for them.
- Services for the care and protection of children are built on a bicultural partnership in accordance with the Treaty of Waitangi.
- Māori children/tamariki, young person's/rangatahi are assessed and managed within a culturally safe environment.
- Wherever possible the family/whānau, hapu and iwi participate in the making of decisions affecting that child/tamariki young person/rangatahi.
- All staff are to recognise and be sensitive to other cultures.
- Staff are competent in identification and management of actual or potential abuse and/or neglect through the organisation's policy and procedural structures and education programme.

### Guidelines:

The Hostel Manager on behalf of The Mission College New Plymouth Trust Board will ensure:

- There are organisation-wide policies for the appropriate response to, and management of, child abuse and neglect.
- That the Child Protection Policy and procedures comply with legislative requirements, the principles of the Treaty of Waitangi, MoE and ERO audits, best practice standards whilst at all times reflecting the Special Catholic Character of Elizabeth House.
- Ensure the interests and protection of the child are paramount in all circumstances.
- Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response.
- Organisation-wide procedures exist to provide appropriate, adequate support for, and supervision of, staff affected by child abuse and neglect.
- Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal.

- Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with board or designated person.
- Ensure this policy forms part of the initial staff induction programme for each staff member.

All employees of our organisation have responsibility for the safe management of identified and suspected child abuse and neglect. Those responsibilities include:

- To be conversant with our Child Protection Policy and related policies.
- To understand the statutory referral processes and management of identified or suspected abuse and neglect.
- To attend ongoing professional learning and development appropriate to their area of work.
- To seek advice when child abuse is suspected or identified.
- We have appointed a Child Protection Coordinator (Hostel Manager) whose responsibilities include:
  - Review the Child Protection Policy and procedure as required in conjunction with the Board and other stakeholders
  - Coordinate a system-wide response to child abuse and neglect.
  - Develop a professional learning plan to ensure staff have appropriate development available cyclically.
  - Ensure documentation tools are in place and accessible to staff for the recording of care and protection concerns,
  - Ensure audit and evaluation tools are in place to assess child protection policy, processes and practice,
  - Ensure regular audits of child protection practice occur in line with the self-review schedule
  - Access and provide resources required to support the programme and make these available for staff, students and whanau.
  - Develop functional internal and external relationships with key stakeholders (government, local government and community-based organisations).
  - Provide support and advice to staff regarding child abuse and neglect.

This policy will be on display on the school website. Brochures and resources pertaining to accessing support and interventions for child abuse and neglect are stored in Hostel Managers office.

#### **Definitions:**

*Child abuse* refers to the harming (whether physically, emotionally or sexually), ill treatment, abuse, neglect, or serious deprivation of any child/tamariki, young person/rangatahi (Section 14B Children, Young Persons, and Their Families Act 1989).

This includes actual, potential and suspected abuse.

- *Physical abuse* – any acts that may result in physical harm of a child or young person.
- *Sexual abuse* – any acts that involve forcing or enticing a child to take part in sexual activities, including child sexual exploitation, whether or not they are aware of what is happening.
- *Emotional abuse* – any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development.
- *Neglect* – the persistent failure to meet a child’s basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.

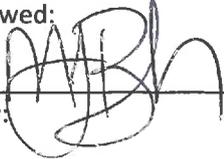
*Oranga Tamariki* – the agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need.

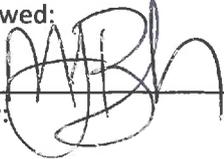
*New Zealand Police* – the agency responsible for responding to situations where a child is in imminent danger and for working with Oranga Tamariki in child protection work, including investigating cases of abuse or neglect where an offence may have occurred.

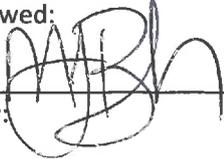
#### **Supporting Acts**

- Vulnerable Children Act 2014

- Children, Young Persons, and Their Families Act, 1989
- Care of Children Act 2004
- Domestic Violence Act 1995
- Privacy Act 1993
- Victims' Rights Act 2002
- The United Nations Convention on the Rights of the Child (UNCROC)

Date of policy reviewed:  March 2020

Chairperson  Date: 12/3/20

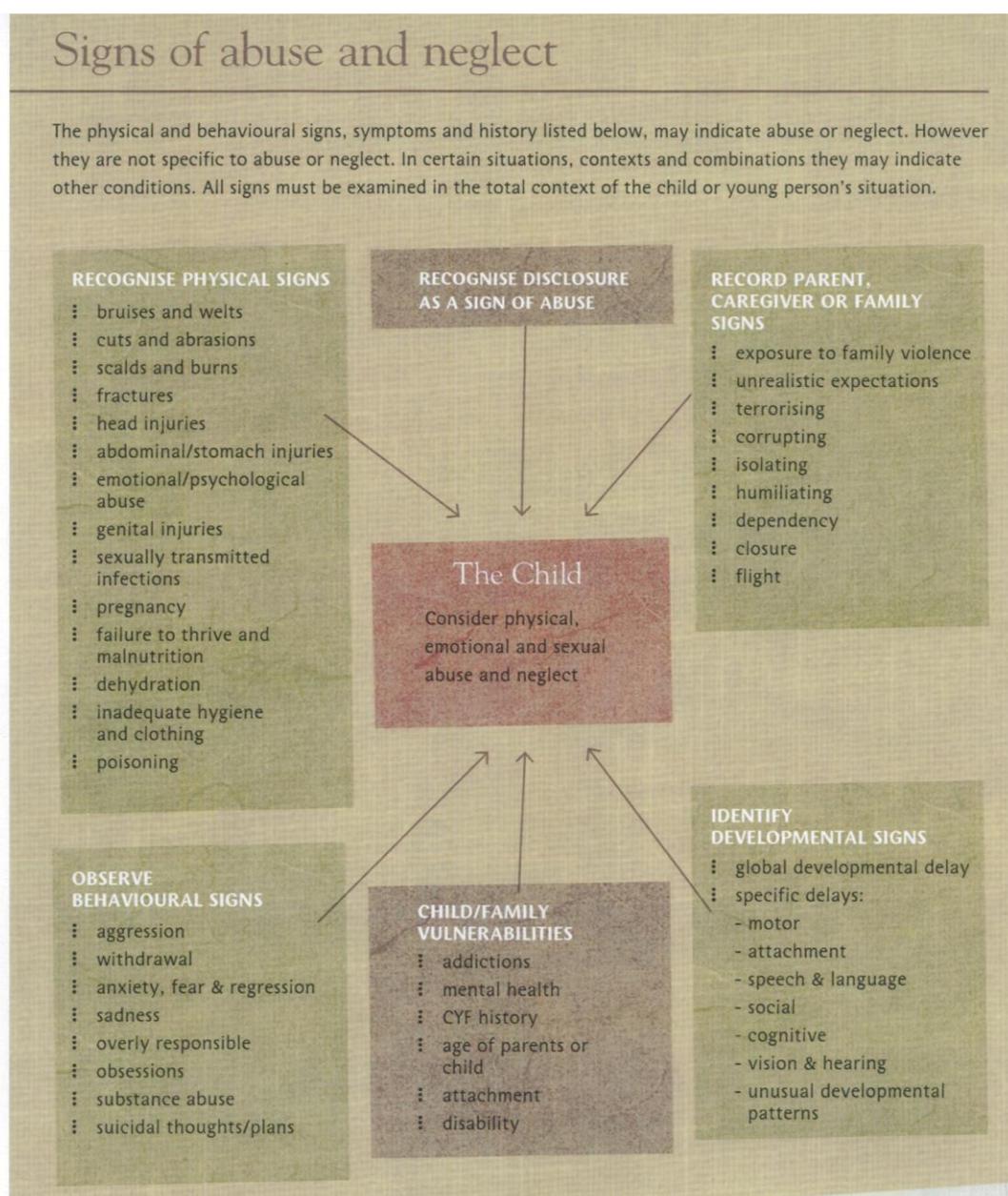
Date of next review:  March 2021

## Identifying suspected abuse and neglect - Procedure

Child abuse means the harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person. While there are different definitions of abuse, the important thing is to think about the overall wellbeing or risk of harm to the child. Often children are neglected or harmed when parents don't have the skills and knowledge to care for their children safely, or where the family system is not working well. If you notice a pattern forming or several signs that make you feel worried, this could be an indication that something's wrong. These signs may include: physical signs, behavioural concerns, developmental delays, obvious lack of care, talking about things that may indicate abuse and concerns about family environment.

