



Elizabeth House

Operating Procedures

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- Student Code of Conduct Procedure
- Expectations of Boarders
- Health Procedure
- Offsite Student Activity Procedure
- Search, Seizure and Retention Procedure
- Staff Dormitories Procedure
- Student Leave Procedure
- Student Wellbeing Procedure
- Study Procedure
- Transport Procedure
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- Trauma Procedure

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Elizabeth House

Boarder Incident and Information Recording Procedure

Rational

Accurate records must be kept on all boarders to maintain their health and safety and wellbeing.

Purpose

1. Ensure that records are kept in a consistent way,
2. Ensure record keeping is in line with Privacy Act and Elizabeth House Privacy policy
3. Ensure relevant information is passed between Elizabeth House staff in order to provide day to day care of the boarders of Elizabeth House.

Guidelines

- The Duty Log (on online excel document)
 - To be filled out each shift with general information on what happened during your shift.
- The Diary (hard copy book)
 - Used for keeping track of any appointments or things to be done that day.
- OnBoard
 - Information specifically relating to boarder(s) is to be entered into the appropriate category.
 - Any serious or repeated entry always to 'alert' Hostel Manager.

OnBoard Categories	
Academic	Anything to do with study and homework. Both positive and negative. Additional information to 'Learning Details' daily elevation.
Character	Anything to do with them as a person. Affirmations. Only put positive here. These can be viewed by students and parents.
General	Anything you don't think fits in another category.
Incident	Behavioural. You can also select multiple boarders to include in one record.
Medical	Anything to do with them medically. All medication is to be put in here. Time actually given to be also added in the note section.
Pastoral	Anything to do with relationships, wellbeing, mental health, care of that child. Additional to the 'Pastoral Care' checklist section.

- If an incident or accident occurs the Elizabeth House Accident and Incident Recording Procedure must also be followed.

Date of procedure: October 2020

Date of next review: July 2022



Elizabeth House Code of Conduct

The Code of Conduct is determined by The Mission College New Plymouth Trust Board that has complete discretion which is non-negotiable.

Purpose – To develop and maintain a positive, respectful and caring environment.

We are/show	Each student has a responsibility to	Each student has the right to
Manaakitanga	Accept personal, individual and cultural differences Treat others with understanding Treat others with respect Respect the authority of the staff Respect Elizabeth House property Not take or damage property that isn't ours Use appropriate language Listen attentively and cooperate with staff	Be treated as an individual Be treated with understanding and kindness Be treated with respect and courtesy
Wahine Toa	Report assault or harassment of anyone in the Hostel Report theft and hand in lost property Listen attentively and cooperate with staff Observe safety rules	Be treated with understanding and kindness Be treated with respect and courtesy Be safe, secure and listened to Expect their property to be safe and not touched by others
Ako	Respect those who wish to study	Be able to study

I _____ (student) can confirm that I have read and understood the Elizabeth House Code of Conduct. I agree to abide by this code during my time as a resident of Elizabeth House.

Signed: _____

Date: __/__/__

I _____ (Parent/Guardian) can confirm that I have read and understood the Elizabeth House Code of Conduct.

Signed: _____

Date: __/__/__



Elizabeth House

Expectations of Boarders

M, A, N, A, A, K, I, T, A, N, G, A

We respect and love one another

W, A, H, I, N, E

T, O, A

We respect and love ourselves

A, K, O

We take every opportunity to learn

In All settings...	We remember our Elizabeth House expectations and the gospel values	We are part of the Elizabeth House community. We are proud of this. We assist and offer help to others	We teach each other how to be good learners.
In the dining room and during notices	<ul style="list-style-type: none"> • Keep our hands and feet to ourselves • Listen to the person speaking • Clean up after yourself • Keep the dining room clean and tidy • Remember to use your manners • Take care of equipment • Listen attentively and cooperate with staff • Sit in whanau groups • Line up for food safely and respectfully • Greet and thank staff • Use appropriate language • Wait patiently for your turn • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Walk not run • Keep hands and feet to yourself • Be a role model • Sit still and don't fiddle • Participate in prayer in a prayerful manner • Remember to use manners • Cell-phone is turned off and is away • Make sure you eat a balanced diet • Line up for food correctly, safely and respectfully. • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Focus attention on person speaking • Receive recognition with grace • Give new foods a try • Listen to and follow instructions
In study time	<ul style="list-style-type: none"> • Be on time • Help others to learn • Respect others learning space • Remember to use your manners • Take care of equipment/resources 	<ul style="list-style-type: none"> • Be ready for study • Be open to learning • Be a role model • Work independently 	<ul style="list-style-type: none"> • Allow learning to happen • Use technology appropriately • Be prepared • Give everything a go • Be ready to learn

	<ul style="list-style-type: none"> • Listen attentively and cooperate with staff • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Deal with conflict in a restorative manner • Seek and act on advice • Hand in phone • Put rubbish in bins – recycle appropriately • Handle and take care of any hostel equipment or resources 	<ul style="list-style-type: none"> • Complete homework to the best of your ability • Keep social talk for other times • Hand in phone
On the wings	<ul style="list-style-type: none"> • Smile • Greet others • Use appropriate language • Respect others private space • Clean up after yourself • Respect Elizabeth House property • Use your manners • Keep our hands and feet to yourself • Listen to the person speaking • Respect others quiet time • Be quiet after lights out and if awake early 	<ul style="list-style-type: none"> • Walk not run • Hands to yourself • Be a role model • Look after your belongings • Keep your room tidy • Get enough sleep • Stay off technology after lights out 	<ul style="list-style-type: none"> • Know what safe behaviour looks like and we remind others to keep safe • Lead by example • Learn and get to know the others on your wing
In the bathrooms	<ul style="list-style-type: none"> • Allow privacy for others • Leave the area clean and tidy • Leave other people’s property alone • Use the sanitary disposal units to dispose of sanitary items • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Wash our hands with soap and water • Use soap, paper towels/driers and toilet paper appropriately • Report any problems or mess to a Supervisor • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Know what safe behaviour looks like and we remind others to keep safe
In common areas/rooms	<ul style="list-style-type: none"> • Smile • Greet other • Thank staff • Use appropriate language • Wait patiently for our turn • Leave areas clean and tidy • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Follow instructions • Leave areas clean and tidy • Put rubbish in bins – recycle appropriately • Handle and take care with any hostel equipment or resources 	<ul style="list-style-type: none"> • Ask permission to use items in office • Listen to and follow instructions

<p>When moving around the hostel (eg halls, stairs)</p>	<ul style="list-style-type: none"> • Use a quiet voice • Keep our hands and feet to ourselves • Only touch our own property • Use polite and appropriate language • Open doors for others • Allow others to walk past • Put rubbish in bins – recycle appropriately Keep doorways clear • Stay on the left of the stairs • Don't play on the stairs 	<ul style="list-style-type: none"> • Walk not run • Stay on left of stairs • Use the stairs properly and safely • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Know what safe behaviour looks like and we remind others to keep safe
<p>On the bus/van</p>	<ul style="list-style-type: none"> • Greet and thank the bus/van driver with a smile • Speak quietly and politely • Use appropriate language • Step up and support someone in need • Keep the bus/van clean and tidy • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Stay in your seat and face forward • Let the driver know if your transport plans change • Keep the aisle clear • Take care of your belongings • Use seat belt if provided • Put rubbish in bins – recycle appropriately 	<ul style="list-style-type: none"> • Be on time and wait in the appropriate place for the bus/van • Get on and off safely at the correct stop • Listen to and follow the bus/van drivers rules and instructions • Cross the road safely and carefully
<p>In chapel</p>	<ul style="list-style-type: none"> • Understand that we are in a sacred place • Be respectful to allow others to reflect in their own space • We remain quiet and reflective throughout the service. • Listen to the person speaking • Leave the chapel as we found it • Invite your whanau to be part of Elizabeth House and school Mass's 	<ul style="list-style-type: none"> • Understand that I am in a sacred place • Use the opportunity for deep reflection • Turn off and put away cell phones • Site still don't fiddle 	<ul style="list-style-type: none"> • Know what it means to be in a sacred place • Learn as much as we can about the customs and traditions. We know when to stand, sit, greet, pray • Learn and participate in prayer and singing • Participate fully
<p>When using technology</p>	<ul style="list-style-type: none"> • Always consider how others would feel • Use appropriate and respectful language • Face to face conversations are always preferred • Support others in this environment • Be a good friend 	<ul style="list-style-type: none"> • Take a moment before posting to consider how others would feel • Remember to have face to face conversations 	<ul style="list-style-type: none"> • Learn about SHGC cyber safety agreement • Become responsible users of technology • Use internet in a positive way • Understand that anything that we post can be used by others • Seek help and advice from an adult when needed or unsure

On school site

- Keep our hands and feet to ourselves
- Take turns and share equipment
- Wait your turn
- Look out for others
- Include others
- Show good sportsmanship and follow the rules if playing organised games or sport
- Use appropriate language
- Step up and support those in need
- Ask permission before leaving the hostel
- Sign out and back in
- Put rubbish in bins – recycle appropriately

- Stay in the correct area
- Use equipment sensibly and as instructed
- Put rubbish in bins – recycle appropriately
- Use appropriate language

- Lead by example
- Return to the hostel on time
- Learn how to play safely

When off site

- Respect the public
- Keep doorways, footpaths etc clear
- Wear full uniform with pride or fully mufti
- Remember to use your manners
- Use appropriate language
- Include others
- Look out for others needs
- Ask permission before leaving the hostel
- Sign out and back in
- Put rubbish in bins – recycle appropriately

- Stay in the correct area
- Stay with other boarders
- Be a role model
- Present yourself with pride
- Report to an adult if anything goes wrong
- Leave area visiting clean and tidy
- Look after your belongings
- Put rubbish in bins – recycle appropriately

- Lead by example
- Return to the hostel on time
- Be on time for van pick ups
- Cross the road safely and carefully



Elizabeth House
Health Procedure

Rationale

To ensure safe and secure processes are adhered to with regard to student health and safety and to ensure all students medical, accident, dental and mental health needs are met.

Health Issues

Accidents or injuries of a serious nature or potentially life-threatening conditions go directly to the Emergency Department at Taranaki Base Hospital

Urgent but non-life threatening illness/injury go to the Urgent Doctor

Mental Health Crisis. If immediate risk of harm to self or others contact the Crisis Service

Non-Urgent health issues can be discussed with Healthline, or the Hostel Manager

Dial 111 for an ambulance

ALL Students requiring hospital treatment MUST be accompanied by a staff member until a parent or guardian arrives.

All students under 16 must be accompanied to any medical appointments

Parents and the On-Call Manager must be contacted immediately

Phoenix Urgent Doctor - 95 Vivian Street

MediCross Urgent Care - 8 Egmont Street

Crisis Service
8am-4pm
06 753 7790
After Hours
06 753 6139

If you are unsure at any time please contact the Hostel Manager

Information Gathering

1. Upon enrolment, all students must have a Health Questionnaire completed and returned to the Hostel Manager.
2. The Hostel Manager will review this information, and if required may request further information from parents/caregivers.
3. Information is entered into onBoard by management prior to the student commencing residence.
4. Relevant medical information is shared with staff at the beginning of year staff meeting, or when practicable for students commencing enrolment during the year. The Hostel Manager will determine in consultation with families if all information shall be shared with staff on a case by case basis to protect the privacy of the student.
5. Sensitive information is stored under secure log in of the Hostel Manager, such information is shared by the Hostel Manager to other staff strictly on a need to know basis when, and if required.
6. This information is kept for the sole purpose for which it was gathered, and is not used for any other purpose.

First Aid and Supplies

1. As per Hostel Licensing requirements, at least one staff member on duty (or on call) shall have their Comprehensive First Aid Certificate,
2. All staff are encouraged and provided with opportunities to complete First Aid training,
3. The Assistant Manager shall ensure the First Aid cupboard is stocked to at least minimum standards as outlined by the Hostel Licensing requirements. Termly audits occur to ensure stock is adequately maintained.
4. Staff shall communicate with the Assistant Manager when any such supply is running low,
5. The boarding school shall provide necessary basic medical supplies to boarders. Where specialist supplies are required, such cost is met by parents and caregivers.

Administration of Medications

1. No student is to have prescription or over the counter medication in their possession. All medication is to be kept in a locked cupboard in the Day Office, Sickbay locked cupboard, or locked chiller where required.
2. No student is to have any illicit substances in their possession.
3. Students at all times will have access to medical supplies, including personal medications via staff.
4. Any medical supplies given to a student must be recorded in onBoard. This includes prescription medication which is preloaded into onBoard.
5. In built alerts notifying of missed medication must be followed up by the Hostel Manager, or nominee who receives the alert.
6. The Assistant Manager shall monitor administered medication and report irregularities or concerns to the Hostel Manager.

Accidents and Incidents

1. Any incident occurring at the Boarding House, or on a Boarding Offsite trip, is to be reported to the Hostel Manager.
2. An incident form is to be completed. An incident review is carried as part of the regular review process in staff meetings.
3. Parents of students involved in an incident or accident shall be contacted as soon as practicable by boarding staff.
4. Students requiring treatment at Hospital or any urgent care facility shall be accompanied by boarding staff in the first instance, until they are supported by their parents or designated support person.

Management of Illness/Injury

Within School Hours:

1. Students are to go to the College Office in the day school, who will contact on Duty Boarding Supervisor who will determine an appropriate course of action.
2. If the student is not well enough to attend school they are to return to the hostel and either the Sickbay or their room and will be monitored by on Duty Boarding Supervisor. They will record these checks on the onBoard database. These should be done hourly or more frequently if required. Students who require monitoring outside of reasonable expectations shall be required to go home.
3. Any student who is unable to attend school is not permitted to have leave for any circumstance after school or that evening.
4. Where deemed appropriate, the duty staff at the time shall contact parents when their daughter is absent from school. When a student is absent for the second day, parents must be contacted.
5. Students with an infectious illness are to be collected by parents as soon as practicable and taken home until they are free from illness. Elizabeth House management reserves the right to send unwell students home where deemed necessary, as part of precautions to reduce the spread of illness.
6. Phoenix Urgent Doctors and Medicross Care Center are available if a student urgently requires to see a GP.

Outside School Hours:

1. Students are to seek the assistance of a duty supervisor who will complete their initial assessment, who can then contact the Hostel Manager or Healthline at any time for advice.
2. If the illness/injury necessitates the student being absent from school the student must see the staff member on duty prior to commencement of the school day.
3. If urgent but non-life threatening illness or injuries occur outside of working hours the students are to be taken to Phoenix Urgent Doctors or Medicross Care Center
4. Where students are under the age of 16 they must be accompanied by a staff member to all appointments.
5. Any illness/injury requiring immediate off-site attention or an ambulance - Staff are required to notify the Hostel Manager and parents immediately. When time allows they are to complete an incident form on onBoard.
6. Non-Urgent illness/injury requiring further attention - Staff are required to document all relevant information into onBoard, alerting the Hostel Manager.
7. Illness/injury not requiring further attention - Staff are required to document relevant information into onBoard.

Medical Appointments

1. The organisation of non-urgent medical appointments is the responsibility of the parent who must inform the Boarding staff as soon as practicable should it impact, or have the potential to impact the care of their daughter whilst at Elizabeth House.
2. Boarding staff shall ensure students are transported to and from medical appointments in a timely and safe manner, either via hostel transportation or taxi where necessary.
3. Any subsequent treatment shall be communicated to the students' parents.
4. Where students are under the age of 16 they must be accompanied by a staff member to all appointments.
5. Costs of medical appointments, treatments and prescriptions are the responsibility of parents.

Pandemic

1. In the event of a notified Pandemic, Elizabeth House Pandemic Plan will override this procedure.

Emotional and Mental Health

1. All students in accordance with Hostel Licensing requirements, as Policy including 'Relationships and Ill Treatment' shall be provided with regular support and guidance with regard to their mental and emotional wellbeing.
2. If there is an immediate risk of harm to self or others the on call manager is to be contacted immediately and a phone call to Crisis Service 06 753 6139. Parents/caregivers will be immediately informed. The only exception to this is if any notification enhances, or is the cause of any trauma.
3. All staff shall be capable of providing adequate, timely and professional support to all students. Staff are provided training as part of the regular induction and ongoing PLD.
4. Students are surveyed at least once per term using the My Haoura survey.
5. The Guidance Counsellor is accessible to Boarders, through individual appointments made by the student, or by referral from the Boarding staff.
6. The Hostel Manager shall liaise with support agencies, attend relevant meetings, and implement subsequent plans where appropriate.
7. Where the Hostel Manager or Principal deems students are at risk, parents will be contacted, unless this action is deemed to enhance the risk to the student, in which case the Child Protection Policy supersedes.
8. The Hostel Manager has ultimate responsibility for ensuring the emotional safety of Boarders. She delegates the day to day care for students to the duty supervisory staff.
9. Students engaging in self-harm or a behaviour/thought pattern that endangers the safety of themselves or others within the community can expect support with regard to their welfare within acceptable risk parameters. Options for the Hostel Manager include:
 - a. Implementing a safety plan that negates immediate risk and promotes ongoing safety for all, personal and whanau support, or
 - b. Removing the child from the Boarding House until the Hostel Manager is satisfied that adequate Health and Safety practices are in place to enable a return. This may be short or long term and done in consultation with parents, whanau, the student and other relevant stakeholders within each situation.

All students can expect:

- c. Parents/caregivers will be informed. The only exception to this is if any notification enhances, or is the cause of any trauma. If this is the case relevant health professionals and authorities will be contacted.
- d. Referral onto an appropriate support agency

Health and Safety

In line with the Health and Safety at Work Act 2015 it is expected students:

1. Take reasonable care for their own health and safety
2. Take reasonable care that their behaviour does not adversely affect the health and safety of others
3. Comply with any reasonable instruction from the Hostel Manager directly or via the duty supervisor, including policy and procedure to comply with the Act.

Date of procedure: October 2020

Date of next review: February 2022



Elizabeth House

Offsite Activity Procedure

Rationale

Elizabeth House recognises that, in the interests of a full, balanced boarding experience where students' lives are 'Enriched' by boarding that opportunities for both experience and learning are provided outside the Boarding House environment. Elizabeth House is required to take all reasonable measures to ensure the safety of students and staff involved in activities that occur off site.

Objectives:

- Elizabeth House will take all reasonable measures to ensure the safety of students, staff and volunteers when they are involved with off-site activities.
- Planning prior to the activity is intended to anticipate risks, to prevent potentially hazardous situations developing into emergencies and to map out courses of action in the event of an emergency.

Guidelines:

1. The Hostel Manager is responsible for the safety of staff and students on all Boarding House activities. This responsibility is delegated to the Trip Leader for all off-site activities. In addition, the Trip Leader is responsible for ensuring that all documentation has been appropriately completed and provided to the Hostel Manager prior to departure with at least 48 hours notice
2. Any member of staff planning an off-site activity is required to produce a Safety Action Plan in conjunction with, and supported by the Hostel Manager.
3. It will be the responsibility of the Hostel Manager to check and approve the Safety Action Plans for any activity involving an overnight stay.
4. A member of the Boarding House Leadership Team (Hostel Manager or Assistant Manager) is required to be on any trip that involves an overnight stay.
5. Any additional volunteers or workers must meet the Child Protection Policy guidelines.
6. The trip leader should plan the activity so that it has educational value and sound safety management.
7. The Hostel Manager is required to evaluate the use and improvements of the documentation system and ensure that copies of the forms are available to staff who need them and stored appropriately in the staff shared area.
8. Permission for day activities/trip is provided by parents upon enrolment.
9. Where an overnight stay is required, permission forms must be completed for each student.
10. As per the Health Procedure, relevant medical files of students is stored within the onBoard software. Such information is updated as required by parents and used by boarding staff when completing Safety Action Plans.