Information on identifying possible abuse or neglect is detailed in *'Working together to keep children and young people safe. An Interagency Guide'* (Child, Youth and Family, 2011, (Working Together)).

This document should be read in conjunction with this policy on an annual basis. The 'Signs of abuse and neglect' resource (Child Youth and Family) below provides a summary of this document.



Every situation is different and it's important to consider all available information about the child and their environment before reaching conclusions. For example, behavioural concerns may be the result of life events, such as parental divorce, accidental injury or the arrival of a new sibling etc

## Responding to suspected abuse or neglect - Procedure

**You see a child being abused, OR you observe signs of abuse in a child, OR a child reports being abused**

### **RESPOND TO THE CHILD'S NEEDS**

- Ensure the child is safe from immediate harm. Call the Police if the child is in immediate danger
- Attend to any physical or emotional distress in the child – seek medical support if need be.
- Listen, reassure, record

Are you a  
staff  
member?

### **IMMEDIATELY INFORM THE CHILD PROTECTION OFFICER (Hostel Manager)**

If the suspected abuser is this person, inform the College Principal OR Oranga Tamariki on 0508 326 459 OR the Police

A referral to Oranga Tamariki may be made at any time by any person/s.

Call the Police  
if there is  
immediate  
danger

Are you  
the Child  
Protection  
Officer

### **PREPARE A WRITTEN RECORD**

Record – not in onBoard – on paper

- Date, time and place of observation/reporting of abuse
- Names of anyone present
- What the child says – exactly
- Any physical, emotional or behavioural signs of abuse

Give this to the Child Protection Officer

## Child Protection Officer – Hostel Manager

### GATHER INFORMATION

Gather the full report from the person who identified the abuse. Offer them support, this may include external supervision, or other agreed outcomes. Inform them of what actions are intended.

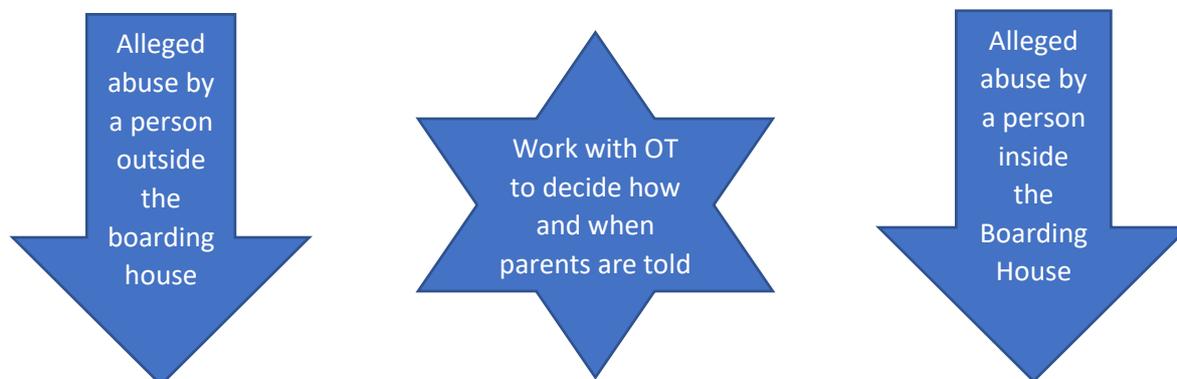
Ring Oranga Tamariki (0508 326 459) and discuss concerns. Oranga Tamariki will indicate as to whether a Report of Concern is required.

### REPORT ABUSE

Ring Oranga Tamariki on 0508 326 459 and tell them: (If it is an emergency, ring the Police)

- Your own name
- Name of child/children (also known as/nicknames)
- Date of Birth
- Ethnicity
- Name of caregivers, parents and other family members and current living situation
- Current legal custodians
- Reasons why it is believed that the child has been abused
- Other significant background information
- Any concerns for your physical safety in making this notification

Ask what happens next – get a timeframe



#### Outside Elizabeth House

- You are most likely to suspect abuse is by a parent but you cannot assume this. If you are concerned about the child going home, tell Oranga Tamariki or the Police.
- While the child is at the Boarding House ensure the child is not at risk of being further abused.
- Consider what other supports can be placed around the child

#### Inside Elizabeth House

- Maintain a close liaison with 'OT'/POLICE and discuss any future actions with them first
- Discuss the disclosure process with Police, and appropriateness of worker remaining on premises.
- Recommend the suspected abuser seeks legal advice.
- Ensure records are kept of any comments or event relating to the complainant(s) and/or allegations and follow up action is taken and documented.
- Seek employment and legal advice whilst following Individual Employment Agreements

## Responding to a child when the child discloses abuse – Supporting Notes

Listen to the child	Disclosures by children are often subtle and need to be handled with particular care, including an awareness of the child’s cultural identity and how that affects interpretation of their behaviour and language.
Reassure the child	Let the child know that they: <ul style="list-style-type: none"> <li>• Are not in trouble.</li> <li>• Have done the right thing.</li> </ul>
Ask open- ended prompts e.g., “What happened next?”	Do not interview the child (in other words, do not ask questions beyond open prompts e.g. “what happened next”). Let them tell their story, but do not elicit detail. Document what is said. Do not make promises that can’t be kept, e.g., “I will keep you safe now”.
If the child is visibly distressed	Provide appropriate reassurance. Provide an alternative activity, space or keep them company while someone seeks the Guidance Counsellor or Hostel Manager. If very distressed, take the child with you.
If the abuser is allegedly a staff member	Inform Hostel manager. Document what is said.
If the child is not in immediate danger	Re-involve the child in ordinary activities and explain what you are going to do next.
If the child is in immediate danger	Contact the Police immediately.
As soon as possible formally record the disclosure	Record: <ul style="list-style-type: none"> <li>• Word for word, what the child said.</li> <li>• The date, time and who was present</li> </ul>
What will happen next? Notifying authorities	You will have a full discussion of your concerns with the Guidance Counsellor and/or the Hostel Manager, no decision will be made in isolation. The safety of the child will be assessed. If the child is in immediate or imminent danger, Oranga Tamariki and or the Police will be contacted by the Guidance Counsellor/designated person to ensure their safety. The Hostel Manager will be kept fully informed. In severe instance or when a staff member is allegedly involved, the Hostel Board Chairperson will also be informed. Decisions about notifications will be collaborative and appropriate guidance will be accessed. If the child is safe in the short term, appropriate agencies will be contacted. If the abuse is from a person outside of the family, the parents/caregivers/whanau will be informed at the earliest opportunity under guidance from Oranga Tamariki and/or Police to ensure the child is not placed at risk. Once a notification has been made, it may take some time for it to be processed. If further abuse is suspected or disclosed, an additional notification will be made.
Support	Dealing with abuse and neglect is very stressful. Support will be made available to the child, peers and staff members affected.

### References/Useful documents

1. Vulnerable Children Act 2014 <http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html>
2. Children’s Action Plan. Safer Organisations Safer Children: Guidelines for child protection policies to build safer organisations. <https://www.orangatamariki.govt.nz/assets/Uploads/Safer-Organisations-safer-children.pdf>
3. New Zealand standard (2006). New Zealand Standard Screening, Risk Assessment and Intervention for Family Violence including Child Abuse and Neglect. <https://www.police.govt.nz/resources/2006/nzs-8006-2006/nzs-8006-2006.pdf>

**Supporting Notes:**

- No decisions should be made in isolation. Employees as per procedure need to consult with the Child Protection Officer who in turn will consult other professionals where needed.
- Oranga Tamariki is responsible for looking into the situation to find out what may be happening, whether our organisation (Elizabeth House and Sacred Heart Girls' College New Plymouth) needs to work with the family/whānau or put them in touch with people in their community who can help.
- Oranga Tamariki will make the decision to inform the parents or caregivers, in consultation with our organisation (Elizabeth House and Sacred Heart Girls' College New Plymouth). Advise what, if any, immediate action may be appropriate, including referring the concern to the Police.
- Our organisation (Elizabeth House and Sacred Heart Girls' College New Plymouth) commits not to use 'settlement agreements', where these are contrary to a culture of child protection. Some settlement agreements allow a member of staff to agree to resign provided that no disciplinary action is taken, and a future reference is agreed. Where the conduct at issue concern the safety or wellbeing of a child, use of such agreements is contrary to a culture of child protection.

**Disclosure statement**

To be treated with the utmost confidentiality.

Please lodge this form directly with the Hostel Manager or Guidance Counsellor.

Recording	Childs Name:
	Date and Time:
	Location:
	Staff members name and signature:
	Anything said by child:
	Factual concerns or observations that have led to suspicion of abuse or neglect:
	Action taken
Decision making	Discussion of concerns should include the Hostel Manager and Guidance Counsellor
Notifying authorities	Notify Oranga Tamariki if there is belief that the child has been, or is likely to be abused or neglected. Phone: 0508 FAMILY (0508 326 459) Email: <a href="mailto:contact@ot.govt.nz">contact@ot.govt.nz</a> Follow advice and guidance of Oranga Tamariki which will include what, if any, immediate action may be appropriate, including referring the concern to the Police.
Notifying Agencies	If the concern doesn't amount to suspicion of abuse or neglect, a request for service may be made to a community provider to assist the family: Strengthening Families, Tui Ora, family/whanau counselling agencies, TPC, Adult Mental Health, CAMHS, drug and alcohol services.
Storage	Securely store the record of concern, any related discussion and correspondence, advice, actions, previous concerns.

# Responding to suspected abuse or harm within The Church - Procedure

If it is disclosed to you that someone has been abused or harmed within the Church, whether current or historical the following procedure is to be followed in accordance with the National Office for Professional Standards.

## WHAT TO DO IF YOU RECEIVE A CALL OR VISIT ABOUT ABUSE OR HARM

National Office for Professional Standards: 0800 114 622

CALLER/VISITOR	YOU	ACTION	IF THE CALLER IS DISTRESSED
<p>"I have been abused."</p>	<p>The Church has a specialist team to help you. I can give you their contact details so you can call them yourself, or I can take your details and get them to call you.</p> <p>Or at any time you can tell the Police about what happened.</p> <p>Which one of those would you like to do now?</p>	<ol style="list-style-type: none"><li>1. Thank them for their call.</li><li>2. Provide them with number and email details of NOPS or provide NOPS with their contact details to make contact: <b>0800 114 622</b> <b>prof.standards@nzcbc.org.nz</b></li><li>3. Email details of the call to: <b>prof.standards@nzcbc.org.nz</b></li></ol>	<p>Responding to abuse is sensitive and specialist work. You should not try to provide advice or counselling.</p> <p>Your role is simply to make sure the information gets to the right people quickly.</p> <p>Always listen carefully and respectfully. Take notes of what they are saying.</p> <p>Continue to offer them referral options.</p> <p>If the caller becomes verbally abusive or threatening, tell them that you will have to end the call if it continues.</p> <p>If it continues, end the call.</p> <p>Then find or call a colleague, and tell them about what happened. Have a hot drink, take deep breaths or a short walk.</p>
<p>"I think someone is being abused/harmed."</p>	<p>Thank you very much for your call.</p> <p>The Church has a specialist team to investigate and take action straight away.</p> <p>I can give you their contact details so you can call them yourself, or I can take your details and get them to call you.</p> <p>Or at any time you can tell the Police about this.</p> <p>Which one of those would you like to do now?</p>	<ol style="list-style-type: none"><li>1. Thank them for their call.</li><li>2. Provide them with number and email details of NOPS or provide NOPS with their contact details to make contact: <b>0800 114 622</b> <b>prof.standards@nzcbc.org.nz</b></li><li>3. Email details of the call to: <b>prof.standards@nzcbc.org.nz</b></li></ol>	
<p>"I am a journalist calling about abuse."</p>	<p>Thank you for calling.</p> <p>Can you please give me your name and phone number and who you work for, and I will make sure someone gets back to you.</p>	<ol style="list-style-type: none"><li>1. Say "Thank you, I will pass that on," and end the call without further discussion.</li><li>2. Email the details of the caller to the Bishops' Communications Advisor: <b>communications@nzcbc.org.nz</b> <b>or phone 021 611 052</b></li></ol>	

## Elizabeth House - Recruitment, Screening and Vetting Procedure

1. The following checks will be completed for all people Elizabeth House is seeking to employ or engage as a children's worker.
2. Where Contractors, or other workers not directly employed enter the Boarding House premises, or have unsupervised contact with students at the boarding house, that Company/Employer must attest to having screened and vetted under the Vulnerable Children's Act their employees and they are fit to enter the premises. Written evidence of this must be cited, copied and kept on file.
3. Where Contractors/Employers other than Elizabeth House cannot verify that their employees have been screened and vetted under the Vulnerable Children's Act they are prohibited from entering the premises until this has been completed.

### Children's Worker:

A children's worker is a person whose 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.

**Summary of the checks required - The table below summarises the checks required for:**

- New children’s workers – anyone applying for a role as a children’s worker.
- Existing children’s workers – anyone currently employed by an organisation whose checks are being brought up to the required standard.
- Rechecks – the three-yearly rechecking for each person an organisation intends to continue to employ.

For each part of the check a link to more detailed information is provided.

	<b>Parts of the safety check</b>	New	Existing	Recheck
<b>1</b>	<p><b>Identity confirmation</b>, either by:</p> <ol style="list-style-type: none"> <li>1. Use of an <b>electronic identity credential</b> (e.g., the RealMe identity verification service), and a search of personnel records to check that the identity has not been claimed by someone else; <b>OR</b></li> <li>2. Following the prescribed regulatory process by: <ol style="list-style-type: none"> <li>1. Checking an original <b>primary</b> identity document.</li> <li>2. Checking an original <b>secondary</b> identity document.</li> <li>3. Checking an identity document that contains a <b>photo</b>, or by using an <b>identity referee</b>.</li> <li>4. Searching <b>personnel records</b> to check that the identity has not been claimed by someone else.</li> </ol> </li> </ol>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>2</b>	An <b>interview</b> of the potential children’s worker.	<b>Y</b>		
<b>3</b>	Obtaining and considering a <b>work history</b> , covering the preceding 5 years.	<b>Y</b>		
<b>4</b>	Obtaining and considering information from at least one <b>referee</b> .	<b>Y</b>		
<b>5</b>	<b>Seeking information</b> from any relevant professional organisation or registration body including (but not limited to) confirming their registration status.	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>6</b>	Obtaining and considering information from a <b>New Zealand Police vet</b> , unless at least three-yearly New Zealand Police vetting is already a condition of the potential children’s worker holding professional registration or a practicing certificate (and the specified organisation has confirmed that that registration or certificate is current).	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>7</b>	Evaluation of the above information to <b>assess the risk</b> the potential children’s worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children’s worker or non-core children’s worker role.	<b>Y</b>	<b>Y</b>	<b>Y</b>