Date of procedure: October 2020

Date of next review: February 2022



Elizabeth House

Search, Seizure and Retention Procedure

This procedure is intended to assist Elizabeth House Boarding staff and the Mission College Trust Board to deal with situations where the safety of students, staff or the school is compromised. There can be no definitive way of dealing with each and every scenario and staff and Managers will most often be required to look to their own experience and judgement. Often the circumstances will be straightforward and responses will be routine, but there will be occasions when the best course of action is not obvious.

Where a range of responses is available, Managers and staff are encouraged to exercise judgment that is based on what is *reasonable* in the circumstances.

There are, however, some fundamental principles on which this procedure is built:

Principles:

- To provide a safe physical and emotional environment for students and staff.
- Parents, students and the public will have a legitimate expectation that the boarding environment will be free from drugs, weapons, alcohol and cyber bullying.
- The Boarding House staff act reasonably, in good faith and in the least intrusive manner to achieve a safe environment.
- Students are protected under Section 21 of the New Zealand Bill of Rights Act 1990, which states “Everyone has the right to be secure against unreasonable search or seizure, whether of the person, property or correspondence or otherwise”. This section does not prohibit searches or seizure of student property, and the latest Search and Seizure MoE guidelines do not apply to Hostels, but the Boarding House must be able to justify their actions as reasonable and necessary to maintain a safe environment.

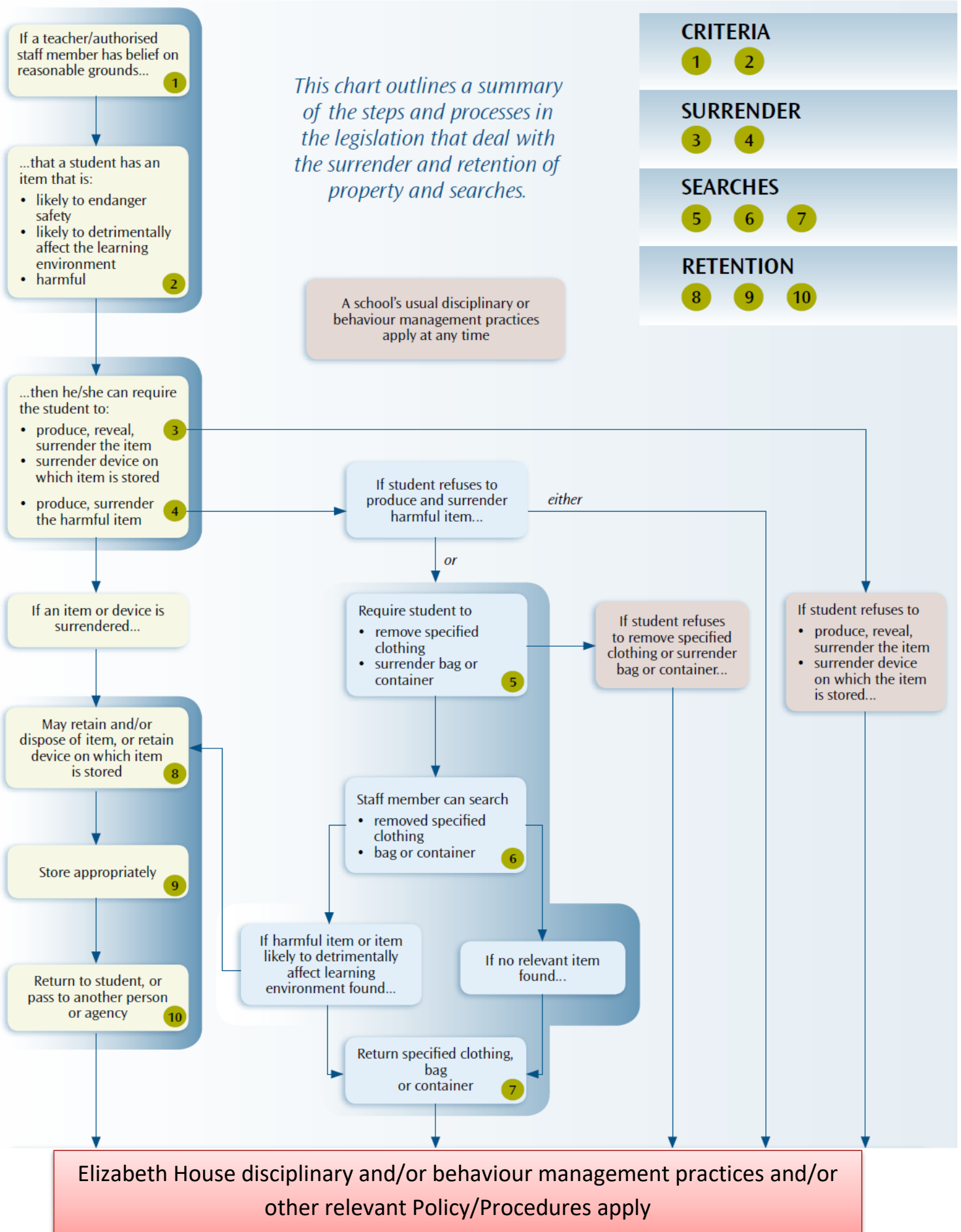
Supporting Documents/Legislation:

- Guidelines for the surrender and retention of property and searches – Ministry of Education – January 2014, including Rules as at Appendix Two
- New Zealand Bill of Rights Act 1990
- Privacy Act 1993

Authorised Staff

- All staff at Elizabeth House are entitled to act in accordance with the procedure, and other relevant legislation as outlined above
- Where possible, the Hostel Manager should be present when an issue pertaining to this procedure is being investigated.

Elizabeth House Surrender and Retention Flowchart



Criteria -Steps 1 and 2 on the chart summarise the criteria for requiring a student to produce or reveal an item, or to surrender an item or electronic device.

Before acting under the legislation, staff need to form a *'belief on reasonable grounds'* that a student has an item that is

- a. likely to endanger safety, or is
- b. likely to detrimentally affect the learning/boarding environment, or is
- c. harmful.

It is important to note that an item does not have to be a physical thing. It can include information (for example, text, graphics) stored in electronic form on, say, a mobile phone.

Belief on Reasonable Grounds

'Belief on reasonable grounds' does not mean 'absolutely certain'. What is reasonable depends on context and the nature of the item in question.

Reasonable grounds could be based on specific information about a student. This may be circumstantial in some cases, and may be based on information provided by others. As always, care should be taken to consider and weigh up the strength of statements made by students, including the credibility of the students themselves.

a. Likely to Endanger Safety

In making a judgement about the potential threat of an item, staff will need to consider the particular circumstances, rather than relying solely on the nature of the item itself. Almost any object could be used as a weapon but in the circumstances at the time, is that object likely to endanger safety?

It is impossible to provide a comprehensive list of items in this category. A staff member is free to use reasonable judgement about what is likely to endanger safety in a particular set of circumstances. Examples of items in this category could include such things as bullying texts, drugs, laser pens, steel rulers, a compass, a craft knife, scissors, guns of various types, alcohol and spray cans.

b. Likely to detrimentally affect the learning/boarding environment

This is a very broad category of item. Anything that disrupts the flow of supervision/teaching and learning has a detrimental effect on the learning/boarding environment. The judgement call belongs to the staff member. A belief on reasonable grounds is all that is required before the steps of the legislation may be applied.

Examples range from the comparatively innocuous (but extremely annoying) persistent tapping of a ruler in study, through to beeping mobile phones & electronic devices and theft of a wallet or craft knife, as well as inappropriate use of a vehicle.

Depending on the circumstances, a mobile phone/electronic device can be either:

- an item in itself (affecting the learning environment by beeping or distracting students from the task in hand), or
- a device that stores an item that is likely to endanger safety (such as a bullying or inappropriate text or image).

c. Harmful

This is the only category of item for which a search may be conducted. The legislation defines a harmful item as something that a teacher or authorised staff member has reasonable grounds to believe poses an immediate threat to the physical or emotional safety of any person.

Sometimes, a judgement will have to be made about whether an item is harmful or is likely to endanger safety. Staff are free to apply professional judgement and common sense in deciding into which category an item falls – they need to have reasonable grounds for belief. Firearms, including BB Guns, for example, do not have to be real or functioning in order to pose an immediate threat. Other examples of harmful items may include text messages, drugs, weapons, gang colours or insignia, and sexually explicit photographs of a student.

Surrender - steps 3 & 4

- When a student is *required* by a staff member to surrender, produce or reveal something, this Procedure is triggered and applies.

A staff member may require students to produce, reveal and surrender items in their possession or control if the staff member has reasonable grounds to believe that a student has an item that is likely to endanger safety or detrimentally affect the learning environment, or is harmful. If such an item is stored on an electronic device, staff may require the student to reveal the item and/or may require the device to be surrendered.

If the item is believed to be harmful, the staff member also has the option of conducting a search for the device. If a student refuses a staff member's request, the House's usual disciplinary or behaviour management practices may apply.

A relatively benign object can be used by a student inappropriately or unsafely and in such instances, staff can quickly and easily resolve the situation by applying usual behaviour management practices. The reasons for seeking confiscation of an item may not be as obvious to a student as they will be to a staff member. It is good practice to explain the reasons for confiscation to the student. An explanation may also help if a student is not willing to follow an instruction to hand over an item.

Search – steps 5,6 & 7

A search is an examination of a person or property for something that is hidden. A search may include situations where a person is required to remove items of clothing or to empty out his or her pockets. It can also involve a student's 'correspondence' including written and electronic material (for example, in a diary, on a mobile phone or on a laptop).

Searches may be conducted only for an item that is considered to be harmful. A harmful item is an item that a teacher or an authorised staff member has reasonable grounds to believe poses an immediate threat to the physical or emotional safety of any person.

Search Powers

The Boarding House can search its own property at any time, for any reason and in any way.

A house's property includes buildings, grounds and vehicles – as well as any locker, desk, bed or other receptacle provided to students for storage purposes.

Conducting a Search

It is not mandatory to conduct a search. At any time, the House may apply its usual disciplinary or behaviour management practices.

The teacher or authorised staff member, upon forming a belief on reasonable grounds that a student has an item that is harmful, may require a student to:

- remove any outer clothing, except where the student has no other clothing, or only underclothing
- remove any head covering, gloves, footwear or socks (NB some students may object to removing a head covering on religious grounds)
- surrender a bag or other container.

Note that outer clothing includes a coat, jacket, jumper or cardigan – and that socks does not include tights or stockings.

If the student removes any clothing or footwear, or surrenders any bag or other container, then the staff member may search it. Even if a student asks a teacher or authorised staff member to do so, the clothing *must not* be searched while the student is wearing it. When searching a student's bag, the student could be asked to hold the bag open and move the contents around so that they can be more easily viewed by the staff member conducting the search.

If during the search for a harmful item, an item that is likely to detrimentally affect the learning/boarding environment is found, then the staff member may retain it. The retention steps in the chart then apply. Whether an item is found or not, the clothing or footwear or bag or other belongings must be returned to the student immediately.

Restrictions and Limitations

- A search should be carried out in a manner that gives the student the greatest degree of privacy and dignity consistent with the purpose of the search.
- The Boarding House has students from many different nationalities and cultures. It is important for staff to be aware of relevant sensitivities when considering a search.
- Unless impracticable, a search must be carried out by a staff member who is of the same sex as the student, and in the presence of the student and another staff member who is of the same sex as the student.
- Unless impracticable, a search must not be carried out in the view of any person other than the person carrying out the search, the student and another staff member.
- It is unlawful to search a student's person.
- A staff member cannot use physical force against a student, other than in an emergency situation where staff are acting to defend themselves or others against immediate harm.
- A search of the property of two or more students together cannot be initiated unless the staff member has reasonable grounds to believe that each student has a harmful item.

Written Records

The Board must have a written record of all searches.

The written record is to be stored with the Hostel Manager and include:

- (a) the date of the search
- (b) the name of the student
- (c) the name of the staff member who conducted the search
- (d) if applicable, an explanation of why any of the "if practicable" requirements could not be fulfilled (re sex of person searching, presence of second staff member of same sex as student, presence of student)
- (e) any other details specified by the Board.
- (f) records are to be kept for seven years, this covers the period for the statute of limitations for civil matters

Safety

If you begin a search and it becomes unsafe to continue, stop. Ensure the student and the belongings in question are under supervision in a safe place, and contact the Hostel Manager who will liaise with parents and/or the Police.

Retention – steps 8,9 & 10

There are general principles that apply to storage, return, passing on to another person or agency, and disposal. The following have to be considered:

- the health and safety of people
- the apparent value of any item or device retained
- the person believed to be entitled to the possession of the item or device concerned.

These considerations should guide Board decision-making, as well as the actions of staff.

Actions

Having had an item surrendered, or having retained an item as a result of a search, the first decision by a staff member is whether the item should be retained or disposed of.

Retaining and Storage

Reasonable care must be taken of the item. The teacher or authorised staff member must:

- arrange for the item or device to be placed in secure storage. If an item/device is to be retained overnight or longer it must be held in secure storage. "Secure storage" means any container (drawer, safe) or area (office) which is locked and which cannot be accessed without authority. The Hostel Managers office is the preferred location when practicable.

Returning or Passing On

When deciding to return an item or device to a student or to pass it to another person or agency, the following considerations need to be borne in mind:

- the health and safety of people
- the apparent value of the item or device concerned
- the person believed to be entitled to the possession of the item or device concerned.
- If it is appropriate to return the item to the student from whom it was taken, the item or device must be made available to the student as soon as practicable.

In some circumstances, it could be appropriate to pass the item or device to another person (such as a parent or caregiver or the person believed to be entitled to possession of it), or to an agency. Agencies to which items may be passed include the Police, the department of Internal Affairs (for certain types of pornography, for example), and the New Zealand Customs Service (for certain types of contraband, for example).

In the great majority of cases, retained items/devices would be returned either on the same day or in the short term. Keeping an item, in itself, should not be used as a form of punishment.

The House is able to continue with long-standing practices such as: first occasion, item returned to student; second occasion, parents or caregivers asked to pick the item up.

If it is not appropriate to return the item to the student (for example, because of the student's age), the item may be returned to the student's parents or caregivers.

Unless otherwise instructed by the Police, stolen property should be returned to the rightful owner

Disposal

An item may be disposed if the Hostel Manager considers it appropriate.

An item that has been retained may not be sold. Other forms of disposal are permissible (for example, unclaimed items may be donated to charity). Disposal may include destruction, if appropriate. In some circumstances, it may be possible to dispose of an electronic item (such as a photo or text message) by deleting it. Note that an electronic device cannot be disposed of.

Written records

There must be a record of every item or device retained under the legislation and retained for two or more school nights. This is to be completed in onBoard (under Incidents).

The record must include the following:

- the date on which the item or device was taken
- the name of the student from whom the item or device was taken
- the name of the teacher or authorised staff member who took the item or device.

Date of procedure: October 2020

Date of next review: March 2022



Elizabeth House

Staff Dormitory Procedure

Objectives:

- To ensure the physical and emotional safety of boarders through the promotion of privacy and respect.
- To ensure the staff members interact with students in their personal spaces in a professional manner ensuring safety at all times for both students and staff

Guidelines for staff when working within Dormitories:

It is important to remember that the hostel is the student's home, and their rooms are their private spaces. Staff need to be aware that entering student's rooms without permission in most circumstances is unacceptable. Not only is it an invasion of privacy, but it also provides for a potentially dangerous and inappropriate situation to occur. Staff must adhere to these guidelines:

- No staff member is to enter a student's room whilst they are in occupancy without permission of that student. A verbal check can be performed from the corridor.
- Under no circumstances shall a staff member open a door whilst a student is in their room unless it is confirmed with the student that they are in a respectable state for staff to be entering.
- Staff may enter rooms to check tidiness, but doors must remain open at all times, and students are aware that their room is to be checked.
- Staff should avoid spending lengthy amount of times in ablution areas whilst students are in occupancy. A short inspection is part of ensuring safety and routine is acceptable.

NOTE: exceptional circumstances may arise. If staff feel personal safety, or that of others is in jeopardy, or suspect a forbidden activity is occurring, they can make a professional judgement as to enter student rooms as per the Search and Seizure Policy.

Date of procedure: September 2020

Date of next review: March 2022



Elizabeth House

Student Leave Procedure

Under Hostel Licensing Requirements (regulation 54) Elizabeth House is required to have minimum standards and procedures regarding student leave.

Any leave is a privilege not a right, casual leave is at the discretion of staff. Student attitude and behaviour is taken into account when granting leave.

onBoard

- Elizabeth House uses an online leave system to document requests, permissions and transactions around leave.
- Parents and Guardians are given a log in and password to complete overnight and/or special leave requests. Parents agree not to share this with their children, nor give their children access to their email account to which leave requests are sent (this includes mobile phone access). Elizabeth House takes no responsibility if this is the case.
- Students are given a log in and password to complete any leave requests and sign in/out procedures. The students agree not to share their password.

Leave Allocations

Casual leave allowances for each year group are outlined below. All students are required to be back by 5:00pm for tea. Casual leave after tea is at the staff's discretion.

Years 9 & 10	Fitzroy or The Valley once a week (with at least 1 other Elizabeth House boarder)
Year 11	Fitzroy, The Valley or town twice a week (with at least 1 other Elizabeth House boarder)
Year 12	Fitzroy, The Valley or town twice a week
Year 13	As required with permission from staff.

Contact

Whilst on leave students must be contactable. Elizabeth House highly recommends that all students have a cell phone. Where they do, they must carry it with them whilst on leave and it must be charged. Where students do not have a cell phone, they must provide staff with a contact number prior to departure.

Parents Uncontactable

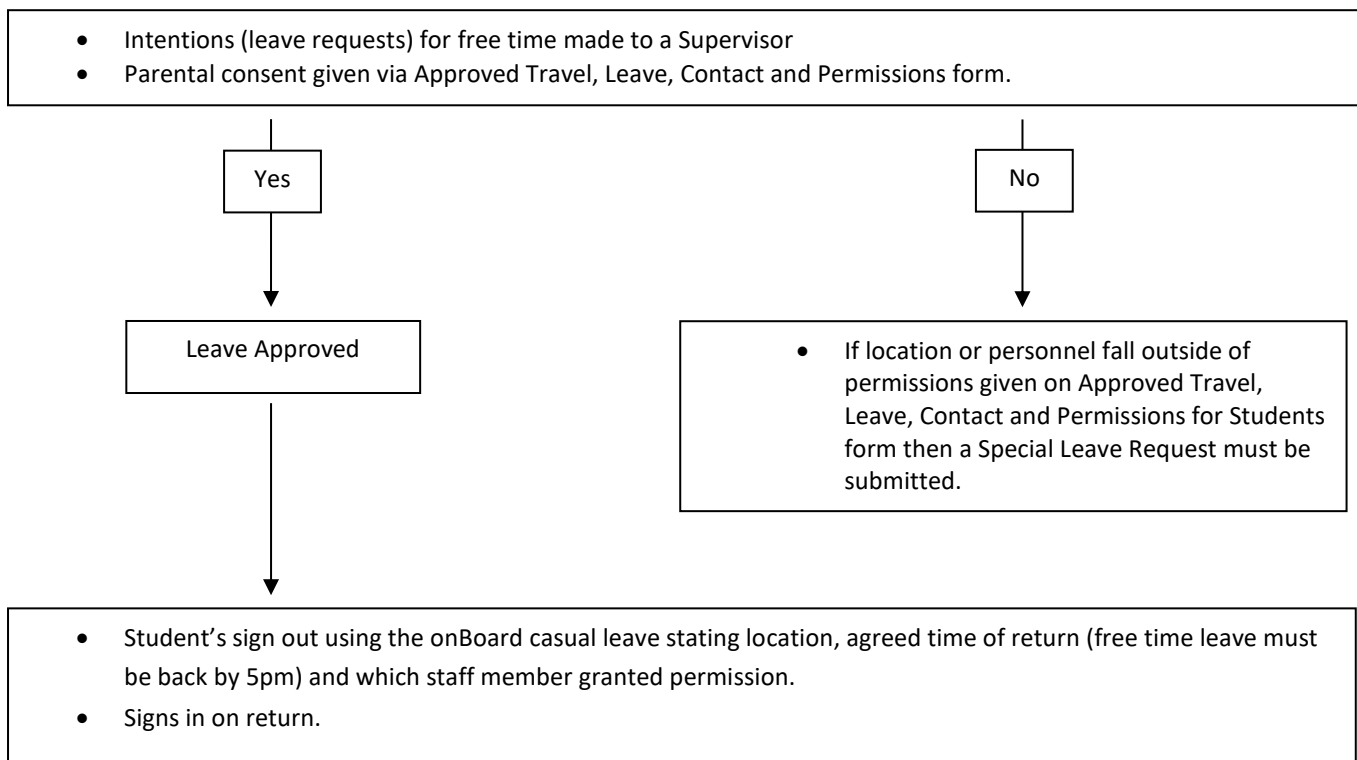
Where parents/guardians are not able to be contacted where required the Hostel Manager can approve leave after taking practical steps to ensure student safety. This does not apply to Overnight Leave.