## Elizabeth House – Safety Check Procedure for all New Appointments

*This check must be completed for all new appointments.*

Name: _____ Core worker: _____ Non-core worker: _____			
Position: _____ Date: / / 20__			
Safety Check			
<b>Identity Verification, either by:</b>			
<p>1. Use of an <b>Electronic Identify Credential</b> (eg, the RealMe identity verification service) and a search of personnel records to check that the identity has not been claimed by someone else. <input type="checkbox"/></p> <p style="text-align: right;">OR <input type="checkbox"/></p> <p>2. Following the regulatory process to provide confidence that:</p> <ul style="list-style-type: none"> <li>• The identity exists (ie that it is not fictitious) by <b>checking an original primary identity document</b>.</li> <li>• The identity is a “living” identity and the potential children’s worker uses that identity in the community by <b>checking an original secondary identity document</b>.</li> <li>• The potential children’s worker has links to the identity either by checking an identity document and contains <b>photo</b>, or by using an <b>identity referee</b>.</li> <li>• Searching <b>personnel records</b> to check that the identity has not been claimed by someone else.</li> </ul>			
<b>Two Forms of identification sighted</b> – one from Category A (Primary Identity) and one from Category B (Secondary Identity). Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Category A</b>	Tick	<b>Category B</b>	Tick
New Zealand Passport	[ ]	New Zealand Driver’s Licence	[ ]
A New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin.	[ ]	18+ Card (must be current)	[ ]
New Zealand Certificate of Identity (issues to People who have refugee status)	[ ]	Community Services Card	[ ]
New Zealand Refugee Travel Document	[ ]	Super Gold Card	[ ]
Emergency Travel Document	[ ]	Veteran Super Gold Card	[ ]
New Zealand Firearms License	[ ]	Inland Revenue Number	[ ]
Overseas Passport (with or without New Zealand Immigration Visa/Permit)	[ ]	Electoral Roll Records	[ ]
New Zealand Full Birth Certificate issues on or after 1998	[ ]	New Zealand issued utility bill not more than 6 months earlier- enter issue date	[ ]
New Zealand Citizenship Certificate	[ ]		
<b>Name Changed:</b> If an employee has changed their name they have produced document showing name change.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Copies of identification filed</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Personnel record checked</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Police vet conducted</b> (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Interview</b> An interview of the potential children’s worker. The interview may be conducted via telephone or other communications technology.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<b>Reference check – preceding five years</b> Obtaining and considering a work history covering the preceding five years, provided by the potential children’s worker.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Reference Check – referee</b> Obtaining and considering information from at least one referee, not related to the potential children’s worker or part of their extended family.  Name: _____  Name: _____  Name: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>  Date: ___/___/ 20___  Date: ___/___/ 20___  Date: ___/___/ 20___
<b>Seeking Information</b> From any relevant professional organisation or registration body including (but not limited to) confirming their registration status.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Risk Assessment</b> Evaluation of the above information to <b>access the risk</b> the potential children’s worker would pose to the safety of children if employed or engaged, taking into account whether the role is core children’s worker or a non-core children’s worker role.  <ul style="list-style-type: none"> <li>• Will this person be safe to work with children?</li> <li>• Do they understand the development needs of children and know how to act to ensure these are met?</li> <li>• Will they activity contribute to a culture of child protection?</li> <li>• Will they support and adhere to school’s child protection policies?</li> <li>• Will they be prepared to make child safety a priority?</li> <li>• Do they meet all other considerations for this position?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Final assessment</b>  <ul style="list-style-type: none"> <li>• Suitable</li> <li>• Reason for suitability</li> </ul> <hr/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Signed:</b> _____ <b>Hostel Manager</b>	Date: ___/___/ 20___

# Elizabeth House VCA Screening and Vetting Checklist

## (New Children's Workers)

NAME:

DATE:

<b>1</b>	<p>Identity confirmation, either by:</p> <p>Following the regulatory process to provide confidence that:</p> <ul style="list-style-type: none"> <li>• The identity exists (ie that it is not fictitious) by <b>checking an original primary identity document</b>.</li> <li>• The identity is a 'living' identity and the potential children's worker uses that identity in the community by <b>checking an original secondary identity document</b>.</li> <li>• The potential children's worker links to the identity either by checking an identity document that contains a <b>photo</b>, or by using an <b>identity referee</b>.</li> <li>• Searching <b>personnel records</b> to check that the identity has not been claimed by someone else.</li> </ul>	<input type="checkbox"/>
<b>2</b>	<p>An <b>interview</b> of the potential children's worker.</p> <p>The interview may be conducted via telephone or other communications technology.</p>	<input type="checkbox"/>
<b>3</b>	<p>Obtaining and considering a <b>work history</b>, covering the proceeding five years, provided by the potential children's worker.</p>	<input type="checkbox"/>
<b>4</b>	<p>Obtaining and considering information from at least one <b>referee</b>, not related to the potential children's worker or part of their extended family.</p>	<input type="checkbox"/>
<b>5</b>	<p><b>Seeking information</b> from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority.</p>	<input type="checkbox"/>
<b>6</b>	<p>Obtaining and considering information from a <b>New Zealand Police vet</b>, unless at least three-yearly New Zealand Police vetting is already a condition of the potential children's worker holding professional registration or a practicing certificate (and the specified organisation has confirmed that the registration or certificate is current).</p>	<input type="checkbox"/>
<b>7</b>	<p>Evaluation of the above information to <b>assess the risk</b> the potential children's worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children's worker or non-core children's worker role.</p>	<input type="checkbox"/>

Hostel Manager \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Elizabeth House – Safety Check Procedure for Existing Children’s Worker

*This check must be completed for all existing employees by the dates specified in the legislation.*

Name: _____ Core worker: <input type="checkbox"/>		Non-core worker: <input type="checkbox"/>	
Position: _____		Date: / / 20__	
Safety Check			
<b>Identity Verification, either by:</b>			
3. Use of an <b>Electronic Identify Credential</b> (eg, the RealMe identity verification service) and a search of personnel records to check that the identity has not been claimed by someone else.		<input type="checkbox"/>	
		OR <input type="checkbox"/>	
4. Following the regulatory process to provide confidence that:			
<ul style="list-style-type: none"> <li>• The identity exists (ie that it is not fictitious) by <b>checking an original primary identity document.</b></li> <li>• The identity is a “living” identity and the potential children’s worker uses that identity in the community by <b>checking an original secondary identity document.</b></li> <li>• The potential children’s worker has links to the identity either by checking an identity document and contains <b>photo</b>, or by using an <b>identity referee.</b></li> <li>• Searching <b>personnel records</b> to check that the identity has not been claimed by someone else.</li> </ul>			
<b>Two Forms of identification sighted</b> – one from Category A (Primary Identity) and one from Category B (Secondary Identity).		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Category A	Tick	Category B	Tick
New Zealand Passport	[ ]	New Zealand Driver’s Licence	[ ]
A New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin.	[ ]	18+ Card (must be current)	[ ]
New Zealand Certificate of Identity (issues to People who have refugee status)	[ ]	Community Services Card	[ ]
New Zealand Refugee Travel Document	[ ]	Super Gold Card	[ ]
Emergency Travel Document	[ ]	Veteran Super Gold Card	[ ]
New Zealand Firearms License	[ ]	Inland Revenue Number	[ ]
Overseas Passport (with or without New Zealand Immigration Visa/Permit)	[ ]	Electoral Roll Records	[ ]
New Zealand Full Birth Certificate issues on or after 1998	[ ]	New Zealand issued utility bill not more than 6 months earlier- enter issue date	[ ]
New Zealand Citizenship Certificate	[ ]		
<b>Name Changed:</b> If an employee has changed their name they have produced document showing name change.		Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Copies of identification filed</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Personnel record checked</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Police vet conducted</b> (if applicable)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Seeking Information</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>

<p>From any relevant professional organisation or registration body including (but not limited to) confirming their registration status.</p>	
<p><b>Risk Assessment</b>  Evaluation of the above information to <b>access the risk</b> the potential children’s worker would pose to the safety of children if employed or engaged, taking into account whether the role is core children’s worker or a non-core children’s worker role.</p> <ul style="list-style-type: none"> <li>• Will this person be safe to work with children?</li> <li>• Do they understand the development needs of children and know how to act to ensure these are met?</li> <li>• Will they activity contribute to a culture of child protection?</li> <li>• Will they support and adhere to school’s child protection policies?</li> <li>• Will they be prepared to make child safety a priority?</li> <li>• Do they meet all other considerations for this position?</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Final assessment</b></p> <ul style="list-style-type: none"> <li>• Suitable</li> <li>• Reason for suitability</li> </ul> <hr/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signed: _____ <b>Hostel Manager</b></p>	<p>Date: ____/____/20____</p>

# Elizabeth House VCA Screening and Vetting Checklist

## (Existing Children's Workers)

NAME:

DATE:

<b>1</b>	<p>Identity confirmation, either by:</p> <p>Following the regulatory process to provide confidence that:</p> <ul style="list-style-type: none"> <li>• The identity exists (ie that it is not fictitious) by <b>checking an original primary identity document</b>.</li> <li>• The identity is a 'living' identity and the potential children's worker uses that identity in the community by <b>checking an original secondary identity document</b>.</li> <li>• The potential children's worker links to the identity either by checking an identity document that contains a <b>photo</b>, or by using an <b>identity referee</b>.</li> <li>• Searching <b>personnel records</b> to check that the identity has not been claimed by someone else.</li> </ul>	<input type="checkbox"/>
<b>2</b>	<p><b>Seeking information</b> from any relevant professional organisation, licensing authority, or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority.</p>	<input type="checkbox"/>
<b>3</b>	<p>Obtaining and considering information from a <b>New Zealand Police vet</b>, unless at least three-yearly New Zealand Police vetting is already a condition of the potential children's worker holding professional registration or a practicing certificate (and the specified organisation has confirmed that the registration or certificate is current).</p>	<input type="checkbox"/>
<b>4</b>	<p>Evaluation of the above information to <b>assess the risk</b> the potential children's worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children's worker or non-core children's worker role.</p>	<input type="checkbox"/>

Hostel Manager \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Elizabeth House

## Relationships and Ill Treatment Policy

### Rationale:

To ensure the protection of boarders from ill treatment and to ensure positive staff to boarder and boarder to boarder relationships in accordance with the values of the Gospel, as practiced by the Roman Catholic Church.

### Objective:

To provide boarders with a safe, caring environment free from discrimination from staff, boarders, whanau and guests of the hostel.

### Guidelines:

- Every boarder is treated with respect and dignity.
- Every boarder is given positive guidance promoting appropriate behaviour, having regard to the boarder's stage of development.
- 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.
- Boarders being given direction and guidance 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 is defined as "use physical force to prevent, restrict, or subdue the movement of a boarder's body or part of the boarder's body against the boarder's will". Physical restraint of a boarder is used only in circumstances where a boarder, staff or another person's safety is at risk and there is reason to believe there is no other option available in the circumstances to prevent harm. Physical restraint must be reasonable and proportionate in the circumstances.
- Staff are required to report to the Manager any concerns regarding a boarders welfare, or out of character behaviour via Duty Log, onBoard, and/or in fortnightly staff meetings. Concerns of a serious nature where a boarder's safety is at risk must be reported to the Manager immediately. The Manager may, at their discretion, inform other appropriate parties.
- Boarders wishing to pursue a complaint may access the complaints procedure located in the hostel office.

Date policy review: August 2020

Chairperson

Date:

11/8/20

Date of next review: March 2021

Community Consultation Review: 2019

Next CCR review date: 2022



Elizabeth House

## Stand-down, Suspension and Exclusions Policy

### **Rational:**

To ensure that there are recorded procedures which are consistently and fairly applied, considering the individual circumstances of each stand-down, suspension, exclusion or expulsion.

To ensure the Health & Safety of the individual concerned, and the wider boarding community.

### **Definitions:**

Stand-down – formal removal of a student for a specified period. Stand-downs of a particular student can total no more than five full days in a term or ten full days in a year.

Suspension – formal removal of a student until The Mission College New Plymouth Trust Board (The Trust Board) decides the outcome of a suspension meeting.

Exclusion – formal removal of a student aged under 16 from the school and/or hostel that requires the student to enrol elsewhere.

Expulsion – formal removal of a student aged 16 or over from the school and/or hostel. If the student wishes to continue schooling they may enrol elsewhere.

### **Guidelines:**

The Hostel Manager may Stand-down a Boarder who repeatedly offends through non-compliance with the rules that regulate normal boarding school operation. This stand down from boarding can be up to five full days, without reference to the disciplinary subcommittee of The Trust Board.

The disciplinary subcommittee will consist of the Hostel CEO, Chairperson of the Hostel Management Board and the Hostel Manager. If there is a conflict of interest with either party a member of The Trust Board will replace that party.

The Hostel Manager in consultation with the Hostel CEO can Stand-down a Boarder immediately if the Health & Safety of the student and/or wider boarding community is at risk, until such time as The Trust Board's subcommittee can formally decide on the consequences of the student's actions.

Formal suspensions (longer than five days), exclusions or expulsions from the boarding hostel must be referred to the disciplinary subcommittee of The Trust Board.

These procedures will be implemented by following the booklet "Guidelines for Principals and Board of Trustees on Stand-downs, Suspensions, Exclusions and Expulsions December 2009<sup>1</sup>".

Stand-down, Suspension, Exclusion or Expulsion from Elizabeth House Hostel may include stand-down, suspension, exclusion or expulsion from school depending on the nature of the event.

Stand-down, Suspension, Exclusion or Expulsion from Sacred Heart Girls' College includes Stand-down, Suspension, Exclusion or Expulsion from Elizabeth House as the boarding facility is only available for current students at the college.

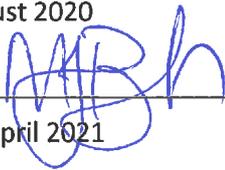
In all cases fees no refunds will be given and if Exclusion or Expulsion occurs fees will be payable for the equivalent of a term or 10 weeks of fees, in line with the early termination of Boarding Contract clause in the Elizabeth House Fees Policy.

Written records and details must be kept of all cases of Stand-downs, Suspensions, Exclusions or Expulsions. These records are regarded as privileged information. The records are the property of The Trust Board and the rights of students, parents, staff and The Trust Board will be respected.

The Trust Board will ensure that whenever Stand-down, Suspension, Exclusion or Expulsion decisions have to be made, procedures followed will be correctly, consistently and fairly applied.