Date of procedure: September 2020

Date of next review: August 2021

Casual Leave

Casual Leave includes after school free time, attending regular extra-curricular activities such as sport, cultural or tutoring, also includes trips with family. The casual leave function on onBoard is also used for school, weekends and holiday leave.



Notes:

- Concerns regarding behaviour whilst on leave, or requests for reconsideration of leave should be made to the Hostel Manager.
- Students are not to return to the Boarding House under the influence.
- Where student safety is a potential issue students should contact the Duty Supervisor phone at any time. Staff on duty will liaise with the relevant Manager on call to determine an appropriate course of action.

Special Leave

Special Leave is leave where the location and/or person visiting is outside of the permissions given by parents through the Approved Travel, Leave, Contact and Permissions Form (eg attending a birthday dinner, trip to the movies etc, going to a day girls house) and is on the one day, for overnight please see Overnight Leave.

- Special Leave request completed by students 24 hours in advance (where practical)
- Students need to check with Hostel Manager or Assistant Hostel Manager for permission before submitting request
- Book hostel van if required.
- If transport required by other means not the hostel van this must be specified on the Leave request for approval by parents.

- Email notification sent to parents to approve or decline.
- It is the responsibility of the parent to cross-reference information prior to approval or decline.

Approved

Declined

Meeting with student to discuss conditions etc if required

Leave not allowed

Staff confirm approval

Student signs out to Special Leave and informs staff on departure.

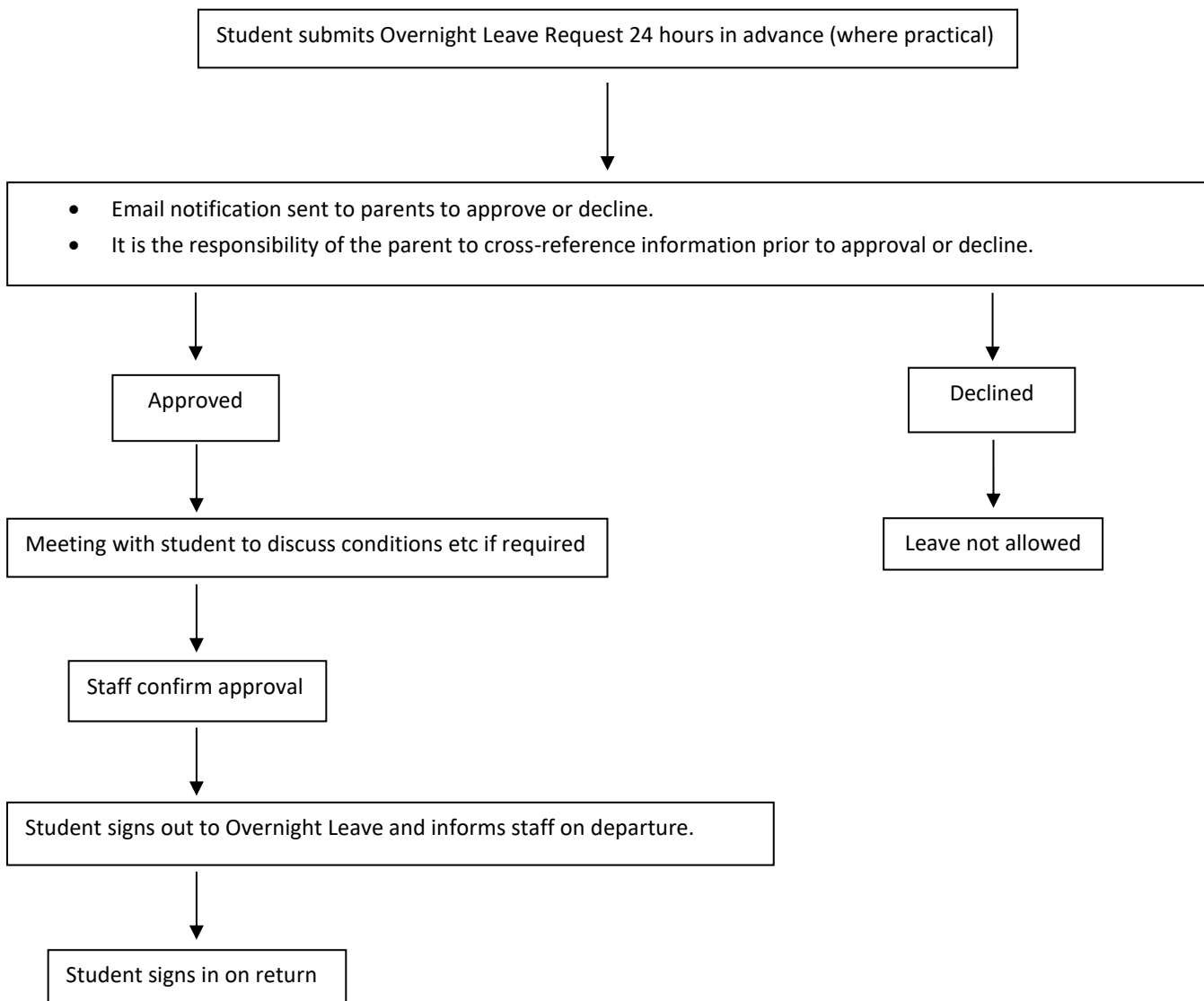
Student signs in on return

Notes:

- Concerns regarding behaviour whilst on leave, or requests for reconsideration of leave should be made to the Hostel Manager.
- Students are not to return to the Boarding House under the influence.
- Where student safety is a potential issue students should contact the Duty Supervisor phone at any time. Staff on duty will liaise with the relevant Manager on call to determine an appropriate course of action.

Overnight Leave

Overnight Leave is to be used when a boarder is not staying at Elizabeth House when the hostel is open (Monday to Thursday). Eg returning home for the night for a birthday, away on a family holiday, away on a sports tournament.

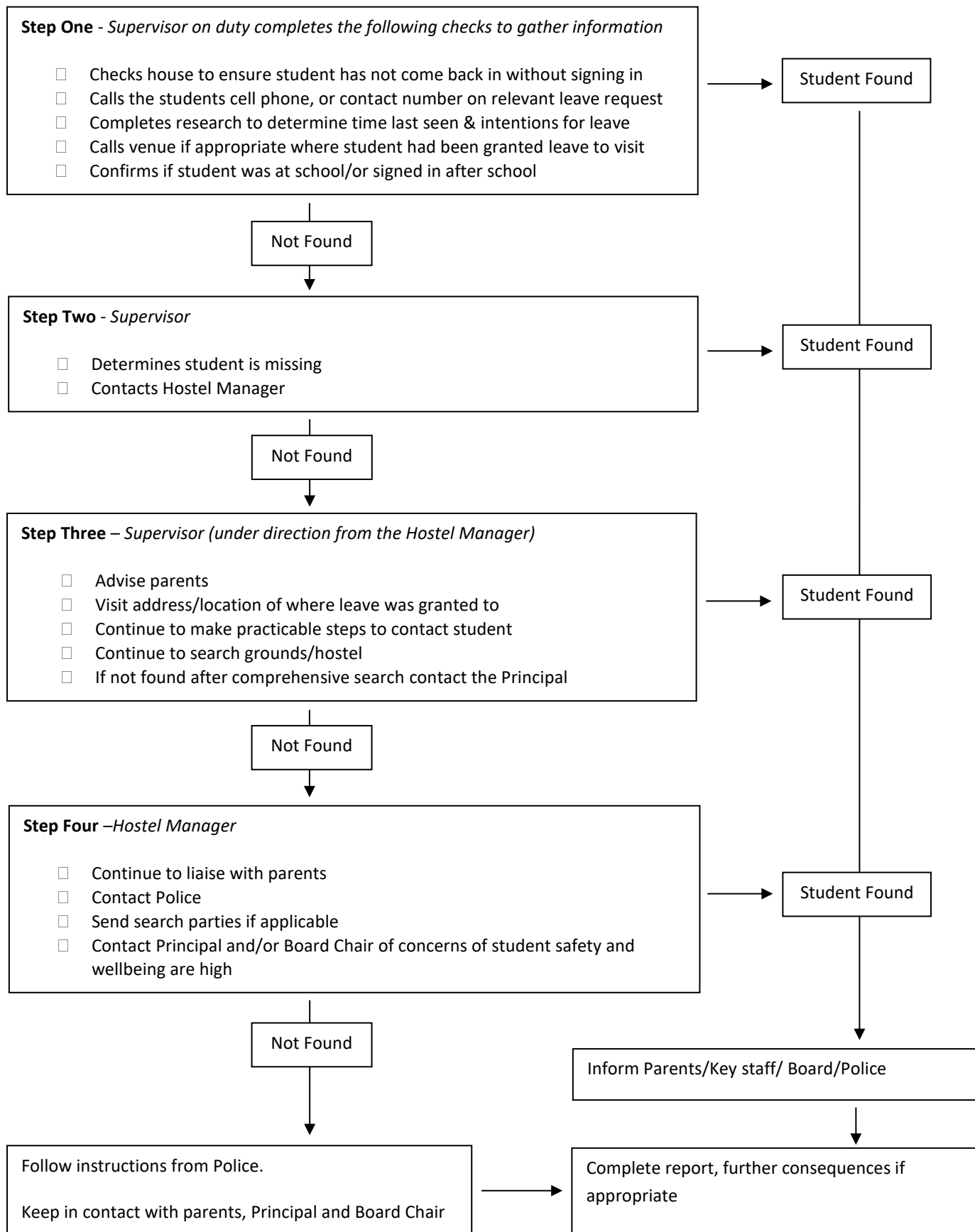


Notes:

- *Concerns regarding behaviour whilst on leave, or requests for reconsideration of leave should be made to the Hostel Manager.*
- *Students are not to return to the Boarding House under the influence.*
- *Where student safety is a potential issue students should contact the Duty Supervisor phone at any time. Staff on duty will liaise with the relevant Manager on call to determine an appropriate course of action.*

Missing Student

A student is deemed 'missing' if they fail to make contact, or return to the house 1 hour after their due return time. In the hour prior, staff on duty are required to make reasonable attempts to locate and contact the student.





Elizabeth House

Student Wellbeing Procedure

Objective:

When managing issues pertinent to student wellbeing the needs and rights of the child are always paramount. Staff foster positive relationships and actively work to seek and affirm the strengths in each young woman whilst at all times engaging with the whanau and college where applicable.

This procedure includes guidelines for staff when managing the diverse situations that could arise within the boarding school to provide appropriate and meaningful outcomes for all stakeholders.

Guidelines:

Elizabeth House staff favour a positive approach to the care and management of its students that is based on Positive Psychology and Restorative Practices. Staff work to create an environment where students develop self-awareness and self-control where the desire to support and contribute to the community outweighs the benefits of making misinformed choices.

Where students do not reach Boarding House expectations there are numerous courses of action that may be taken that reflect the level of offending whilst taking into account other contributing factors. Supervisory staff manage the day-to-day minor incidents through coaching and conversation. Managers oversee ongoing minor issues or issues more serious in nature that typically involved a breach of Health and Safety, and/or Policy and Procedure. The Hostel Manager (and College Principal where required) manage on-going and/or serious issues, and is available to students who feel they need a second opinion.

All incidents, pastoral concerns, positive behaviours, and any other related material that contributes to the wellbeing of students in our care is to be documented at the earliest convenience on the onBoard Management System.

Referral – low level

Students who persistently and/or consciously make a poor choice through action or words are referred to the Assistant Manager. This referral can either take place immediately should the staff member involved decide that it is a necessary step for the health and safety of others, or will take as soon as practicable. As part of the referral, there is a make good aspect which could involve;

- Conversation to repair relationships
- Restorative meeting

Middle level

Middle level offences are handled by the Hostel Manager. Dependant on the context, prior behaviours, the following could be used as a means for consequence;

- Loss of privilege
 - Grounding: The loss of casual leave
 - Gating: The loss of all leave and privileges. In this instance students cannot attend sport or any other activity. A consultation with parents is made prior to this being enacted.

- Service, Restorative Practices
- Parent/Whanau conversation

Serious/On-Going

Any behaviour deemed serious in nature must be reported to the Hostel Manager immediately and an incident report completed in onBoard. The Hostel Manager will support staff to manage the incident to ensure the safety of all parties before contacting the College Principal if this is deemed necessary.

For serious issues, or those that are on-going in nature the Hostel Manager and Principal determines the most appropriate course of action.

This could include:

- Family conference
- Setting of contracts, alternative programmes and other support measures
- Stand down or expulsion from the Boarding Hostel – Refer to Stand-down, Exclusion and Expulsion Policy.

Anti-Violence/ Bullying

Elizabeth House has a policy of zero tolerance toward bullying and violence. Students who persist with these behaviours face severe disciplinary action. Any student who is the victim of bullying or sees a bully in action is encouraged to report it confidentially to a staff member, or senior student. If students are being bullied, or know of an incident they are encouraged to do one of the following:

- Report incident to the Assistant Manager, and/or Hostel Manager
- Report incident to a supervisor
- Report the incident to a senior student
- Report the incident to the school guidance counsellor, Hostel Dean, or member of staff

All incidents are taken seriously and dealt with in a confidential and appropriate manner.

Searching the Rooms and Person Property

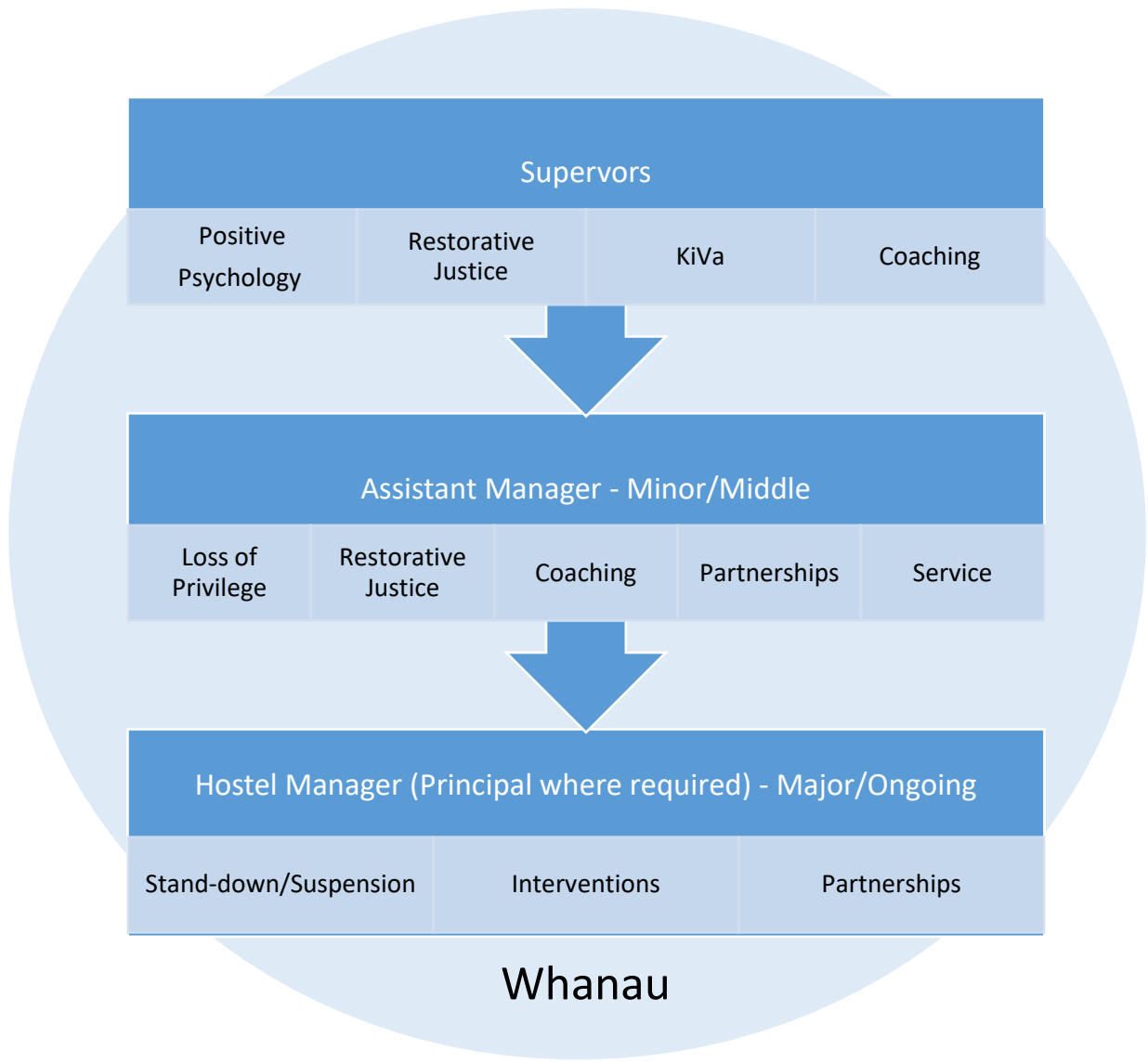
Refer to Search, Seizure and Retention Policy.

The wellbeing framework below outlines the collaborative approach the Boarding Hostel uses when caring for the students with particular reference to the whanau playing an active role throughout all levels of support.

Date of procedure: September 2020

Date of next review: April 2022

Wellbeing Framework



Supporting Documents:

- Child Protection Policy
- Relationships and Ill Treatment Policy
- Search and Seizure Procedure
- Health and Safety Policy
- Staff Dormitory Procedures
- Professional Boundaries Procedure



Elizabeth House
Study Procedure

Objective

This procedure ensures the Boarding House as a place of learning where students are provided with an environment that supports their individual learning style, cognitive development and study commitments whilst promoting age appropriate self-management skills.

Guidelines

Study runs each evening from 6:30pm to 8:00pm.

Year 9 and 10 have study from 7:00pm to 8:00pm, they are to study in their rooms independently. If group study is required they may request to study downstairs in the lounge or meeting room.

Year 11 and 12 have study from 6:30pm to 8:00pm, they are to study in their rooms independently. If group study is required they may request to study downstairs in the lounge or meeting room.

Year 13 students are expected to complete appropriate levels of study at a time that fits within their daily commitments.