Date of policy: August 2020

Chairperson



Date:

11/8/20

Next review date: April 2021

Community Consultation Review: 2019

Next CCR review date: 2022

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<sup>1</sup> <https://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/stand-downs-suspensions-exclusions-and-expulsions-guidelines/>



Elizabeth House

## Complaints Procedure

*According to the Education (Hostels) Regulation*

### **Rationale:**

To aid in ensuring that the rights, needs and obligations of all members of the Elizabeth House whanau are addressed within the appropriate legislation whilst recognising the principles natural justice and the College's Special Character.

### **Complaints about:**

Non-compliance with these regulations or conditions of the license.

### **Complaints may be from:**

Boarders, Parents, Staff members and Board members.

### **Complaint needs to be:**

In writing or put into writing by the Hostel Owner (Mission College New Plymouth Trust Board) or person representing the Hostel Owner as soon as practicable if the complaint is unable to be put into writing by the complainant.

All complaints are to be addressed to the Hostel Manager in the first instance, if the complaint is in relation to the Hostel Manager, the complaint should then be addressed to the Principal of Sacred Heart Girls' College.

### **Procedure for resolving complaints**

#### **1) Within 5 working days:**

The Mission College New Plymouth Trust Board (The Trust Board) or the person representing The Trust Board 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 the Hostel Regulations.

2) Within 10 working days after acknowledgement receipt of 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.

3) After making a decision

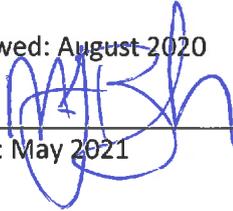
The Hostel Owner must inform the complainant of:

- The reasons for the decision that the complaint is or 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 owners 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.

*Supporting Acts*

- Privacy Act
- Employment Relations Act
- Education (Hostel) Regulations
- Vulnerable Children's Act
- Protected Disclosures Act

Date of policy reviewed: August 2020

Chairperson  Date: 11 / 8 / 20

Date of next review: May 2021

Community Consultation Review: 2019

Next CCR review date: 2022



Elizabeth House

## Special Catholic Character Policy

### Rationale:

The Mission College New Plymouth Trust Board (The Trust Board) is committed to preserving and enhancing the Special Catholic Character of the Sacred Heart Girls' College community by providing a Catholic family environment for the young women attending the Hostel, Elizabeth House.

### Objective:

To outline the manner in which the Catholic Character of Sacred Heart is protected and fostered within the Boarding Hostel.

### Guidelines:

1. The Trust Board recognises the Sisters of Our Lady of the Missions in regard to the advice and support they may give.
2. The Trust Board will begin all meetings with Prayer.
3. The Trust Board recognises the importance morally and legally, of the Catholic Character when preparing all its written plans and policies<sup>1</sup>.
4. The Trust Board will receive reports from management on the daily, weekly and yearly activities which support the students in the Boarding Hostel to make the Catholic Character part of their home life whilst residing onsite.

### The Board expects that:

1. All programmes run by the Boarding Hostel will reflect its Catholic Character.
2. The Boarding Hostel actively provides for the spiritual needs of its students and will place emphasis on prayer (grace before meals and evening prayer, etc) weekly Masses and / or Liturgies.
3. The Hostel will always welcome and encourage the presence of the College chaplain and the Mission Sisters.
4. The Hostel will always welcome and encourage the presence of members of the school community and wider Catholic community to Boarding Masses, liturgies and Catholic Character activities.
5. The Hostel works in conjunction with the College to promote, and enact a sacramental programme.
6. All staff, students and whanau are to be supportive of the Catholic Character of the Boarding Hostel with opportunities for faith development, personal and professional learning.

Date of Policy reviewed: August 2020

Chairperson  Date: 11/8/20

Date of next review: June 2021

Community Consultation Review: 2019. Next CCR review date: 2022

<sup>1</sup> <https://www.nzceo.org.nz/resource-items/board-of-trustees-handbook/>



Elizabeth House

## Harassment Policy

### Rationale:

Harassment is a form of discrimination or intimidation and contrary to the Special Character of the Hostel. It has a detrimental effect on the wellbeing and personal development of the individuals in the Hostel community. The Hostel should be free from any form of harassment, including sexual harassment.

### Objectives:

To provide a safe environment for all in the Hostel.

To provide staff with guidelines to help identify signs of harassment.

To have a clear policy and procedure to follow to safeguard the wellbeing both physical and emotional, of the Hostel community, including the laying and handling of complaints.

### Guidelines:

- Harassment means any form of discriminatory behaviour, including sexual harassment, which may result in the loss or limitation of equal opportunities, personal dignity or privacy.
- Sexual harassment includes :-
  - Requests for sexual favours implying promise of preferential treatment or threatening malice
  - Sex orientated jokes, cartoons, posters, pin-ups or cut outs
  - Offensive questions, comments or abuse
  - Unwanted, unnecessary deliberate physical contact, touching or gestures.
- Unwelcome or anti-social behaviour in one context may be harassment if the result is that:-
  - A person feels that the behaviour is personally offensive or demeaning
  - The behaviour is detrimental to a person's career opportunities or academic progress
  - It involves the misuse of power or position within the Hostel.
- The Hostel will educate boarders and other members of the Hostel Community to recognise the value of individuals and their contribution to the community.
- The Mission College New Plymouth Trust Board will ensure all employees are aware of the implications of harassment and the procedures in place to deal with any issues that arise.
- The Hostel will reinforce the positive values on human relationships as professes in the Gospel.

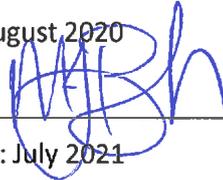
## Procedure

Any instances of suspected harassment should be dealt with as follows:

- The victim should make clear to the offender that the behaviour is offensive and unacceptable and it should stop.
- The victim should report it to a Duty Supervisor who will inform the Hostel Manager as soon as practicable.
- The Hostel Manager will investigate the allegation including ensuring protection of the victim from further harassment and ensuring their privacy is protected. Making sure the accused has a right to be heard and represented if requested.
- Both victim and accused privacy should be protected until the matter has been fully investigated.
- Following the investigation the Hostel Manager will determine a course of action which may include notifying the Chairperson of the Hostel Management Board and/or the Chairperson of the Mission College New Plymouth Trust Board, and/or the College Principal.
- The accused will be notified of the outcome of the investigation in writing.
- Information on appropriate support personnel and agencies will be provided for the victim.

Date of policy: August 2020

Chairperson



Date:

11/8/20

Next review date: July 2021

Community Consultation Review: 2019

Next CCR review date: 2022



Elizabeth House

## Protected Disclosures Policy

The Mission College New Plymouth Trust Board (The Trust Board) adopts as a Policy the procedures that adhere to the requirements of the "Protected Disclosures Act 2000".

### Guidelines:

Procedures for making a protected disclosure under the Protected Disclosures Act 2000.

1. If on reasonable grounds you believe you have information that a serious wrongdoing is occurring and/or may occur) within the Boarding Hostel. The information is to be disclosed to the Principal of Sacred Heart Girls' College New Plymouth so that information can be investigated.
2. This can be done verbally or in writing. The person should identify that the disclosure is being made under the "Protected Disclosure Act" and are following The Trust Board's procedure, provide detail of the complaint (disclosure), and who the complaint is against.
3. If the complainant believes 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 them, then the complainant is to present the disclosure to the chairperson of The Trust Board.
4. The person disclosed to, will decide if the disclosure constitutes a serious wrongdoing, and that the allegations need investigating.  
They can decide:
  - (a) to investigate the disclosure themselves
  - (b) to forward the disclosure to The Trust Board or a committee of the board to investigate
  - (c) whether it needs to be passed on to an Appropriate Authority. The Appropriate Authority, will then advise the complainant that they are now investigating the complaint.
5. If the complainant believe that both the Principal and the chairperson of The Trust Board may be a party to the wrongdoing or in close relationship with the person/s involved in the wrongdoing they can approach an external "Appropriate Authority" directly.