Phones for Years 9-11 are to be handed in prior to study commencing. All information on phones required for study must be removed prior to this time.

Students are not permitted on social media during study time. There is zero tolerance for students not adhering to our expectations in study.

The Hostel Manager is integrated into the College system to ensure smooth transition of information. Should she be informed that a student is not completing the required homework the Hostel Manager will determine and appropriate next step.

The Hostel Manager works in collaboration with the College to ensure all students are making expected progress. Where this is not the case, the Hostel Supervisors will work in collaboration to support and promote the determined interventions.

For students in Years 9-12 each evening staff will reflect on student attitude, organisation and application entering a grade into the onBoard management system in line with the scale below. Students and parents can access this information through their respective portals.

	One Star	Two Stars	Three Stars	Four Stars
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	Developing	Competent	Very Good	Excels
Attitude	<ul style="list-style-type: none"> ✓ Is negative toward study ✓ Does not attempt set tasks 	<ul style="list-style-type: none"> ✓ Needs encouragement to attempt some tasks ✓ Set work is completed, is content with completion 	<ul style="list-style-type: none"> ✓ Willing accepts the challenge of new learning ✓ Ensures work is completed to a high standard 	<ul style="list-style-type: none"> ✓ Promotes and positively role models independent learning ✓ Actively works toward personal bests
Application	<ul style="list-style-type: none"> ✓ Needs frequent reminders to stay on task ✓ Can be disruptive to others 	<ul style="list-style-type: none"> ✓ Typically completes set work without need for intervention ✓ Is generally respectful toward others learning needs 	<ul style="list-style-type: none"> ✓ Always completes set work ✓ Is always respectful toward others learning needs 	<ul style="list-style-type: none"> ✓ Completes work to personal best levels ✓ Is a leader and role model to others
Organisation	<ul style="list-style-type: none"> ✓ Often has incorrect resources ✓ Often unaware of set study tasks ✓ Often late 	<ul style="list-style-type: none"> ✓ Is generally prepared for study ✓ Is typically aware of set study tasks ✓ Generally on time 	<ul style="list-style-type: none"> ✓ Is always prepared for study ✓ Maintains a study organiser 	<ul style="list-style-type: none"> ✓ Is always prepared and on time for study ✓ Is well planned, shows excellent time management skills

Date of procedure: September 2020

Date of next review: August 2021



Elizabeth House
Transport Procedure

Objectives:

- To ensure the safety of any boarding student who either have a vehicle at the boarding house or who is to be a passenger in a vehicle.
- To ensure that staff members are provided with information to make decisions in the best interests of student safety.

Guidelines for students with vehicles:

- Students in Year 13 may bring a vehicle to Elizabeth House only after a Vehicle Contract is signed by parents, the Hostel Manager and student.
- The Vehicle Contract for any student will specify:
 - Where the car must be parked on the Sacred Heart Girls' College grounds.
 - That nobody else drives the vehicle.
 - That passengers may not be carried without the sufficient licence level and written permission from that passengers parent/guardian
- All students hand in their keys to a staff member on arrival who will secure them in the Day Office.
- Contracts will be easily accessible to staff members. These are stored in the Managers Office in the students file and on OnBoard.
- Students not abiding by the conditions of their contracts may face disciplinary action, including the withdrawal of the privilege of bringing a car to the boarding house, or possible exclusion from the boarding house.
- All vehicles must be kept in a lawful and roadworthy condition. This is the responsibility of the vehicle owner.
- All students driving a vehicle must be in a 'fit state' to drive. 'Fit state' can be defined as free from the influence of alcohol and drugs, prescription medicines, physical and emotional injury. Boarding staff must be informed by parents, other staff and students, and the student themselves, if there is a potential risk that may result in the driver being not fit to operate a vehicle. In this instance any staff may refuse the student the right to operate a vehicle until such time where they are deemed to be in a 'fit state'.

Guidelines for students travelling as passengers:

- Boarders may only travel in vehicles with prior written permission from their parents/guardians.
- The Boarding house will send out permission slips for each student at the start of the year.
- Permission may be reviewed during the course of the year.
- Permission information will be easily accessible to staff through the students files on onBoard.
- Students not abiding by the permission given may face disciplinary action.

Liability

No responsibility is taken by Elizabeth House staff or the Mission College New Plymouth Trust Board, for any damage or theft involving vehicles at the Boarding School. Whether such damage or theft occurs on school or hostel property or some other place, nor is any responsibility taken for damage caused by the vehicle or its occupants to third parties and their property.

Vehicles are permitted on the grounds of Sacred Heart Girls' College on the agreement of the owner that they will accept full responsibility for the vehicle and will abide by this Transport Procedure.

Appropriate insurance should be sought by the vehicle owner and drivers to cover all eventualities.

Elizabeth House cannot take responsibility for the use of any vehicle to be used by the student that is located off school and hostel property. Misuse of such a vehicle however, could lead to disciplinary action if it impinges upon the safe running of the boarding house.

Date of procedure: September 2020

Date of next review: June 2022



Elizabeth House

Vehicle Use Procedure

Rational

Elizabeth Houses' vehicles may be used to transport Boarders to extracurricular activities, appointments and on hostel business. Employees of the Sacred Heart Girls' College New Plymouth (The College) may also use the vehicles during the school day as additional transportation for students.

Purpose

1. To ensure any Hostel vehicle is used solely for Hostel/College business, or as contractually agreed within the Hostel Managers Contract of Employment.
2. To ensure the vehicles are maintained in a roadworthy state as required by the NZ Transport Agency.
3. To ensure staff understand the conditions under which any vehicle may be used.
4. To ensure the health and safety of staff and Boarders who occupy the vehicle.

Guidelines

1. All drivers must
 - a. Hold a full valid New Zealand class 1 drivers licence for a minimum of 2 years
 - b. Are over the age of 31 years old
 - c. Are staff of Elizabeth House or The College
2. Students are not permitted to drive the hostel vehicles at any time
3. The driver of the vehicle will undertake a basic safety check to ensure that the vehicle is roadworthy before departure.
4. Any defects noted by the driver will be reported to the Hostel Manger immediately for action.
5. The Hostel Manager will ensure the vehicle is road legal at all times, including but not limited to warrant of fitness, registration and road mileage if applicable.
6. The Hostel Management Board will ensure the vehicle is insured.
7. The vehicle will have a First Aid kit and fire extinguisher on board at all times
8. All passengers must wear safety belts at all time
9. The maximum number of passengers will not exceed available seating/safety belts allocated.
10. Passengers in the vehicle are to behave in a responsible manner.
11. The log book must be filled out for each trip the hostel van completes
12. All vehicles are smoke, vape, drug and alcohol free in accordance with Elizabeth House Alocohol, Tobacco and Drugs Policy and the New Zealand law.
13. Any infringement or fine incurred while operating the vehicle will be the responsibility of the driver at that particular time.
14. Any damage occurring to the vehicle during the driver's possession must be reported to the Hostel Manager immediately. The driver may be required to cover the cost of repair or insurance premium.
15. Vehicle Use by The College
 - a. Booking of the Hostel van are made through the Hostel Manager
 - b. All mileage is charged back to The College at their current budget rate

Date of procedure: September 2020

Date of next review: June 2022



Elizabeth House
Trauma Procedure

Rationale

In the event of a major crisis, it is essential that appropriate steps are in place to ensure the safety and well-being of the staff, students their families and the wider community.

Purpose

To identify the steps to be followed immediately, should there be any death, serious injury, or other traumatic event affecting any person with an association with Elizabeth House

- 1 Key people are identified to co-ordinate the situation.
- 2 Parents, staff, students and school community are given accurate information.
- 3 Action plan specific to the situation is in place to support staff and students.
- 4 Facilities and facilitators are available to provide for the immediate needs of those affected.
- 5 Outside 'help professionals' are identified and made available.
- 6 Provision is made for the on-going help and counseling.

CRISIS ACTION PLAN

- 1 Inform the **Hostel Manager** Susan Evans - Mobile 027 555 0955
- 2 Next, the people on the following list:
 - College Principal Paula Wells
 - MCNPTB Chairperson Mark Butterworth
 - HMB Chairperson Marie Appert
 - BOT Chairperson Steven Hill
 - College Counsellor Wendy Payne
 - Dep Principal – Jnr Barbara Costello
 - Dep Principal – Snr Andrew Murray
 - Chaplain Carole Tipler

Ministry of Education – Traumatic Incidents Team
0800 848 326 (24h/7d)

The **Crisis Team** will comprise of those listed above that are available at the time.

The Crisis Team will address the following issues:

- 1 A Media Liaison person will be established (determined by the Chairperson of Mission College New Plymouth Trust Board). No other person is to enter into discussion with the media.
- 2 The caregiver/family of the 'victim' will be contacted to establish request for any specific approaches to be taken. It is important that their wishes be respected. Contact with the family/caregiver will be maintained preferably by the same person of the Crisis Team.
- 3 A phone tree will be established (grape-vine list) to ensure that necessary parties are notified.

- 4 Staff will be informed – including supervisors, Compass staff and Sister Margaret. A written statement will be read or delivered to ensure that information given is accurate and factual, rather than emotive or speculative.
- 5 Contact will be made with other schools who may also be affected by the event. Eg siblings, or other relatives.
- 6 Students and staff, and families that may require extra help will be identified.
- 7 A method of informing other students and parents/families will be identified.
- 8 A statement to share with the students and parents/families will be prepared.
- 9 Notify outside helpers.
- 10 Employ casual staff if necessary.
- 11 The 'victim's' property will be secured and left untouched.

Procedural Guidelines:

- 1 Establish facts.
- 2 Ring appropriate emergency service.
- 3 Ring Principal, Board Chairperson and Crisis Team.
- 4 Ring Traumatic Incident Team
- 5 Inform all staff – staff meeting.
- 6 Inform and support community
- 7 As far as possible, keep children informed of basic facts, calm and continue on basic boarding programme.
- 8 Write initial information statement for phone/media etc. Offer boarding house as a central place to collect food etc and leave messages/cards.
- 9 Find casual staff if required.
- 10 Follow advice of Trauma Team.

Date of procedure: September 2020

Date of next review: November 2021

Elizabeth House - TRAUMA KIT CHECKLIST

TASK	DATE	TIME	✓
College Principal Advised			
MCNPTB Chairperson Advised			
HMB Chairperson Advised			
College Counsellor Advised			
BOT Chairperson Advised			
Dep Principal Snr Advised			
Dep Principal Jnr Advised			
Chaplain Advised			
Accuracy of information verified			
Crisis Team advised and meeting called			
Media Liaison person established (who?)			
Family/caregiver contacted – Who?			
Phone tree initiated			
Staff informed			

Other school/s contacted			
Students/staff with particular needs identified			
Method of informing students identified			
Outside helpers identified – who?			
Casual Staff requested			
Victim's property secured			
'Normal' hostel activity resumed			
Funeral representation			
Things to consider following the event <ul style="list-style-type: none"> ○ ○ ○ ○ 			



Elizabeth House

Staff Procedures

- Expense Reimbursement Procedure
- Professional Boundaries Procedure
- Professional Learning and Development Procedure
- Recruitment and Appointment of Staff Procedure
- Staff Leave Procedure
- Staff Performance Appraisal Procedure
- Phone, Email, Internet and Social Media Procedure
- Code of Conduct



Elizabeth House

Expense Reimbursement Procedure

Rational

Where possible it is expected that the Hostel credit card or charge back accounts are used. It is sometimes required for individuals to use their personal money to purchase items for the hostel.

Purpose

1. To provide an efficient and effective mechanism by which hostel expenses can be reimbursed to individuals
2. To ensure equitable treatment for all
3. To maintain budgets and costs

Guidelines

1. All purchases require approval from the Hostel Manager or Assistant Manager before being made
2. Where the hostel credit card or existing charge back accounts cannot be used the employee may use their personal money and claim back the expenses.
3. An Expense Reimbursement Form must be completed with supporting receipts attached
4. The reimbursement is approved only by the Hostel Manager or Assistant manager.
5. Approved reimbursements are paid out in line with the next pay cycle, in a separate payment to usual wages.

Date of procedure: October 2020

Date of next review: May 2022



Elizabeth House

Expense Reimbursement Form

Name	
Date	
Bank Account Number	

Date of Purchase	Supplier of Purchase	Details and reason	Purchase requested by	Amount
Total				

All receipts for purchases MUST BE ATTACHED. No expenses will be reimbursed without this documentation.

Signed: _____

Approved by _____ Date _____



Elizabeth House

Professional Boundaries Procedure

Rationale

Caring for young people is an important and professional role. We are bound by internal policy and national legislation to ensure we provide a safe physical, social, emotional and spiritual environment.

This procedure should be read in consultation with:

- Child Protection Policy
- Individual Employment Agreements
- Job Descriptions
- Health and Safety Policy
- Relationships and Ill Treatment Policy
- Alcohol, Tobacco and Drugs Policy
- Health Procedure
- Vehicle Procedure
- Catholic Character Policy

Additional to this, the Mission College New Plymouth Trust Board has a clear expectation that staff at Elizabeth House will at all times maintain the highest professional standards and integrity. An important element in professional standards is maintaining professional boundaries between staff and students.

Purpose

1. To ensure staff are fully aware of the importance of professional boundaries between themselves and students as part of the occupational practice.
2. To identify behaviour and practices which could undermine those professional boundaries and lead to a breakdown in the staff student relationship
3. To identify the adverse consequences including disciplinary action which could occur if professional boundaries are not maintained.

Guidelines

1. Staff new to the Boarding House will receive advice on professional boundaries as part of the induction process.
2. Building positive relationships with students is a key ingredient in successful care and teaching of students in the boarding house. This relationship should be based on mutual trust, respect and focused on the students holistic wellbeing.
3. There is an important distinction between being 'friendly with students' which is commendable and 'being their friend' which is to be avoided.
4. Staff are employed to predominantly care for and guide students in their holistic growth as young people. This includes academic and pastoral supports. This should take place in an atmosphere of encouragement, good humour, enthusiasm and positive education.

Unsafe behaviour/practices (keeping yourself safe)

The following behaviours and practices should be avoided since they have the potential to undermine professional boundaries and could rise to complaints.

1. Hugging or touching students without their direct or implied consent.
2. Having existing students on social media such as 'Facebook, Instagram, Snapchat' for social purposes. If necessary, use another social media page for professional communication.
3. Use of social media, and other messaging forums with students, including group messages and private forums.
4. Texting students with personal comments, particularly when you are not on duty and in school holidays.
5. Giving out and using for communication with students your personal phone number. Hostel phones should be used in the first instance for communication with students.
6. If you are doing an activity with one student let the other staff know about it.
7. Giving advice to students outside of your area of expertise e.g depression, suicidal thought, sexual health, family relationship issues (refer these to management or the school guidance team).
8. Making inappropriate comments or engaging in conversation with students on dating attractiveness, social life etc.
9. Allowing students into your office, house or private dwelling for social reasons.
10. Discussing with students your own relationships or personal problems.
11. Allowing students to drive your vehicle.
12. Socialising with students particularly at clubs, nightclubs and parties. It is noted that given the age of some boarders at times you may come into contact with students in different settings. Should you come into contact with students at such places remember to be kind, cordial yet professional.
13. Giving or accepting expensive or intimate gifts/money to or from students.
14. Where practicable keep yourself safe when interviewing or seeing students. Have someone else present if possible, this is dependent on the context.
15. Purchasing cigarettes, alcohol or any other illegal substance for students.

Consequences of Unsafe Practices

1. Engaging in unsafe practices or behaviour of the type described above can diminish the professional standing and reputation of the staff member.
2. This can lead to complaints from students, parents and colleagues.
3. More serious breaches can result in discipline action as per the Individual Employment Agreements.

Date of procedure: September 2020

Date of next review: May 2022



Elizabeth House

Professional Learning and Development Procedure

Rational

The Hostel Management Board is committed to excellence and will encourage and support the Professional Learning and Development (PLD) of all staff.

Purpose

1. To provide an efficient and effective mechanism by which applications for Professional Learning and Development may be considered
2. To ensure equitable treatment for all staff
3. To ensure that all Professional Learning and Development is aligned to either personal or hostel wide goals
4. To ensure the Professional Learning and Development budget is adhered to
5. To ensure staff are up to date with relevant professional Learning

Guidelines

1. Staff are to attend and actively participate in internal PLD opportunities
2. Staff are encouraged to seek external PLD opportunities in line with their appraisal goals
3. External PLD opportunities are to be applied for using the Professional Learning and Development Request form
4. Information and knowledge gained during PLD opportunities is to be shared with the staff as a whole upon return.
5. Fees, travel, accommodation and meals will be covered or reimbursed for approved PL request
6. Where external PLD opportunities are presented by the Hostel Manager all staff will have an opportunity to express interest in attending.
7. The annual NZBSA national conference will be attended by the Hostel Manager and one other representative.

Date of procedure: September 2020

Date of next review: May 2022



Elizabeth House

Professional Learning and Development Request

Name(s) making request:	
Course title: (Official title or provide course information with this form)	
Venue of course	
Provider of course	
Course fee	
Other costs of course (approx.) <ul style="list-style-type: none">• Transport• Accommodation	
Description of course	
How will you share the information gathered from the course with other staff?	

Hostel Manager to fill in	
Course approved	
Registration form sent	
Cover organised	
Total Cost	



Elizabeth House

Recruitment and Appointment of Staff Procedure

Rational

To provide equal opportunity, consideration and encouragement in recruitment, selection and conditions of employment for staff. While ensuring the selected staff will maintain a safe environment and enhance the Special Character of the Hostel

Purpose

1. To ensure the wellbeing of the Boarders as paramount.
2. To maintain optimum staffing levels.
3. To ensure impartial selection of suitably qualified personnel.
4. To ensure through the selection process that the Special Character of the Hostel focusing on Christian values is maintained.
5. To appoint the best person available to the position.
6. To comply with relevant legislation dealing with appointment procedure
 - a. Race relations Act 1971
 - b. Human rights commission 1977 and 1993
 - c. Employment Contracts Act 1991
 - d. Privacy Act 1993
 - e. Children's Act 2014

Supporting Documents

- Elizabeth House Equal employment Opportunity Policy
- Elizabeth House Staff Performance appraisal procedure
- Elizabeth House Child Protection Policy

Guidelines

- The recruitment procedure is delegated to the Manager. Except in the situation where the position advertised is that of the Manager or in the case of an additional (new) position that has been created other than a vacancy.
- When a vacancy occurs the Manager will
 - Establish criteria relevant to the position
 - Compile a job description
 - Establish a suitable time frame to advertise, select and appoint a suitably qualified person
 - Forward to all applicants the relevant information

- Conduct the interview and subsequent selection process
- Through the selection process the staffing goals and objectives with regard to the Special Character of the Hostel should be met.
- All applicants for a position at the Hostel must supply the names and contact details of at least two referees.
- All applicants for a position at the Hostel must hold a Full New Zealand Driver's Licence.
- All applicants must give permission for the Hostel Management Board to obtain a relevant police check.
- Recruitment and the selection process for the position of Manager is the responsibility of the Mission College New Plymouth Trust Board.

Date of procedure: October 2020

Date of next review: May 2022



Elizabeth House

Staff Leave Procedure

Rationale

As a good employer it is the Hostel Management Board's intention is to ensure a balance between the needs of the staff and the smooth running of the Hostel which ensures that the Boarders' welfare is paramount.

Annual leave is to be taken during Annual Closedown during the school summer holidays. Leave within the school terms is discretionary and must be applied for using the Leave Application included in this document.

Purpose

1. To provide an efficient and effective mechanism by which applications for leave may be considered
2. To ensure equitable treatment for all staff
3. To maintain staffing levels and duty of care to Boarders'

Guidelines

1. A shift can be swapped with another staff member without a Leave Application being processed. The Hostel Manager must be notified of this prior to the shift commencing.
2. If more than one shift within a week are to be missed then a Leave Application form must be submitted and approved.
3. Leave Application forms are to be found in the shared folder on the computer or in hard copy in the timesheet folder.
4. All discretionary leave during the school term is to be unpaid leave or days in lieu used.
5. Please see your Individual Employment Contract for more information regarding other types of leave.

Process

1. Leave Application form is to be submitted to the Hostel Manager a minimum of two week (14days) prior to leave commencing
2. The Hostel Manager will notify you if the application is accepted or declined.

Date of procedure: September 2020

Date of next review: May 2022



Elizabeth House

Leave Application

Name _____

Date _____

Leave dates (from) _____ (to) _____ (inclusive)

Shifts requiring cover

Leave Type

Unpaid Leave

Days in Lieu

Bereavement Leave

Other (Please specify) _____

All requests for leave require this form to be filled in and handed to the Hostel Manager a minimum of 14 days before leave required – where practical.

Managers Use

Leave request Accepted/Declined

Manager _____

Date _____



Elizabeth House

Staff Performance Appraisal Procedure

Rational

Staff performance appraisal is a valuable tool to allow staff to grow and develop in areas of their role.

Purpose

1. To develop and document a programme of appraisal for staff.
2. To allow staff to take ownership of their professional development

Guidelines

- The appraisal of Hostel staff is the responsibility of the Hostel Management Board. This responsibility is delegated to the Hostel Manager.
- The appraisal of the Manager will be undertaken by the College Principal as CEO of Elizabeth House.
- Every member of staff will have a job description, a copy of the Staff Handbook, access to the Policies and Procedures, Manawa Mission and Hostel Strategic Plan which will form the basis for the performance appraisal.
- Performance is appraised against a set of goals written and established together by the employee and Hostel Manager.
- The appraisal process consists of four meet ups across a 12month period. Initial/goal setting meeting, follow up meeting one and two and evaluative meeting.
- Areas requiring staff training will be assessed and the necessary agencies engaged to provide the relevant services.
- All results of performance appraisal are confidential to the person being appraised and appraiser.

Date of procedure: October 2020

Date of next review: May 2022

Elizabeth House Supervisor Appraisal Documentation:

Name:	Appraiser:	Dates:	
		Initial meeting T3	
		Follow up meeting T3	
		Follow up meeting T4	
		Evaluative meeting T1	

Strategic Goals: <i>In A Culturally Responsive way...</i>
<ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• Nourish Catholic Character <li style="display: inline-block; width: 45%;">• Strengthen and Streamline Systems <li style="display: inline-block; width: 45%;">• Nurture Hauora <li style="display: inline-block; width: 45%;">• Openly Engage with Community

Manawa Mission	
Ako	We take every opportunity to learn.
Manaakitanga	We respect and love one another.
Wahine Toa	We respect and love ourselves.

<h3 style="color: purple;">Special Character Goal:</h3>	
<i>List specific and measureable success criteria</i>	<i>Evidence of success to be noted alongside. Date and refer to specific evidences as they occur. Detail can appear at the conclusion of this form or in the electronic storage file.</i>

<p><b style="color: blue;">Ako Goal: A goal to do with ongoing learning that will strengthen successful role completion:</p>
--

<i>List specific and measureable success criteria</i>	<i>Evidence of success to be noted alongside. Date and refer to specific evidences as they occur. Detail can appear at the conclusion of this form or in the electronic storage file.</i>

Manaakitanga Goal: A goal about working within a team to openly engage with community

<i>List specific and measureable success criteria</i>	<i>Evidence of success to be noted alongside. Date and refer to specific evidences as they occur. Detail can appear at the conclusion of this form or in the electronic storage file.</i>

Wahine Toa Goal: A goal about nurturing Hauora of others' and self:

<i>List specific and measureable success criteria</i>	<i>Evidence of success to be noted alongside. Date and refer to specific evidences as they occur. Detail can appear at the conclusion of this form or in the electronic storage file.</i>

Ongoing Discussion notes and associated evidence: (at least three conversations during the year. They can be collaborative or individual conversations. Detail with date, time and a brief explanation)



Elizabeth House

Mobile Phone, Email, Internet and Social Media Procedure

Rational

Use of mobile phones, email, internet and social media are an important tool for hostel operations and communication. They need to be used correctly to ensure efficient and safe use.

Purpose

1. Ensure the safe and appropriate use of technology and devices
2. Ensure that these are used to enhance and not inhibit the wellbeing of boarders at Elizabeth House
3. Ensure that privacy of Boarders and staff is maintained

Guidelines

General

- All devices and accounts remain the property of the Mission College New Plymouth Trust Board/Elizabeth House.
- When using any device or mechanism you are representing Elizabeth House and appropriate conduct and language should be used.
- All use should comply with current New Zealand law and the Elizabeth House Privacy Policy.
- Employees may use the internet for work and research related purposes. Provided that this does not interfere with the performance of their duties.
- Login's and password details must be kept private and not disclosed to anyone.
- Appropriate 'log out' must happen everything you have finished using a device or program.
- All emails, communication, photos or details regarding boarders must be saved to the appropriate place before being deleted from any device.
- All external communication must use appropriate tone, structure and meet professional standards.
- All incoming communication should be responded to in a timely manner.

Social Media

- All Elizabeth House Social Media accounts are managed by the Hostel Manager. Only the Hostel Manager and a nominated staff member may post, edit or approve any items on these accounts.
- Anything posted on an Elizabeth House account must be in line with Elizabeth House and the Mission College New Plymouth Trust Boards values and conduct.
- Photos may only be posted with permission of the subject involved. Permission for boarders is given through the Elizabeth House Approved Travel, Leave, Contact and Permissions form.
- All posts must not breach any applicable New Zealand law.
- Staff are encouraged to protect their privacy on their personal social media accounts

- Staff are not to be 'friends', be 'followed' or 'followers' of any current Elizabeth House boarder on their personal Social Media accounts.

Mobile Phones and tablets / devices

- All hostel devices remain the property of the Mission College New Plymouth Trust Board
- All hostel devices must be returned at the end of each shift or identified period of time during which it was issued
- All hostel phones are to be used for business communication only.
- Personal communication is not permitted on a hostel device.
- Staff should keep time on devices to a minimum and the bear essentials for business
- Use of personal devices during shifts should be kept to a minimum and must not interfere with the performance of their duties.
- Staff should not make contact with or give their phone number to any current Elizabeth House boarders using their personal devices unless in an emergency.
- Hostel devices are to be used for recording any information eg taking photos of Elizabeth House or Sacred Heart Girls' College New Plymouth students. If this is not possible and a personal device is used this information needs to be transferred to a hostel/school device and deleted from the personal device within 72hours.

Date of procedure: September 2020

Date of next review: August 2021



Elizabeth House

MISSION COLLEGE NEW PLYMOUTH TRUST BOARD

INTRODUCTION

In any organisation, it is necessary to set down rules governing conduct and procedures to ensure a smooth running of the organisation. Conduct which threatens personal health, wellbeing or the security of boarders or staff, or which endangers property, is outside accepted behaviour. This policy refers to all behaviour of the employee during the course of their duty and while carrying out business for the Mission College New Plymouth Trust Board, at any workplace to which the employee is assigned.

The following Code of Conduct is intended to clarify what is and is not, acceptable behaviour. The lists are examples only, and are not intended to cover every possible situation; therefore, this list is not exhaustive. When in doubt, consider the impact your behaviour could have on others or the employer as a whole, or ask your Manager.

The employer will amend this Code of Conduct from time to time as is necessary. Staff will be notified of any changes.

APPLICATION

This policy applies to all employees of the employer, at all times.

POLICY

Serious Misconduct

Serious misconduct will normally result in immediate dismissal.

The following are *examples only* of what constitutes serious misconduct. This list is not intended to be exhaustive, and the employer will determine whether offences are serious misconduct on an individual basis.

1. Acting in a negligent or careless manner in the carrying out of duties; or consistent inefficiency or incompetence in the performance of duties.
2. Falsification of Mission College New Plymouth Trust Board records, including time keeping records and false statements made in the employee's pre-employment documentation.
3. Consumption of alcohol or non-prescription drugs during working hours; reporting to work in such a condition of intoxication, alcohol or drugs, that in the opinion of the employer, deems the employee unable to perform their duties properly or safely; the consumption of alcohol in the presence of boarders and/or school students, (unless there is a student/family dinner or special occasion on the employer's premises).
4. Gambling on the premises without management's consent.
5. Unauthorised possession, or destruction, or defacement of Mission College New Plymouth Trust Board property; possession, destruction or defacement of the property of other employees or Hostel residents, without their consent.
6. Unauthorised absence from work, including misleading the employer as to the nature of / reason for an approved absence.
7. Activities resulting in the injury of another person, or damage to employer or personal property.

8. Physical or verbal violence, including threatening behaviour, against any person on Mission College New Plymouth Trust Board premises, during work hours or while on Mission College New Plymouth Trust Board business, or towards a boarder, colleague or anyone else, at **any** time.
9. Unauthorised or irresponsible use of fire protection or safety equipment.
10. Failure or refusal to perform assigned work, or walking off the job.
11. Sexual, racial or other harassment.
12. Deliberate actions affecting quality, safety or hygiene.
13. Actions bringing the employer or staff into disrepute.
14. Sleeping during work hours (except as permitted when covering a night shift at the Hostel).
15. Smoking in restricted areas.
16. Refusal to carry out a lawful instruction of the manager or supervisor.
17. Using abusive or offensive language to the manager, colleague or Hostel resident.
18. Copying, removal or unauthorised disclosure of confidential or classified Mission College New Plymouth Trust Board information.
19. Misrepresenting the employer for personal gain.
20. Failure to account for cash; failure to follow the correct Mission College New Plymouth Trust Board financial procedures or procedures for the handling of cash.
21. Misrepresenting or with-holding criminal or employment history, or qualifications pertinent to the employer's decision to hire or promote the employee.
22. Being convicted of a criminal offence, which directly affects the employment relationship (e.g. a dishonesty offence for an employee entrusted with funds or cash).
23. Breach of any policy or procedure of the employer, or the Education (Hostel) Regulations 2005, not otherwise covered in this Code of Conduct.

Misconduct

Misconduct will normally result in disciplinary action (usually formal written warnings) and, if the same or a similar act is repeated, dismissal on notice.

The following are *examples only* of what constitutes misconduct. This list is not intended to be exhaustive, and the employer will determine whether offences are misconduct on an individual basis.

1. Failing to comply with time recording procedures.
2. Use of abusive or offensive language causing offence to another person on Mission College New Plymouth Trust Board premises during working hours or while on Mission College New Plymouth Trust Board business.
3. Misuse or unauthorised use of Mission College New Plymouth Trust Board property.

4. Leaving the assigned place of work without authority.
5. Posting of offensive or unauthorised notices within the employer's premises.
6. Failure to observe safety, quality or hygiene rules; working in an unsafe manner; failing to make proper use of safety equipment.
7. Wasting time or materials.
8. Interfering with, or preventing, another employee carrying out work functions.
9. Failing to report fire or accidents, or the use of fire equipment.
10. Failing to report to work at the time required without notifying the manager or supervisor of the reason.
11. Failing to complete the normal day's work (except in the circumstances of sickness, injury or personal emergency).
12. Breach of e-mail, Internet, Social Media or computer security policies.
13. Lateness or absenteeism.
14. Lack of application to assigned tasks.
15. Non-compliance with performance standards or Mission College New Plymouth Trust Board policies set by management, including requirements to work harmoniously and courteously with others.
16. Breach of any policy or procedure of the employer, or the Education (Hostel) Regulations 2005, not otherwise covered in this Code of Conduct.



Elizabeth House

General Procedures

- Accident and Incident Recording Procedure
- Admission Procedure
- Admission and Care of International Students Procedure
- Hireage Procedure
- Pandemic Plan



Elizabeth House

Accident Recording Procedure

Rational

Under the Health and Safety at Work Act 2015 the Mission College New Plymouth Trust Board (The Trust Board) as the PCBU ('person conducting a business or undertaking') has duties in relation to the management of health and safety risks at a workplace.

Purpose

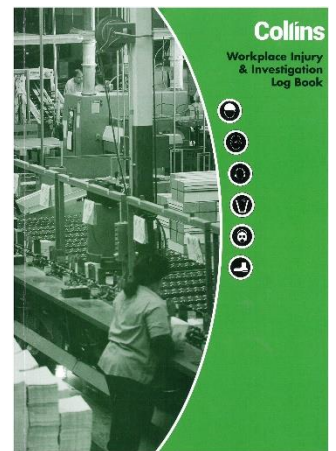
To record all accidents and incidents occurring at Elizabeth House or as part of Elizabeth House operations in order to manage and maintain a safe workplace for all.

Guidelines

When an accident or incident occurs at Elizabeth House or as part of Elizabeth House's operations a Accident Form must be filled out.

This form is located in the 'Workplace injury and Investigation Log Book' located in the day office.

Follow Injury/Incident and Investigation Flowcharts over page.



ACCIDENT FORM

Name of organisation: _____
 Address: _____
 Branch/Department: _____

1. Accident Details

Date of accident: / /
 Time: _____
 Location: _____
 Date reported: _____

2. Injured/Involved Person Details

Name: _____
 Date of birth: / /
 Contact Number: _____
 Length of employment: _____
 Hours worked before accident: _____

3. Type of Injury

Amputation Burn/Scald Gun Shot
 Chemical/Poison Dislocation Foreign Body
 Fracture Internal Laceration/Cut
 Property Damage Strain/Sprain
 Other (specify): _____

Reported by: _____

Comments: _____

4. Damaged Property

Property/equipment/material damaged: _____

Description of damage: _____

Other substance causing damage: _____

5. Accident Details

Describe what happened: _____

What caused the accident?

Could this accident happen again? Yes No
 What actions could be taken to prevent another accident occurring?

6. Treatment & Investigation

Type of treatment given: _____
 Name of involved first aider(s): _____
 Investigated by: _____
 Was date entered? Yes No

ACCIDENT INVESTIGATION FORM

As part of the PCBU's due diligence responsibilities, officers must take all reasonable steps to respond/ investigate in a timely manner on incident or accident reported to them. You can include your organisation's Health and Safety Representative or work committee in your investigation.

Event number: _____
 Date of investigation: _____
 Investigator Name: _____

Who the Investigator included (Worker/other persons): _____

Information details: _____
 Describe what information you have collected about this event: _____

DESCRIBE WHAT NEEDS TO BE INVESTIGATED
 (Summarise the event)

ANALYSIS
 Describe what key factor(s) contributed to the event?
 Consider tools, people factors, safety, environmental factors, equipment, culture, poor work practices, etc.

WHAT ARE THE HAZARDS AND RISKS?

Does our hazard and risk register need to be updated/changed? Yes No
 Updated on: _____

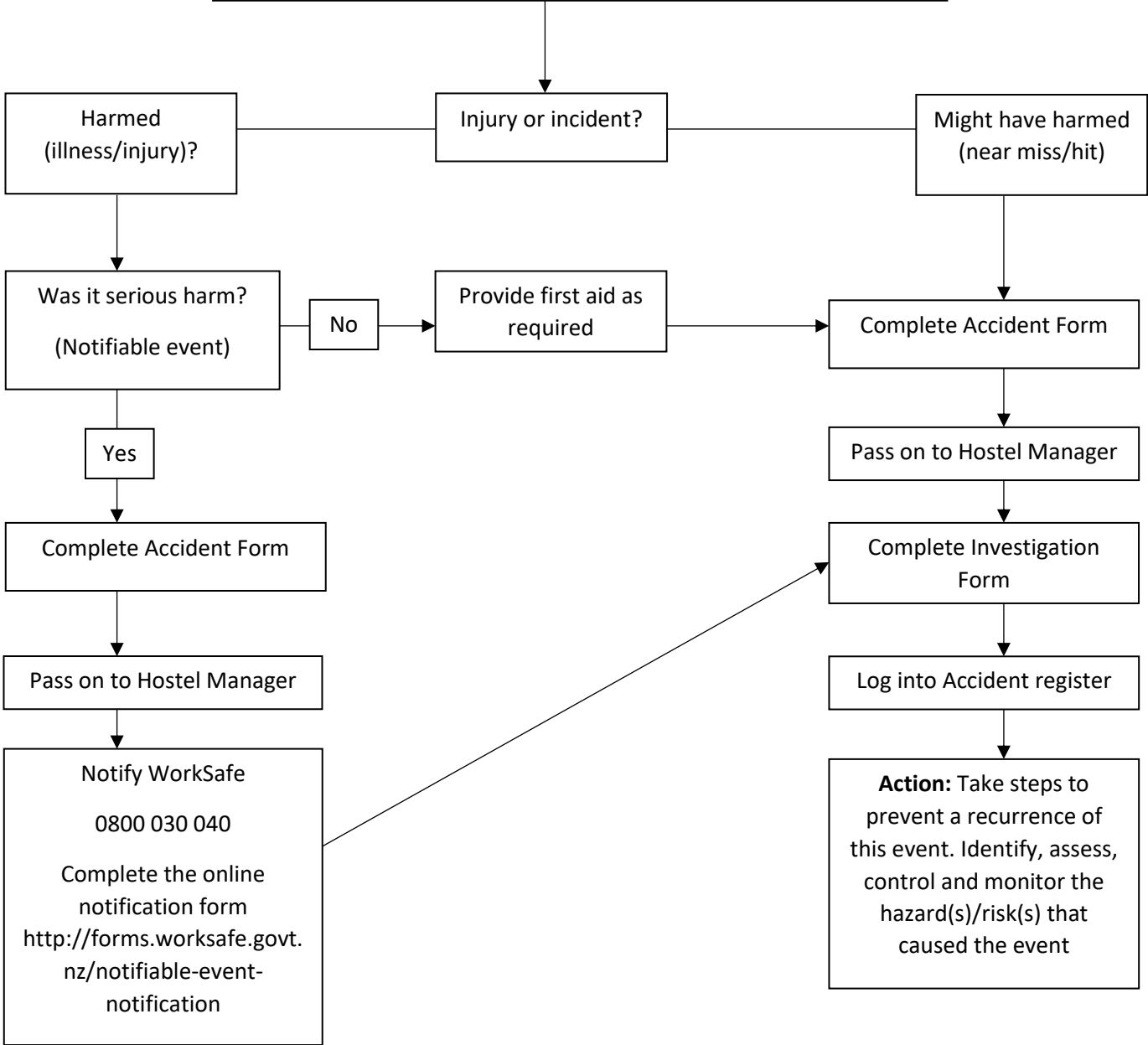
ACTION DETAILS
 Describe what needs to be achieved to fix the situation?
 (This should include appropriate time and resources, priorities, who responsible, who needs to be fully notified etc.)

Action plan assigned to: _____
 Date action due: _____
 Date action completed: _____

SIGNED OFF BY

Has this event triggered an MSDWA "notifiable event/death/injury/illness or incident"? Yes No
 If so, has WorkSafe been informed? Yes No Date advised: _____
 Time of call or email sent: _____
 Name and job title of person at WorkSafe: _____
 Incident/Accident Number: _____
 Signature: _____ Date: _____
 Title: _____ Contact number: _____

Workplace injury/incident/illness occurs



Harmed (illness/injury)?

Injury or incident?