### Who is an "Appropriate Authority?"

As noted above, in some circumstances the disclosure could be made to an Appropriate Authority by the complainant or the person to whom the complainant has made the disclosure. An Appropriate Authority is defined in the Act as including:

- (a) includes:
  - i) The Commissioner of Police
  - ii) The Controller and Auditor-General
  - iii) The Director of the Serious Fraud Office
  - iv) The Inspector-General of Intelligence and Security
  - v) An Ombudsman
  - vii) The Police Complaints Authority

- viii) The Solicitor-General
  - ix) The State Services Commissioner
  - x) The Health and Disability Commissioner; and
- (b) Includes the head of every public sector organisation, whether or not mentioned in paragraph (a)."

Clause (b) can mean in certain circumstances the Appropriate Authority could be the Secretary for Education of the Ministry of Education or the Chief Review Officers of the Education Review Office (ERO)

You must go through the internal processes unless

There are three circumstances when a complainant can go directly to the Appropriate Authority:

- (a) When a complainant believes that the head of the organisation is also a party to the wrongdoing or has an association with the person which would make it inappropriate for them to investigate
- (b) If the matter needs urgent attention or there are other exceptional circumstances
- (c) If after 20 working days after disclosing there has been no action or recommended action on the matter to which the disclosure related:

What happens if even the Appropriate Authority does nothing?

The complainant could then make the disclosure to the Ombudsman (unless they were the authority you have already disclosed to) or a Minister of the Crown.

The Act does not protect a complainant if you disclose information to the media or a member of parliament other than a Minister of the Crown in the circumstances referred to above.

# Protected Disclosures Act 2000

## Information for Staff

The "Protected Disclosures Act 2000" came into effect on 1 January 2001. The Act required that public sector organisations such as schools/hostels have an internal process that staff can use if they wish to make a protected disclosure. The following information details this process and provides you with the information about the protections given in the Act.

## Who can make a protected disclosure?

Are you:

- A staff member (either temporary or permanent)
- A contractor supplying services to the school
- A former staff member (either temporary or permanent)

If you fit into any of these categories, you are able to make a disclosure under the provisions of this Act.

Note: "The Act does not apply to parents or members of The Trust Board unless they are staff members of the school/hostel. It is for the protection of employees. For the purposes of this Act the Proprietor is the employer.

As a public sector organisation boards are required to have an internal procedure for staff, contractors, or former employees to make protected disclosures within the school/hostel."

## What is a "protected disclosure"?

Protected means that as long as you have reasonable grounds to believe that a serious wrongdoing is being done by or in the organisation by the above people you can report in good faith asking that the wrongdoing be investigated without worrying about negative consequences.

It is important to remember that this is an Act to protect employees and the disclosure will be about the employer or another employee, not a student or parent.

## What is a serious wrongdoing?

The Act defines a serious wrongdoing 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"

## How am I protected?

You are "protected" when making a disclosure in the following ways:

- Your identity will be confidential unless you give permission to be identified
- You cannot be victimised by your employer for having disclosed the information
- You are not liable for civil or criminal proceedings for disclosing the information

- If you believe that you have been unfairly treated in your job or unreasonably dismissed following a disclosure you can take the personal grievance against your employer

There are some limitations to this described in the Act. These are:

1. Every person to whom a protected disclosure is made or referred must use his or her best endeavours not to disclose information that might identify the person who made the protected disclosure unless:
  - (a) that person consents in writing to the disclosure of that information; or
  - (b) the person who has acquired knowledge of the protected disclosure reasonably believes that disclosure of identifying information:
    - i) is essential to the effective investigation of the allegations in the protected disclosure; or
    - ii) is essential to prevent serious risk to public health or public safety or the environment; or
    - iii) is essential having regard to the principles of natural justice.
2. A request for information under the "Official Information Act 1982" (other than one made by a member of the police for the purpose of investigating an offence) may be refused, as contrary to this Act, if it might identify a person who has made a protected disclosure."

This protection depends on you making the disclosure in accordance with the internal procedure.

Where can I find out more information?

- If you notify the Office of the Ombudsman verbally or in writing, that you have disclosed or are considering a disclosure under this Act, they must provide information and guidance on a number of matters including those discussed here and the protections and remedies available under the "Human Rights Act 1993" if the disclosure leads to victimisation.
- A copy of the Act can be found on the internet at Legislation online:  
<http://rangi.knowledgebasket.co.nzgpacts.actlists.html>  
Click on "P" then scroll down to "Protected Disclosures Act 2000"

Reviewed: August 2020

Chairperson \_\_\_\_\_

Date: \_\_\_\_\_

11/8/20

Next Review: August 2021

Community Consultation Review: 2019

Next CCR review date: 2022



Elizabeth House

## Alcohol, Tobacco and Drugs Policy

### Rationale:

The Mission College New Plymouth Trust Board (The Trust Board) is aware of its responsibility to ensure the safety of all employees and students in the Boarding House by ensuring there are policies and procedures in place to educate on sensible and acceptable decision making with regard to tobacco, alcohol and drugs. The Policy is to be administered in conjunction with other Board Policy and Procedures.

### Objectives:

- To ensure this policy enables the smooth implementation of the Medical Procedure,
- To provide a safe and healthy environment for students and employees,
- To maintain a boarding environment that is a tobacco, drug, alcohol and mind altering substance free zone
- Whilst ensuring the above objectives; having means to provide students, staff and community members with access to any appropriate support measures deemed appropriate by The Trust Board or management.

### Guidelines:

#### *Tobacco:*

- The Boarding House is a smoke free zone in accordance with the Smokefree Environments Amendment Act 2003. This includes the use of e-cigarettes, vaporizers or a similar device.
- Despite the law allowing some students to purchase and consume tobacco, any student on Boarding House property apprehended smoking, or in company of other students smoking or while in school uniform will be required to meet with the Hostel Manager who will determine an appropriate course of action. This may include a stand down or suspension.

#### *Alcohol:*

- Although some students can purchase and consume alcohol, it is prohibited for them on Boarding Hostel and School premises, at any place while in school uniform or while attending a function or excursion organised by the Boarding House. The only exception to this would occur for a eligible student if a consenting parent or guardian was also continuously present, and it were at an event where consumption was sanctioned by the College or the Hostel.
- Students attending a private function outside of the Boarding House, are not permitted to return to the Boarding House if under the influence.
- No person, including supervising adults, shall bring or consume alcohol on Boarding House excursions or outings.
- Students who infringe the Boarding House's regulations involving consumption of alcohol may be stood down or suspended to be brought before The Trust Board's Discipline Committee.

*Drugs:*

- The Trust Board will permit its employees to be responsible for dispensing pharmaceutical drugs to students in accordance with the Health Procedure and the Hostel Regulations 2005.
- Students who consume or supply illicit drugs, including synthetic substances while deemed to be under the care of the Boarding House may be stood down or suspended to be brought before The Trust Board's Disciplinary Committee.

**General**

- Persons who reside on site are permitted within the law any substance with relation to the above whilst off duty within appropriate parameters.
- Persons who live with direct access to students through doors/corridors are not permitted to excessively consume, or host individuals who could pose a due risk to students.
- Any person or persons responsible for students shall not consume alcohol or drugs.