Might have harmed (near miss/hit)

Was it serious harm? (Notifiable event)

No

Provide first aid as required

Complete Accident Form

Yes

Complete Accident Form

Pass on to Hostel Manager

Complete Investigation Form

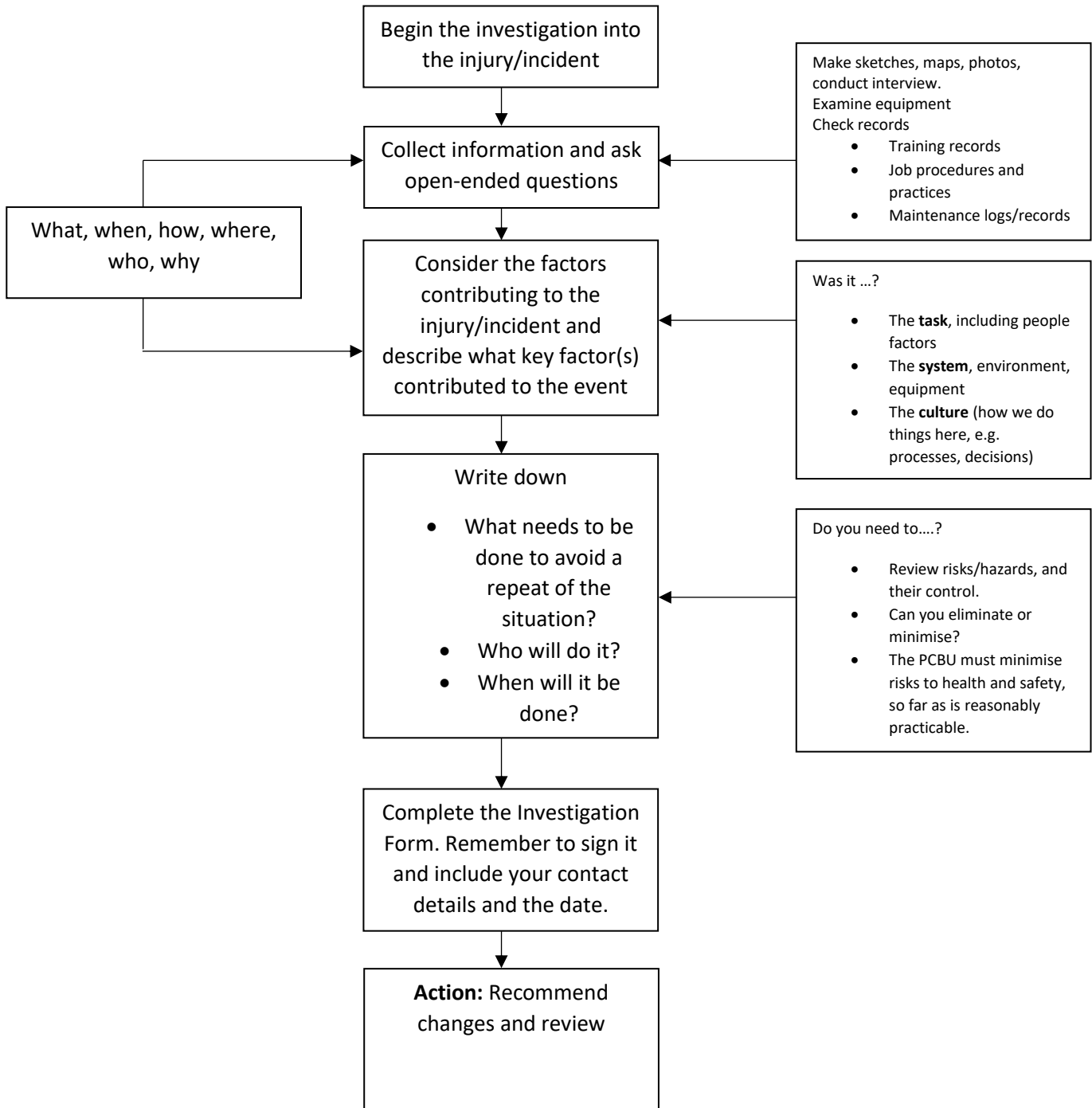
Pass on to Hostel Manager

Log into Accident register

Notify WorkSafe
0800 030 040
Complete the online notification form
<http://forms.worksafe.govt.nz/notifiable-event-notification>

Action: Take steps to prevent a recurrence of this event. Identify, assess, control and monitor the hazard(s)/risk(s) that caused the event

Investigation Flowchart





Elizabeth House

Admission Procedure

Rational

The Special Character of Elizabeth House together with acceptance of enrolment at Sacred Heart Girls' College under the integrated schools agreement forms the basis for admission to Elizabeth House.

Purpose

1. To provide a home in a Roman catholic environment for young woman enrolled at Sacred Heart Girls' College New Plymouth
2. To honour the clauses in the Elizabeth House Constitution on admission to the Hostel.

Guidelines

- The Hostel Manager along with the College Principal will interview all prospective young woman who wish to board at Elizabeth House in the company of their parents and/or caregivers.
- Admission to the hostel may be granted only to those who have been accepted for enrolment at Sacred Heart Girls' College New Plymouth.
- A student's right to remain in the hostel shall cease upon her ceasing to be enrolled as a student at Sacred Heart Girls' College New Plymouth.
- In order to be considered for admission, parents and caregivers must agree to:
 - Support the Hostel programme and policies
 - Payment of boarding fees and personal expenses incurred by their daughter(s)
 - Provide all relevant information necessary for the welfare of their daughters(s) to the Hostel Manager
 - Support the Special Character of the Hostel.
- The Hostel Management Board in accordance with approved Policies has the right to require a parent/caregiver to remove a boarder from the Hostel.
- The Hostel Management Board has the right to create a waiting list should the need arise.
- Upon acceptance to the Hostel a non-refundable deposit of \$500 shall be paid to confirm that boarders place.

Date of procedure: October 2020

Date of next review: March 2022



Elizabeth House

Admission and Care of International Students Procedure

Rational

The Special Character of Elizabeth House together with acceptance of enrolment at Sacred Heart Girls' College under the integrated schools agreement and the Pastoral Care of International Students Code of Practice 2016 forms the basis for admission to Elizabeth House.

Purpose

1. To ensure The Education (Pastoral Care of International Students) Code of Practice 2016 is adhered to
2. To provide a Roman Catholic home for students studying in New Zealand at Sacred Heart Girls' College New Plymouth

Guidelines

- International students to Sacred Heart Girls' College New Plymouth are able to gain admission into Elizabeth House providing there is space not otherwise needed by a preference domestic student.
- Admission to the hostel may be granted only to those who have been accepted for enrolment at Sacred Heart Girls' College New Plymouth.
- A student's right to remain in the hostel shall cease upon her ceasing to be enrolled as a student at Sacred Heart Girls' College New Plymouth.
- In order to be considered for admission, parents and caregivers must agree to:
 - Support the Hostel programme and policies
 - Payment of boarding fees and personal expenses incurred by their daughter(s)
 - Provide all relevant information necessary for the welfare of their daughters(s) to the Hostel Manager
 - Support the Special Character of the Hostel
- The primary contact for all International Students while at Elizabeth House is the Director of International Students.
- The Education (Pastoral Care of International Students) Code of Practice 2016 must be followed at all times.
- Care and consideration must be given to the culture of all students at Elizabeth House.

Date of procedure: October 2020

Date of next review: September 2021



Elizabeth House

Hirage Procedure

Rational

To encourage the use of Hostel facilities by outside groups in order to provide additional income for the hostel.

Purpose

1. To increase financial income
2. To foster relationships with the wider community
3. To provide affordable accommodation alternatives to community groups

Guidelines

1. The hostel is available for hire during the school holiday times and long weekends.
2. All individuals or groups hiring the Hostel shall pay a bond and sign a hirage contract.
3. The welfare and privacy of Boarders possessions is paramount. Boarders are to be aware of use of their rooms during term time (eg during long weekends).
4. Hires can either be fully catered or self-catered.
5. All Hirers must have a signed Conditions of Hirage prior to commencing hirage.

Date of procedure: October 2020

Date of next review: November 2021



Elizabeth House

Conditions of Hirage

Please read the following conditions carefully before signing. Please return the signed copy to Elizabeth House.

1. Acceptance of Conditions

The Hirer accepts the hire of Elizabeth House on the terms and conditions set out in this document, and agrees to fully comply with the same, and pay all the requisite charges.

2. Bond

A Bond of \$ _____ shall be paid to Elizabeth House two weeks before use commences. In the event of any damage to or theft from the venue of any of its contents, or if extra cleaning, rubbish removal or venue reinstatement costs are required, or any breach of non-observance of this agreement, Elizabeth House will charge the Hirer for any such damages and reserves the right to withhold any part or all of the bond as compensation for such.

3. Occupancy

The Hirer will ensure that the occupancy levels predetermined by the Hostel License are not exceeded in any given situation. The Hirer agrees that only individuals listed on the Occupants List will have access to the Hostel at any time. Any individual under the age of 18 years of age is not to be left on site unsupervised by an adult at any time.

4. Smoke free

The Hostel and College grounds are a smoke, drug and vape free area at all times.

5. Fire Exits/Exit Lights

The fire Exits must be kept clear at all times. The Exit lights must be displayed at all times when the hostel is occupied.

6. Fire Warden(s)

It is the responsibility of the Hirer of the facility to ensure that they are fully conversant with the Fire Safety and Evacuation of Buildings regulations 1992, and the Hirer is required to appoint a Deputy Fire Warden(s) accordingly.

7. Faults

Should any faults/damages be found in the Hostel, they are to be reported to the Hostel Manager immediately.

8. Hostel reinstatement

The Hirer shall be responsible for reinstating the hostel to its original state including, removal of all equipment, items and accessories, including rubbish and waste from the hostel and making good any damage caused prior to the termination of the hire period.

9. Noise level

During hirage noise is to be kept to a respectable level and consideration given to the residents of Adele Senior Living and other residents who share the Elizabeth House building.

10. Cleaning

Daily and end of hirage cleaning is part of the hirage charge. The Hirer is expected to keep the hostel in a tidy state during their stay and upon their departure.

11. Rubbish Disposal

The Hirer shall not leave excessive rubbish inside the Hostel. All rubbish to be placed in the bins provided and excessive rubbish to be taken to the skip bin outside. Recycling to be placed in the recycling bins provided in accordance with bin specifics.

12. Loss or Damage

Any items left at the Hostel by the Hirer are the responsibility of the Hirer, and Elizabeth House does not accept any responsibility whatsoever for these items or for any loss of damage to such items.

13. Animals

No dogs or any other animals will be admitted to the hostel facilities except guide dogs for the blind and the person exercising control of a dog shall comply with any instructions given by or on behalf of the Hostel Manager.

14. Gambling

No collection, games of chance, sweepstake, lotteries, nor any betting may be conducted on the premises without the prior consent in writing of Elizabeth House.

15. Alcohol

Alcohol consumption in moderation and in accordance with New Zealand laws. No alcohol is to be sold on site without the Hirer acquiring the appropriate Liquor licencing.

16. Broadcasting

No Hirer shall grant sound or television broadcasting or filming rights without the prior written conditional consent of Elizabeth House

17. Security and Fire Monitoring

The Hirer must make its own security arrangements for the protection of all equipment when on site. The Hostel has security cameras and fire monitoring. If a call out and costs are incurred, Elizabeth House reserves the right to pass the costs onto the Hirer.

18. Termination of Occupancy

A breach of any of these above conditions may result in termination of all rights granted to occupy the Hostel. In such cases the bond shall be forfeited and Elizabeth House reserves the right to recoup any costs from the Hirer.

19. Deposit/Payment

A non-refundable deposit of 50% of the negotiated daily hire rate (ie 50% of on days hire), is required to confirm the booking. This deposit must be received by Elizabeth House within 10 working days of the booking being made. Balance of payment is due before the hire commences.

Comments:

Hire Contract

By signing below I acknowledge that I have read the Hire contract for Elizabeth House and agree with the terms and conditions within the contract. I also acknowledge that I am the duly authorised agent of the hiring party.

Hirer

Name: _____

Designation: _____

Company/Club: _____

Date(s) of Hirage (inclusive): _____

Signed: _____

Date: _____

Elizabeth House

Date: _____

Susan Evans
Hostel Manager
Elizabeth House

Inspection Checklist

(Completed by Hirer on or arrival at Hostel)

Pursuant to the Fire Safety and Evacuation of Buildings regulations 1992

- Means of Escape
 - Exit routes within the Hostel are clear of internal and external obstacles (including rubbish, office material, chairs etc) and free from hazards (uneven flooring, loose carpet, and insecure handrails) at all times.
 - Exit doors are not locked, barred, or blocked and they can be opened in a normal manner from inside the Hostel without the use of a key
 - Signs showing exit ways are not missing, damaged or partly obscured.
 - Smoke control fire doors are undamaged and are not kept open by methods other than hold open devices.
 - Stairwells and passage ways which are designed specifically for means of escape from fire are clear and not used as places of storage or places where refuse is allowed to accumulate.
 - Flammable cleaning liquid or material or any other like flammable liquid or material is not stored near or within any part of the Hostel used as a means of escape from fire.

- Applications in Hostel
 - Appliances are in a safe operating condition and that no materials or goods are placed nearby.
 - Flammable liquid equipment/appliances are stored safely and do not have defects.

- Firefighting equipment for use by the Hirer
 - Equipment checked for:
 - Installation is secure,
 - Ensure that the location signage is present
 - Read the operating instructions
 - Ensure that the equipment has not been actuated or tampered with, and the equipment is in operational condition.

- Emergency Wardens

Building Fire Wardens Name _____ Deputy Warden Name _____

Attendants Name _____ Attendants Name _____

Deputy Wardens Duties

Routine duties are to;

- Deputise for the Building Fire Warden when delegated responsibility through these conditions of hire of the Hostel
- Carry out inspections and report on means of escape, unpacking etc of materials, storage of flammable and hazardous substances, all emergency lighting, alarm signal and firefighting equipment.
- Undertake warden/attendant training as required
- Be aware of the location of all emergency exits and emergency lights.
- Be aware of the signals for warning occupants of an emergency

Duties on being warned of an emergency

- If automatic alarms have not activated then manually activate alarm
- Put on Fire Warden Identification
- Contact the Fire Emergency by telephoning 111
- Check all areas of responsibility

- Ensure all persons are accounted for and evacuated to the predetermined assembly points
- Make situation report to the Building Fire Warden or the Fire Emergency.

Only if it is safe to do so should firefighting be attempted. The prime objective in an emergency is safe evacuation of all persons. Only return to the Hostel when it is safe to do so by confirmation by Fire Emergency.



Elizabeth House

Boarding Pandemic Plan – 2020

Pandemic Planning

It is not possible to predict how long a pandemic may last. There could be more than one wave of infection during a pandemic period. Each wave could typically last about eight weeks.

Pandemic Team

The “pandemic team” are the core staff who will manage the college and hostels response to the pandemic

- Overall Manager – Paula Wells, 2IC Andrew Murray
- International Students – Margie Smith, 2IC Preeta Menon
- Boarding Hostel – Susan Evans, 2IC Leah Shoemark

Boarding staff monitoring will occur on a case by case basis where necessary by Susan Evans. Relief coverage to be determined at the time depending on the employee involved and the nature of the boarding operations.

It is also essential we have adequate supplies of tissues, medical and hand hygiene products and cleaning supplies. We must keep a close eye on stock and usage.

- Assistant Manager is in charge of sourcing additional stocks of the above (although supply is scarce at present). Sanitiser products are to be distributed around the Boarding Hostel.
- Compass Site Manager has sufficient dry foods on hand for 48 hours isolation or supply issues along with sufficient sanitiser and cleaning products.

Pandemic Declared

Details of specific Pandemic to be added here

Stages of Pandemic Plan

	Situation	Action
Level 1	<ul style="list-style-type: none"> • Pandemic Declared • Isolated transmission in New Zealand 	<ul style="list-style-type: none"> • Operations continue as normal (under guidance or adaption from MoEd and MoH). • Safe practices re sneeze etiquette, hand and surface washing and physical distancing in place. • Sick boarders and staff asked to return or stay at home • No access to the hostel to visitors who are unwell
Level 2	<ul style="list-style-type: none"> • Single or isolated cluster outbreaks in NZ 	<ul style="list-style-type: none"> • Boarders or staff with influenza like symptoms to remain at home for 7 days. • All leave and additional to school and hostel activities stopped. • No access to hostel other than boarders, hostel staff and Compass staff. • Vulnerable staff and boarders to stay home
Level 3	<ul style="list-style-type: none"> • Community transmission is occurring • Widespread outbreaks and new clusters 	<ul style="list-style-type: none"> • Hostel closed to all but essential boarders as per Ministry of Ed guidelines. • If boarders onsite, requirements from Ministry of Ed and Health must be followed.
Level 4	<ul style="list-style-type: none"> • Lockdown 	<ul style="list-style-type: none"> • Hostel closed unless needed to accommodate international students

Communication with our community

It is likely there will be anxiety leading up to and during a pandemic and this is likely to contribute to increased absence and/or increased stress to the board, managers, staff, parents/whanau and students. We will manage this by:

- Communicating early and regularly with our board, staff, students, parents and whanua
 - Ensure internal communications are sent to staff. This should highlight the actions required on identifying a sick student/staff member and general guidance on health and wellbeing. – Susan Evans
 - Regular updates to be sent to the school and boarding community keeping them informed of our situation. This would continue throughout a closure period to reopening (if necessary). – Paula Wells
- Discuss with staff possible health and safety issues, and leave arrangements for them if they are ill or need to look after dependents. This is to be done at Daily Check In and staff meetings fortnightly as well as emails.

Protecting staff, students and visitors from getting sick

This following section has been developed to enable us to plan and manage remaining open during localised events.

Strategy			Who
<u>Restricting entry</u> <ul style="list-style-type: none"> • Signs to be placed on all entrances. • Email sent to all parents re health of students and whanau 	Level 1	<ul style="list-style-type: none"> • No access to visitors who are unwell 	Hostel Manager – Susan Evans Assistant Manager – Leah Shoemark Compass Site Manager – Christine Bollond
		<ul style="list-style-type: none"> • Staff to monitor contractors onsite for signs and symptoms • Sick boarders and staff asked to stay home 	
	Level 2	<ul style="list-style-type: none"> • No access aside from boarders, hostel and Compass staff • Sick boarders and staff who are sick must stay home for 7days. 	
	Level 3	<ul style="list-style-type: none"> • No entry to anyone not residing onsite. • Essential contractors may enter if required. Not to have contact with any students. Physical distancing to Hostel Manager. 	
	Level 4	<ul style="list-style-type: none"> • Hostel in lockdown. No entry to anyone additional during this period 	
<u>Communication within the Hostel</u>	Level 1	<ul style="list-style-type: none"> • Posters about the hostel • Regular notices update • Accurate use of onBoard medical – All Staff 	Hostel Manager – Susan Evans Assistant Manager – Leah Shoemark
	Level 2	<ul style="list-style-type: none"> • Posters about the hostel • Daily notices update • Accurate use of onBoard medical – All Staff 	
	Level 3	<ul style="list-style-type: none"> • Regular 'touch base/important information' email with boarders and staff • Daily notices with any boarders and staff onsite 	
	Level 4	<ul style="list-style-type: none"> • Regular 'touch base/important information' email with boarders and staff 	
<u>Communication externally from school and hostel</u>	Level 1	<ul style="list-style-type: none"> • School communication to include hostel specific information creating one key point of communication to parents 	Susan Evans Paula Wells
	Level 2	<ul style="list-style-type: none"> • School communication to include hostel specific information creating one key point of communication to parents 	
	Level 3	<ul style="list-style-type: none"> • Regular 'touch base/important information' email with boarders and staff • 	
	Level 4	<ul style="list-style-type: none"> • Regular 'touch base/important information' email with boarders and staff • 	

<p><u>Practising good personal hygiene</u> and workplace cleaning habits Staff to train/show students</p>	<p>Level 1</p>	<ul style="list-style-type: none"> • Cough or sneeze into your elbow or by covering your mouth and nose with tissues • Put used tissues in the bin or a bag immediately • Wash your hands with soap and water often (for at least 20 seconds) • Try to avoid close contact with people who are unwell • Don't touch your eyes, nose or mouth if your hands are not clean • Avoid personal contact, such as kissing, sharing cups or food with sick people • Clean and disinfect frequently touched surfaces and objects, such as doorknobs. • Poster in all bathrooms and food areas • Regular cleaning of shared/common surfaces eg cell phones, car keys, door handles etc 	<p>Susan Evans Leah Shoemark Christine Bollond (Compass Site Manager) Compass Domestic Services staff Hostel Supervisors</p>
	<p>Level 2</p>	<ul style="list-style-type: none"> • Cough/sneeze etiquette • Physical distancing (2m) • Wash hands with soap for 20sec • Hand sanitiser before touching anything communal (eg piano, books, games) • Hand sanitiser in dining room • No sharing of personal items • Clean and disinfect frequently touched surfaces and objects, such as doorknobs. • Poster in all bathrooms and food areas • Regular cleaning of shared/common surfaces eg cell phones, car keys, door handles etc • Keep doors wedged open where can (not smoke stop doors) 	
	<p>Level 3</p>	<ul style="list-style-type: none"> • Cough/sneeze etiquette • Physical distancing (2m) • Wash hands with soap for 20sec • Hand sanitiser before touching anything communal (eg piano, books, games) • Hand sanitiser in dining room • No sharing of personal items • Clean and disinfect frequently touched surfaces and objects, such as doorknobs. • Poster in all bathrooms and food areas • Daily cleaning of shared/common surfaces eg cell phones, car keys, door handles etc • Keep doors wedged open where can (not smoke stop doors) 	
	<p>Level 4</p>	<ul style="list-style-type: none"> • Full hostel clean down following departure of boarders prior to lockdown (including surfaces, bedding, handles etc) 	
<p><u>Physical distancing.</u></p>	<p>Level 1</p>	<ul style="list-style-type: none"> • Ensure students don't shake hands, high 5 etc 	<p>All staff</p>

Though physical distancing is a key strategy but very difficult in a Boarding Hostel, we will:		<ul style="list-style-type: none"> Discourage unnecessary contact Encourage hygiene Discourage sharing of equipment, food, water bottles etc 	
	Level 2	<ul style="list-style-type: none"> Encourage 1m physical distance Marking of 1m using tape on floor for dining room or other areas where boarders can gather Staggered dinner times 	
	Level 3	<ul style="list-style-type: none"> 1m space inside 2m outside Every other bedroom use (if possible) Marking of 1m using tape on floor for dining room or other areas where boarders can gather Staggered dinner times Specific seating at dinner All study in rooms 	
	Level 4	<ul style="list-style-type: none"> Lockdown. Only residential staff and any international students who cannot be accommodated elsewhere on site. Form one bubble 	
<u>Leave and Activities</u>	Level 1	<ul style="list-style-type: none"> Normal leave allowed 	Susan Evans
	Level 2	<ul style="list-style-type: none"> Known co-curricular activities only 	
	Level 3	<ul style="list-style-type: none"> Lockdown Daily exercise on school site 	
	Level 4	<ul style="list-style-type: none"> Full nationwide lockdown Daily exercise on school site 	
<u>Managing staff and students who become ill</u>	Level 1	<ul style="list-style-type: none"> Boarders who are ill – isolated in sickbay until recovered or return to home Follow screening tool below. Should there be more than one student the Y13 Common Room will be used. The Y13s will no longer be able to use this space. At the end of each student, a deep clean must occur. All food etc, will be delivered in individual containers. Staff who are ill to stay home If _____ positive must not return until cleared by a Doctor 	Susan Evans Leah Shoemark Duty Supervisor
	Level 2	<ul style="list-style-type: none"> Boarders who are ill – isolated in sickbay until guardian has arrived to take them home (must stay at home for 7 days) Follow screening tool below. Should there be more than one student the Y13 Common Room will be used. The Y13s will no longer be able to use this space. At the end of each student, a deep clean must occur. All food etc, will be delivered in individual containers. 	

		<ul style="list-style-type: none"> • Staff who are ill must stay at home for 7 days • If _____ positive must not return until cleared by a Doctor 	
	Level 3	<ul style="list-style-type: none"> • If boarder onsite becomes ill. Must be isolated in sickbay • If more than one becomes ill Y13 common room or empty wing of hostel to be used • Follow screening tool below • Follow instructions from public health authority 	
	Level 4	<ul style="list-style-type: none"> • If boarder onsite becomes ill. Must be isolated in sickbay • If more than one becomes ill Y13 common room or empty wing of hostel to be used • Follow screening tool below • Follow instructions from public health authority 	

Cleaning & Ventilation

During the pandemic we will liaise with our Cleaning contractor to ensure our cleaning methods and products reflect the existing situation. Staff are required at all times to actively promote good hygiene and cleaning practices. This applies particularly to hard surfaces (for example, sinks, handles, railings, objects and counters).

Staff Should

- Remind staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Remove books, magazines and papers from common areas.
- Consider ways of cleaning and/or restricting communal use of equipment including office equipment
- When a person with suspected virus is identified and has left, it is important that their work/living area and any other known places they have been are thoroughly cleaned and disinfected.
- Where possible ensure all internal spaces are well-ventilated preferable by fresh air via opening window, or by the use of the existing air-conditioning systems.

Contact Management

A challenge with the Boarding Hostel is contact Management. The link below outlines good information about the levels of contact.

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/contact-tracing-covid-19>

Should we have a potential case we must complete the attached contact management forms.

Summary

It is essential that we remain calm and avoid any speculation that may upset our students, parents or staff.

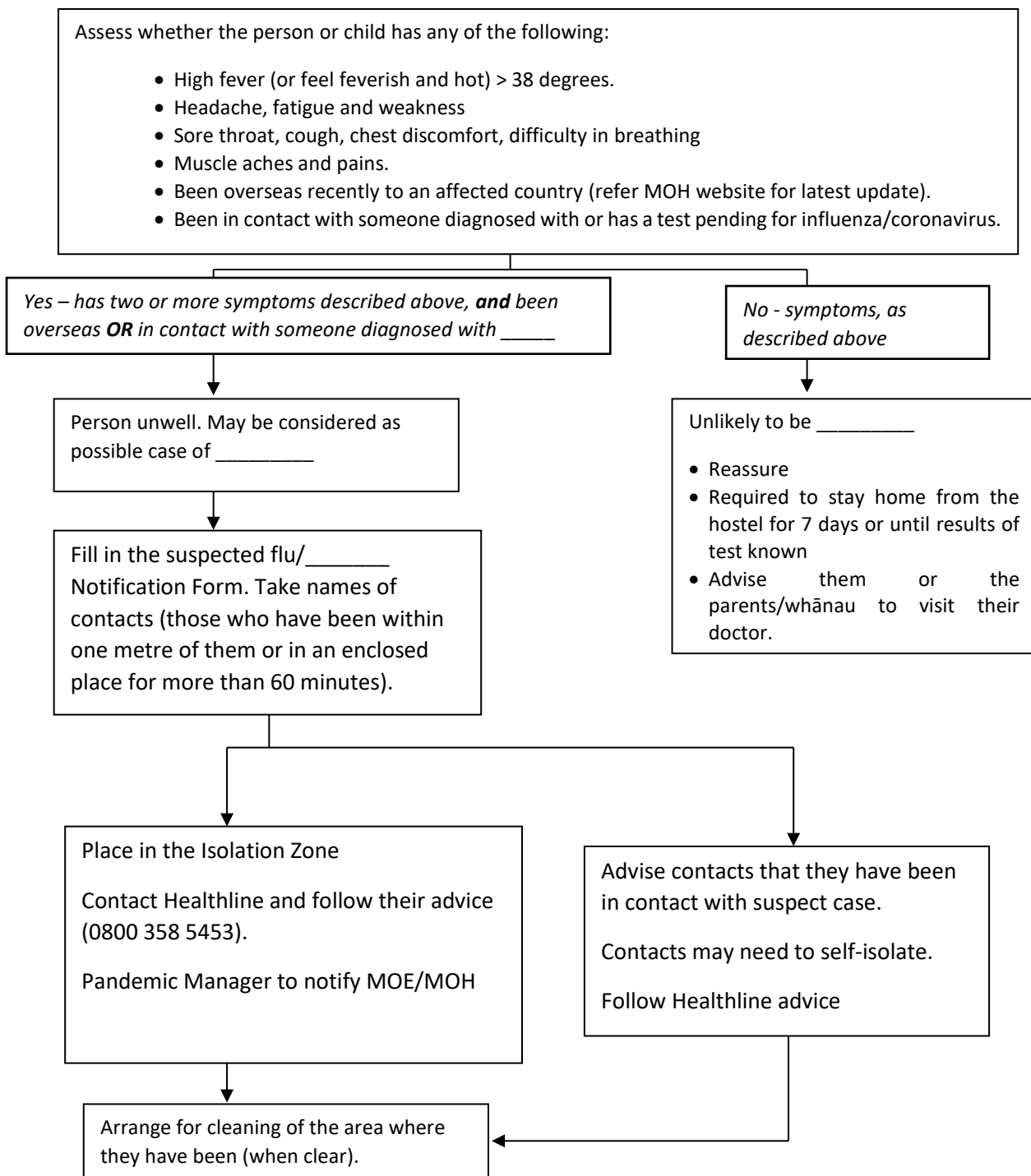
_____ is a notifiable disease, we will be guided by the Ministry of health and Ministry of Education should we have potential or confirmed exposure.

Screening flowchart

For detection and management of suspected _____

Process

1. The Pandemic Team receives a call from a person suspecting they may have influenza, or from a staff member who has noticed a child who may be ill.
2. Avoid contact with the sick person if possible and manage the process over the telephone.
3. For someone at the school who is ill, follow the flowchart below:



Suspected Notification Form

Details of Affected Staff/Students

Name:	Site:	Location of isolation:
Job title:	Nationality if visitor to site:	Date of birth: (optional)
Address:		
Telephone no: _____ (W) _____ (H) _____ (M)		
Symptoms noticed:		
Fever <input type="checkbox"/>	Body aches <input type="checkbox"/>	
Headache <input type="checkbox"/>	Fatigue <input type="checkbox"/>	
Dry cough <input type="checkbox"/>	Others <input type="checkbox"/>	Details: _____
Cold <input type="checkbox"/>		
Time of fever on-set: _____		
Time of isolation: _____		
Travel history over the past eight days:		
Countries visited _____		
Flights taken: _____		
Where referred:		
Contact List (See separate page)		
Where referred:		
Contact List (See separate page)		

Details of Reporter

Name:
Job title:
Telephone no: _____ (W) _____ (H) _____ (M)

Symptoms



Elizabeth House

Emergency Procedures

- Emergency Management Plan
- Fire Evacuation
- Earthquake and Tsunami
- Volcanic Eruption and Cyclone
- Lockdown



Elizabeth House

Emergency Management Plan

Rational

Elizabeth House is committed to the safety and welfare of all in the Hostel Community.

Purpose

1. To have in place a clear procedure for dealing with emergencies, disasters and/or crisis
2. To ensure safety standards are met

Supporting Documents

- Elizabeth House Fire Evacuation Procedure
- Elizabeth House Lock Down Procedure
- Elizabeth House Earthquake and Tsunami Procedure
- Volcanic Eruption and Cyclone Procedure

Guidelines

- At any point during an emergency instructions from Civil Defence, Fire Emergency NZ, the NZ Police or similar agency supersedes any guidelines within this document or supporting procedures.
- In the event of a significant incident resulting in damage or potential damage resulting in the safety of occupants of Elizabeth House being compromised this plan needs to be implemented.
- Fire evacuation, Lockdown, Volcanic and Earthquake procedures to be followed in entirety.
- All occupants must be accounted for
- If emergency services are required call 111
- Hostel Manager (or nominated person) to check for obvious damage and limitations to the building and/or services if safe to do so
- Turn off power, water and gas, if safe to do so
- Local Civil defence post is New Plymouth District Council. 06 759 6060
- If building is unsafe for occupation move into the College Event Centre.
- Water supplies are located in the garden shed.
- Food and blankets to be retrieved from hostel building if safe to do so.
- Consult with Civil Defence around post disaster recuse and relief program.

Emergency trail evacuation timetable

Emergency	Trail regularity
Fire	Termly
Earthquake	Termly
Lockdown	Bi annual
Volcanic eruption/cyclone	Annual

Date of procedure: October 2020

Date of next review: January 2022



Elizabeth House

Fire Evacuation Procedure

Rational

A clear Fire Evacuation procedure that is practiced regularly is needed to ensure the safety of all occupants of Elizabeth House in the event of a fire.

Purpose

1. Ensure there is a safe Evacuation scheme in place
2. Ensure all staff and boarders are aware of the evacuation scheme
3. Ensure evacuation trials happen termly
4. Provide clarity of roles during and evacuation

Guidelines

- Evacuation Point is the school courts
- Trial Evacuations to be conducted Termly at different times of day
- All new staff to have evacuation training as part of induction
- Yearly evacuation training walk through for all staff

All occupants

- Warn occupants in the immediate area if a fire is discovered. Shout "fire, fire, fire"
- Operate the nearest fire alarm manual call point (red boxes with break-glass panels) if alarm is not already sounding.
- Call 111 and ask for fire. Report the name and address (Elizabeth House, 10 Pukaka Street, Strandon, New Plymouth) and the nature of the fire.
- Turn off any machinery/equipment that is unsafe (eg oven for kitchen staff)
- Evacuate the building – Go to the school netball courts
- Provide assistance to anyone else requiring it
- Report to the lead Supervisor or Y13 marking year group roll and pass on any relevant information about the fire
- Remain at evacuation point until told to move by Fire Warden or Firefighters
- Do not re-enter the building until the all-clear is has been given by the Fire Warden or Firefighters
- Do no attempt to extinguish the fire unless you have been trained to do so

Hostel Supervisors

- Operate the nearest fire alarm manual call point if the alarm is not already sounding
- Direct boarders to the nearest safe fire exit

- Check all boarders and adults are out of the rooms including bathrooms, showers, ensuites and common rooms
- Report to Lead Supervisor on courts
- Follow their instructions
- Ensure all occupants remain contained in the assembly area until advised otherwise by the Hostel Manager or Fire and Emergency New Zealand

Lead Supervisor (Deputy Fire Warden)

- When alarm sounds, collect evacuation box and go directly to School courts
- Take roll on onBoard
- Make sure all occupants are accounted for. Cross check absences with onBoard
- Confirm evacuation completed with Fire Warden

Fire Warden (Hostel Manager, Assistant Manager or Overnight Supervisor)

- Call 111 (if not already done by an occupant)
- Put on Hi-Viz vest
- Remain at fire panel to meet Head firefighter
- Receive reports from other staff
- If risk to others with fire/smoke near the assembly area, instruct everyone to move to an alternative safe assembly point
- Liaise with Fire and Emergency on their arrival and inform them of the state of the evacuation

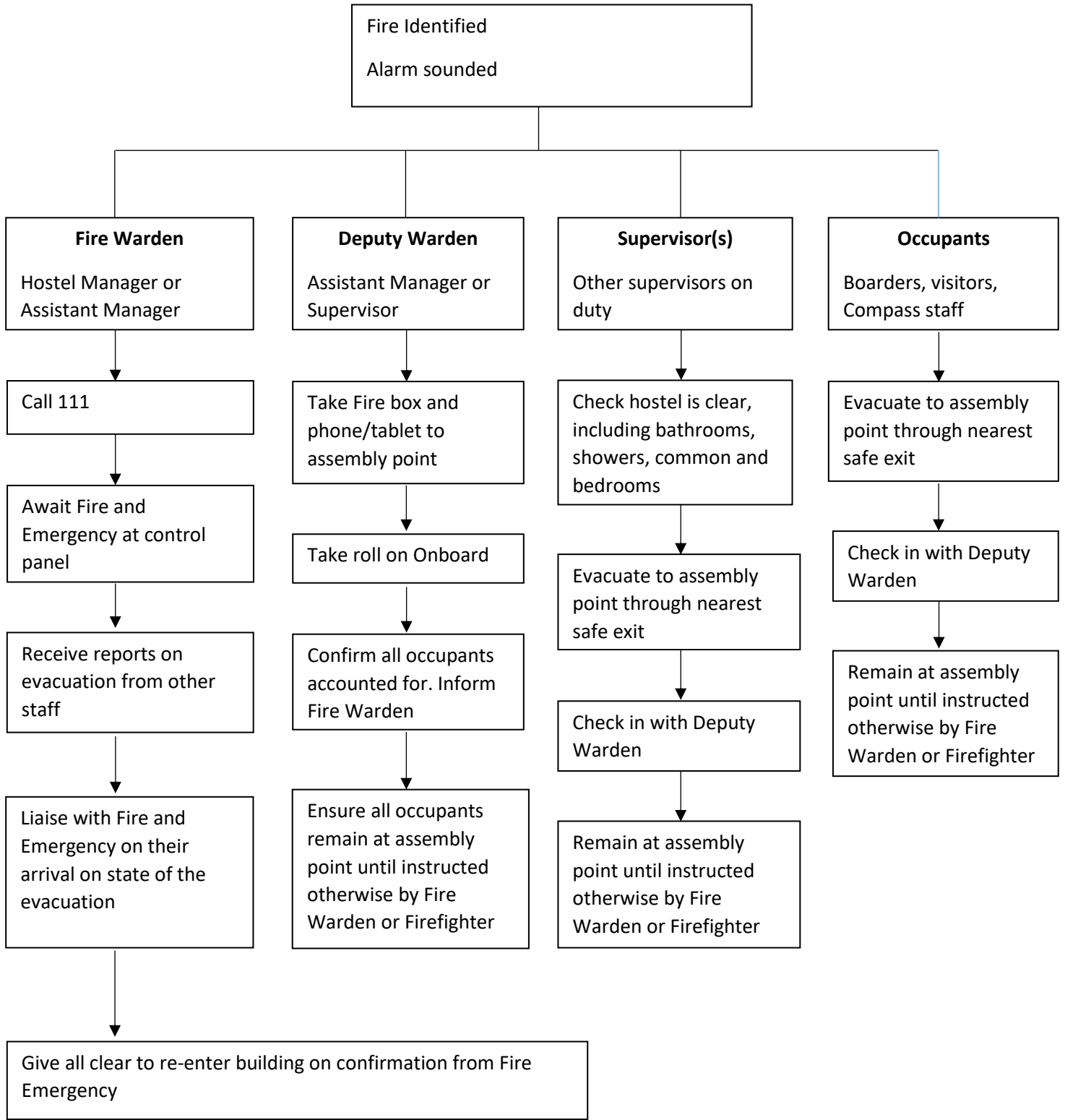
Date of procedure: October 2020

Date of next review: January 2022

Areas to be cleared in a Fire

Ground Floor		
Area	Tick checked	Name (who checked it)
Kitchen		
Dining Room		
Chef office		
Lobby		
Day office		
Sick bay		
Laundry		
Y13 Common room		
Study		
Music room		
Meeting room		
Managers office		
Wing 1		
Area	Tick checked	Name (who checked it)
Rm 1		
Double Room		
Linen room		
Head boarder rooms		
Ensuite		
Dorm rooms		
Bathroom		
Utility cupboard		
Store cupboard		
Wing 2		
Area	Tick checked	Name (who checked it)
Night Supervisor Room		
Utility cupboard		
Dorm rooms		
Bathroom		
Wing 3		
Area	Tick checked	Name (who checked it)
Rm 42		
Double Room		
Head boarder rooms		
Ensuite		
Dorm rooms		
Bathroom		
Utility cupboard		
Store cupboard		
Wing 4		
Area	Tick checked	Name (who checked it)
Store cupboard		
Utility cupboard		
Dorm rooms		
Bathroom		

Evacuation plan





Elizabeth House

Earthquake and Tsunami Procedure

Rational

A clear Earthquake Procedure that is practiced regularly is needed to ensure the safety of all occupants of Elizabeth House in the event of an earthquake and/or tsunami.