Date of policy: March 2019

Chairperson \_\_\_\_\_

Date: 12/3/19

Date of next review: December 2020



Elizabeth House

## Health and Safety Policy

### **Purpose:**

The Mission College New Plymouth Trust Board is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

**1) The Mission College New Plymouth Trust Board is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:**

- Making health and safety a key part of our role.
- Working with our workers to improve the health and safety system at our school.
- Doing everything reasonably possible to remove or reduce the risk of injury or illness.
- Making sure all incidents, injuries and near misses are recorded in the appropriate place.
- Investigating incidents, near misses and reducing the likelihood of them happening again.
- Having emergency plans and procedures in place, including pandemic planning.
- Training everyone about hazards and risks so everyone can work safely.
- Providing appropriate induction, training and supervision for all new and existing workers.
- Helping workers who were injured or ill return to work safely.
- Making sure contractors and sub-contractors working at the boarding house operate in a safe manner.

**2) All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:**

- Being involved in improving health and safety systems at work.
- Following all instructions, rules, procedures and safe ways of working.
- Reporting any pain or discomfort as soon as possible.
- Reporting all injuries, incidents and near misses.
- Helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist.
- Reporting any health and safety concerns or issues through the reporting system.
- Keeping the work place tidy to minimise the risk of any trips and falls.
- Wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

### **3) Others in the workplace**

All others in the workplace including students and visitors are encouraged to:

- Follow all instructions, rules and procedures while in residence at the boarding house, or on boarding house approved activities.
- Report all injuries, incidents and near misses to their supervisor or manager.
- Wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning.

Students and whanau are provided with basic health and safety rules, information and responsibilities through the Boarding Handbook. Health and safety is everyone's responsibility, subsequently all are encouraged and monitored to engage in positive health and safety practices.

This policy should be read in conjunction with the Health and Safety at Work Act 2015 and other relevant legislation as outlined.

### **Failure to Comply**

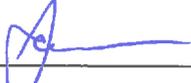
Failure to comply with Health and Safety Policy and Procedures can be dealt with through:

- Health and Safety Work Act 2015 legislation, and/or
- Individual Employment Agreement Discipline Procedure, and/or
- Student Discipline Procedure

### **Supporting Documents**

- Hostel Regulations 2005
- EOTC procedure
- Pandemic Plan
- Emergency Management Plan
- Food Safety Programme – via Compass
- Health Procedure
- Child Protection Procedure
- Risk Management Procedure

Date of policy: March 2019

Chairperson  \_\_\_\_\_ Date: 12/3/19

Next review date: November 2020



Elizabeth House

## Boarding Fees

### Rationale:

To ensure that boarding fees are set at a level needed to maintain an appropriate standard of care for all students.

### Guidelines:

In June of each year the Hostel Management Board will recommend to the Mission College New Plymouth Trust Board an appropriate level of fees in accordance with the stated rationale above.

A recommended level will be determined by the Hostel Management Board giving due consideration to

- I. Budget forecasts
- II. Staffing levels
- III. Capital works programming
- IV. Long term maintenance schedule
- V. Occupancy rates

Once ratified by the Mission College New Plymouth Trust Board, boarding fees will be published in all Hostel publications and newsletters and communicated with parents/caregivers.

Boarding fees will be paid

- I. Prior to the commencement of each term in four equal instalments or
- II. Prior to the commencement of the College year in ten equal instalments from January to October or
- III. Prior to the commencement of the College year in one lump sum payment
- IV. In special circumstances a payment schedule approved by the Hostel Management Board.

Boarders enter the Hostel under the following provisions:-

- I. For early termination of the Hostel Agreement one school term (10 weeks) notice is required. If this is not forthcoming 10 weeks fees will be charged in lieu of notice. This equates to the annual fee being divided by 40, times by 10 equals to the amount owed.
- II. For Year 12 and 13 students finishing at Sacred Heart Girls' College the early termination notice does not apply for Term 4 of that year.
- III. No refunds are made should the Boarder leave during term time.
- IV. No refunds are made if the Boarder is Stood-down, Suspended, Excluded or Expelled from College or Hostel.
- V. Each family may only carry the equivalent of 25% of the annual fee debt at any time. Carrying debt exceeding this may jeopardise the boarding place for daughter(s) in the following term. The Hostel Management Board may also engage a third party debt collection agency to recover outstanding fees.

Date of policy: August 2020

Chairperson

Date:

11/8/20

Date of next review: September 2021

Community Consultation Review: 2019. Next CCR review date: 2022



Elizabeth House

## Personal Privacy Policy

### Rational

To ensure the requirements of the Privacy Act 1993 (The Act) are upheld.

### Purpose

To fulfil the requirements of The Act in safeguarding personal information.

### Guidelines

- The Hostel Management Board will under the terms of The Act:
  - Collect information on individuals only where necessary to carry out its lawful function and activities, namely the care and protection of the Boarders.
  - Gather information directly from parents/caregivers/boarders
  - Collect only necessary information from parents/caregivers and staff directly
  - Seek appropriate information from other sources in regard to employment or admission applications/appointments
  - Give reason for collecting the information
  - Gather information in a fair and lawful manner
  - Store the information to safeguard against misuse or loss
  - Ensure information is recorded factually and updated or corrected upon request
  - Ensure the information is only used for its intended purpose
  - Not to disclose information outside of the Hostel Management Board/staff unless there are reasonable grounds to believe the information is necessary to maintain law and order or to protect the Boarder
  - Securely destroy personal information after the required statutory period
  - The Hostel Manager (in accordance with the requirements of The Act) is deemed the Privacy Officer to ensure all records are kept securely and accessed in accordance with the Privacy Act guidelines.

Date of Policy reviewed: October 2020

Chairperson

Date:

13/10/2020

Date of next review: October 2021

Community Consultation Review: Next CCR review date: 2022



Elizabeth House

## Equal Employment Opportunities Policy

### Rational

In accordance with legislation, the Hostel Management Board is required to uphold the principles of Equal Employment Opportunities. All employees of Elizabeth House are respected and not discriminated against. Equal opportunities apply for all.

### Objective

1. Ensure that no person is discriminated against in the workplace
2. Ensure the hostel is a fair and just workplace in accordance with The Human Rights Act 1993 and Employment Relations Act 2000
3. Duty of care is taken to prevent discrimination, harassment and victimisation in the workplace.
4. Ensure equal opportunities in the areas of
  - a. Recruitment
  - b. Selection
  - c. Staff training and development
  - d. Conditions of service
5. Ensure all policies and procedures provide for equal access to employment opportunities

### Guidelines

- This policy covers employees, potential employees (job applicants), contractors and any people associated with the previous such as friends, family and carers.
- All policies, procedures and structures will be consistent with equal employment opportunities legislation.
- In New Zealand it is unlawful to discriminate against someone because of their:
  - Sex (including pregnancy or childbirth)
  - Sexual orientation
  - Race or skin colour
  - Age
  - Marital status
  - Physical or mental disability
  - Family or carer's responsibility
  - Pregnancy
  - Religion or ethical belief
  - Political opinion
  - Ethnicity or national origins
  - Employment status
  - Being affected by domestic violence
  - Involvement in union activities

- If an individual believes they have not been given equal opportunity in the workplace. They can make a complaint to the Human Rights Commission.
- The hiring application process and advertisements may not ask applicants for their sexual orientation or preference, age, religious or political beliefs.
- All employees must receive the same terms of employment, work conditions, fringe benefits, and opportunities for training, promotion and transfer as other employees with similar qualifications, experience or skills and employed in the same or similar circumstances.
- All employees doing the same type of work must be treated in the same way.
- The composition of committees and/or working parties set up under the auspices of the Hostel Management Board will reflect the requirements of equal employment opportunities.

Date of Policy reviewed: October 2020

Chairperson \_\_\_\_\_



Date: \_\_\_\_\_

13/10/2020

Date of next review: October 2021

Community Consultation Review: Next CCR review date: 2022