Purpose

1. Ensure there is a safe procedure in place
2. Ensure all staff and boarders are aware of the procedure
3. Ensure earthquake drills happen termly
4. Provide clarity of roles during an earthquake

Guidelines

During an Earthquake

- If Inside
 - Drop, Cover and Hold
 - Stay in this position until the earthquake stops
- If you are outside
 - Move away from any buildings, trees, streetlights and power lines.
 - Drop, Cover and Hold
 - Stay in this position until the earthquake stops
 - If you are near the beach or river move to higher ground immediately after the shaking stops.

After an Earthquake

- If in Elizabeth House or SHGC building
 - Check yourself for injuries
 - Check those around you and offer help if necessary. Administer First Aid or call 111 if an emergency
 - If the area you are in is now dangerous (eg fire, gas leak etc) then evacuate to the assembly point, otherwise
 - Wait where you are for the Hostel Manager or Assistant Manager to release you.
 - Move to the assembly point on the school courts
 - Expect aftershocks

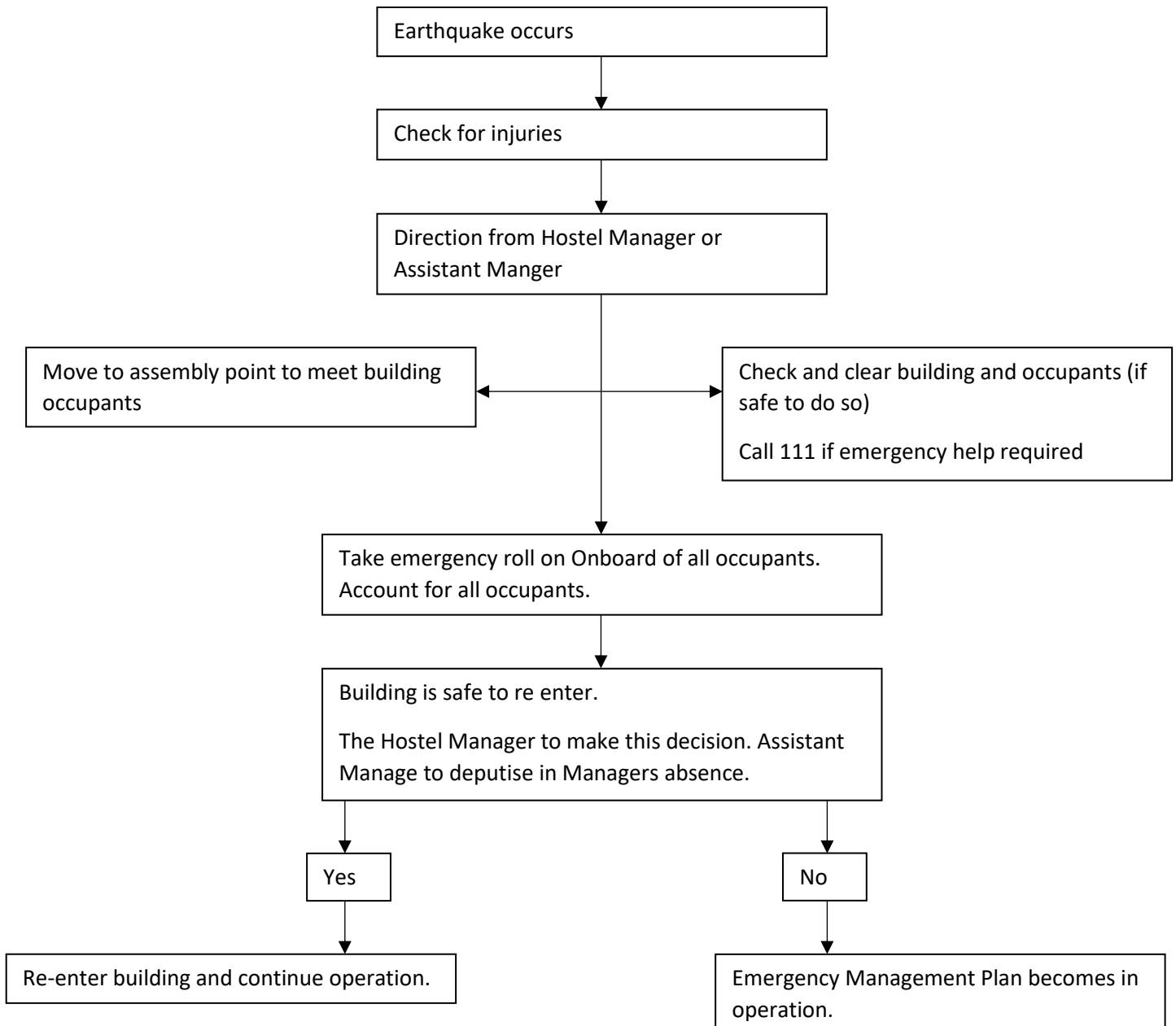
- If you are outside on SHGC site
 - Check yourself for injuries
 - Check those around you and offer help if necessary. Administer First Aid or call 111 if an emergency
 - Move to the assembly point on the school courts if safe to do so
 - Expect aftershocks

- If you are off site
 - Check yourself for injuries
 - Check those around you and offer help if necessary. Administer first aid or call 111 if an emergency
 - If the area you are in is now dangerous (eg fire, gas leak etc) then evacuate to the assembly point, otherwise
 - Follow instructions of the building warden
 - Txt the Hostel Duty Phone with your location and your physical condition
 - Return to the SHGC assembly point if safe to do so
 - Expect aftershocks

- If you are in a tsunami risk zone
 - Sacred Heart Girls's College main site is elevated enough to be low risk for tsunami.
 - Fitzroy, Waiwhakaiho River, Te Hanui River/walkway and SHGC bottom field are all high risk.
 - Following an earthquake or if threat of a tsunami is evident, if you are in these areas move towards higher ground if it is safe to do so
 - In the event of a tsunami all building occupants are to be mustered at the emergency assembly point (School courts)

Supervisors on Duty

- Drop, Cover, Hold during shaking
- After shaking check yourself for injuries
- If able and safe to do so move to Day Office to await direction from Hostel Manager or Assistant Manager



Date of procedure: October 2020

Date of next review: January 2022

Areas to be checked and cleared after an earthquake

Ground Floor		
Area	Tick checked	Name (who checked it)
Kitchen		
Dining Room		
Chef office		
Lobby		
Day office		
Sick bay		
Laundry		
Y13 Common room		
Study		
Music room		
Meeting room		
Managers office		
Main stairway		
Fire exit stairway		
Wing 1		
Area	Tick checked	Name (who checked it)
Rm 1		
Double Room		
Linen room		
Head boarder rooms		
Ensuite		
Dorm rooms		
Bathroom		
Utility cupboard		
Store cupboard		
Wing 2		
Area	Tick checked	Name (who checked it)
Night Supervisor Room		
Utility cupboard		
Dorm rooms		
Bathroom		
Wing 3		
Area	Tick checked	Name (who checked it)
Rm 42		
Double Room		
Head boarder rooms		
Ensuite		
Dorm rooms		
Bathroom		
Utility cupboard		
Store cupboard		
Wing 4		
Area	Tick checked	Name (who checked it)
Store cupboard		
Utility cupboard		
Dorm rooms		
Bathroom		



Elizabeth House

Volcanic Eruption and Cyclone Procedure

Rational

A clear procedure that is practiced regularly is needed to ensure the safety of all occupants of Elizabeth House in the event of a volcanic eruption or cyclone.

Purpose

1. Ensure there is a safe procedure in place
2. Ensure all staff and boarders are aware of the procedure
3. Ensure trials happen regularly
4. Provide clarity of roles during and emergency event

Guidelines

- Shut all windows and doors
- Gather all occupants into wing corridors (shut all bedroom and bathroom doors) or into the lobby away from windows if on first floor
- Whereabouts of all occupants determined through onBoard roll and text communication with on Duty Supervisors and/or Y13's
- Everyone to remain in place until instructed to move by Hostel Manager or Assistant Manager.

If you are off site

- Find the nearest building in which to shelter in.
- Communicate your whereabouts via txt message to the Duty Supervisor phone.
- Follow instructions of Warden where you are.
- Return to the hostel once all clear given and if safe to do so.

Date of procedure: October 2020

Date of next review: January 2022




LOCK DOWN PACK

ELIZABETH HOUSE

April 2020

ELIZABETH HOUSE LOCK DOWN CHECKLIST

	TASK	
Information received – and lock down authorised		
1	Lock all office doors and windows, turn lights off and put lock down sign up on front door	
2	Activate lock down alarm	
3	Hostel Manager and Assistant Manager to move into the day office with the blinds closed and lights off	
4	Call 111 confirming you have gone into lock down (if applicable) and obtain a reference number (known by police as an “ <i>event number</i> ”)	
5	Start taking the lock down emergency log	
6	Obtain as much information as possible from emergency services (if applicable)	
7	Call 111 intermittently as often as required – this will depend on the gravity of the incident and seriousness to safety of staff and students	
	Staff to take onBoard roll for students in their room	
<u>TAKE A MOMENT AND REGATHER CONTROL</u>		
9	Send text to staff (ensure <u>everyone</u> can send and receive)	
	Establish text communication with Y13 or senior student in each lockdown room (if no staff member with them)	
10	Send message to student and staff families	
12	Place message on college Facebook page	
13	<p>Phone the following to advise the Hostel has gone into lock down:</p> <p><u>Adele Senior Living</u> Manager: Judith McQuilkin Phone: (06) 757 5520 Email: adeleseniorliving@xtra.co.nz</p>	

	<p><u>Sister Margaret</u> Phone: 0276900188</p> <p><u>Sacred Heart Girls' College New Plymouth</u> Phone: 06 758 5023 <i>If outside of school hours contact Paula Wells directly</i></p> <p><u>Jumpstart Pre school</u> 55a Rimu Street New Plymouth Phone: (06) 751 0026 Email: info@jumpstartpreschool.co.nz</p> <p><u>St John Bosco School</u> Phone: (06) 758 3165</p> <p><u>New Plymouth Girls' High School</u> Phone: (06) 757 3899</p> <p><u>Fitzroy Primary School</u> Phone: (06) 758 3084</p>	
14	Update staff (via text) and Hostel facebook as regularly as need be (if there's no new information, still update staff and facebook)	
15	If phoned by the police advising lock down is over – call 111 back to confirm	
<p>DO NOT send out any electronic communications prior to clearing the hostel and not until you can confirm that all staff, boarders and visitors are <u>safely</u> accounted for. This can only be done after the evacuation has been completed.</p>		
16	Release every room (make sure to check all cupboards and dorm rooms etc) and assemble at evacuation assembly area to account for all staff, boarders, and any other person on-site at the time. Take your master keys, high visibility vest and mobile phone with you.	
17	Once all staff and students are accounted for, update facebook and send email notification with information that the lock down is over and that there will be a notice going out to parents with further information.	

(For a practice lock down, phone *555, select option 3 and advise you are conducting a lock down practice and ask for an event number. Upon completion of the practice, contact *555 back (again selecting option 3) and advise that it has been safely completed.

LOCK DOWN EMERGENCY LOG

Event No (from police if applicable) P0.....

Date of incident:

Type of incident:

Time lock down initiated:

Log taker:

Members in incident room:

TIME

OCCURRENCE/DETAILS

EXAMPLES OF COMMUNICATION FOR A **PRACTICE** ONLY

TEXT TO STAFF ON DUTY

This is a lock down exercise. This is how you will receive information. Please keep your phone nearby for updates and keep noise and movement to a minimum. Mark the latest roll on onboard with the boarders in your room. If an emergency occurs contact (Susan/Leah) immediately. Please reply to this message.

TEXT TO BOARDERS OFF SITE

Elizabeth House is conducting a lock down exercise. Please note this is a practice only. Do not return to the Hostel. Stay where you are. Please reply to confirm your location with Mrs Evans/Mrs Shoemark.

EMAIL MESSAGE TO BOARDERS FAMILIES AND STAFF OFF DUTY

Elizabeth House is conducting a lock down **exercise**. This is how you will be notified in the first instance, should a lock down occur at the hostel. Please do not come to the hostel or phone the hostel as you will not be attended to. Your assistance and cooperation are appreciated. All further updates will be provided on the hostel Facebook and via email.

EMAIL TO STAFF FAMILIES

Elizabeth House is conducting a lock down **exercise**. This is how you will be notified, should a lock down occur at the college/hostel. Please refrain from contacting any staff at the college, as this could lead to distraction of their primary focus, which is caring for our student. All further updates will be provided via email.

NOTICE FOR FACEBOOK

Elizabeth House is conducting a lock down **exercise**. All updates will be put on this Facebook page. Please do not come to the hostel or phone the hostel as you will not

be attended to. We will update this Facebook page when the **exercise** has been completed. Thank you.

NOTICE FOR FACEBOOK AND EMAIL POST LOCK DOWN

We have completed our lock down practice and all students, staff and persons on-site are safely accounted for. Everyone did extremely well and responded to instructions. A notice will be going out to parents/caregivers tonight to provide some more information about our emergency lock down procedures.

Kind regards – Susan Evans, Hostel Manager

EXAMPLES OF COMMUNICATION FOR A LEGITIMATE LOCK DOWN

TEXT TO STAFF ON DUTY

The Hostel has been requested to go into lock down because of an incident [nearby/at the college]. Please keep your phone on you for regular updates. Ensure that noise and movement is kept to an absolute minimum and ensure that external doors and windows are locked, and lights switched off.

Should an emergency occur contact [Susan/Leah] on this number immediately.

You will be advised physically of the all-clear. Do not come out of lock down until this occurs.

TEXT TO BOARDERS OFF SITE

The Hostel has been requested to go into lock down because of an incident [nearby/at the college]. Do not return to the Hostel. Stay where you are. Please reply to confirm your location with Mrs Evans/Mrs Shoemark.

EMAIL MESSAGE TO BOARDERS FAMILIES AND STAFF OFF DUTY

Elizabeth House has been advised to go into lock down [by the police/initiated by the college] because of [bees/precautionary measure by the police/storm/dog etc].

Please do not come to the hostel or phone the hostel as you will not be attended to as your child's welfare and safety is our priority. This includes contacting via email or phone, your daughter. Your assistance and cooperation are appreciated at this time. All further updates will be provided on the Elizabeth House Facebook page and via email.

TEXT TO STUDENTS FAMILIES

Elizabeth House has gone into lock down. Please refrain from contacting the hostel as it removes our primary focus away from caring for the girls. Please refer to your email of the Elizabeth House facebook page for further updates.

EMAIL TO STAFF FAMILIES

Elizabeth House has been advised to go into lock down [by the police/initiated by the college] because of [bees/precautionary measure by the police/storm/dog etc].

Please refrain from contacting any staff at the college, as this could lead to distraction of their primary focus, which is caring for our students. All further updates will be provided via email.

NOTICE FOR FACEBOOK

Elizabeth House has gone into lock down because of [incident]. We will continue to provide updates on our Facebook page as often as possible. Please do not come to the Hostel or phone the Hostel as you will not be attended to and this may cause disruption to the management of this incident and could potentially place yourselves and/or our staff and boarder's safety at risk. We will update this Facebook page when the lock down has been completed. Thank you.

NOTICE FOR FACEBOOK POST LOCK DOWN

We have come out of lock down and all boarders, staff and persons on-site are safely accounted for. Everyone did extremely well and responded to instructions. A notice will be going out to parents/caregivers tonight to provide some more information about our emergency lock down procedures.

I would like to personally thank you for your support and trust during this difficult time.
Kind regards – Susan Evans, Hostel Manager

Areas to be checked and cleared after a lockdown

Ground Floor		
Area	Tick checked	Name (who checked it)
Kitchen		
Dining Room		
Chef office		
Lobby		
Day office		
Sick bay		
Laundry		
Y13 Common room		
Study		
Music room		
Meeting room		
Managers office		
Wing 1		
Area	Tick checked	Name (who checked it)
Rm 1		
Double Room		
Linen room		
Head boarder rooms		
Ensuite		
Dorm rooms		
Bathroom		
Utility cupboard		
Store cupboard		
Wing 2		
Area	Tick checked	Name (who checked it)
Night Supervisor Room		
Utility cupboard		
Dorm rooms		
Bathroom		
Wing 3		
Area	Tick checked	Name (who checked it)
Rm 42		
Double Room		
Head boarder rooms		
Ensuite		
Dorm rooms		
Bathroom		
Utility cupboard		
Store cupboard		
Wing 4		
Area	Tick checked	Name (who checked it)
Store cupboard		
Utility cupboard		
Dorm rooms		
Bathroom		

LETTER FOR PARENTS BEFORE LOCK DOWN EXERCISE

Dear Parents

Elizabeth House has a specific set of procedures in place detailing the approach and response to potential threats and emergencies which may occur. These include fire, earthquake and lockdown emergencies.

As part of these procedures and emergency readiness we run trials/training within the hostel at regular intervals. We aim for these exercises to be as real-life as possible. Which will mean that parents/families will receive notification by way of email and/or facebook. The information passed will emphasise that this is an exercise/practice and will explain that all updated information will then be emailed and posted on the facebook page.

Prior to this occurring, can I please remind all parents and caregivers to ensure your contact details (mobile phone numbers and email addresses) are current as this will be our communication with you, should an emergency occur at the hostel.

In a genuine incident, should you hear of a lock down or evacuation at the hostel, can I please ask that you do not come to the hostel or phone, as we will not be able to respond. Your presence at or contact with the hostel may make it more difficult for us to manage the situation and could potentially place your children and in fact yourselves at risk.

We thank you for your support.

LETTER FOR PARENTS AFTER LOCK DOWN EXERCISE

Dear Parents

As previously indicated in our letter sent out prior to the lock down exercise. The procedures implemented allow us to respond safely and quickly to a range of circumstances.

Today on the *[date of lock down]*, we conducted a hostel-wide lockdown exercise. We are pleased to inform you that our boarders responded safely, maturely and with a nature of controlled urgency.

We implement emergency protocol exercises each term to ensure all staff and students remain familiar with our processes.

Should you hear of a lock down or evacuation at the hostel, can I please ask that you do not attend the hostel or phone, as we will not be able to respond. Your presence or contact may make it more difficult for us or the emergency services to manage a situation.

Any information pertaining to an emergency occurring at the hostel will be updated on our facebook and via email as regularly as possible.

We believe that these procedures that we conduct for lock downs and evacuations should be deemed in a positive light, as it places us in excellent stead should one occur. It is important that we practice these, as we don't want our first lock down to be the real one.

We thank you for your support.



ELIZABETH HOUSE IS CONDUCTING A
PRACTICE LOCK DOWN

ALL UPDATES WILL BE ON THE HOSTEL
FACEBOOK

<https://www.facebook.com/elizabeth.house.528>



ELIZABETH HOUSE IS IN

LOCK DOWN

ALL UPDATES WILL BE ON THE HOSTEL
FACEBOOK

<https://www.facebook.com/elizabeth.house.528>



Elizabeth House

Health and Safety Programme

- Health and Safety Policy
- Procedures for Implementation and Monitoring Health and Safety
- Duty Holders and Responsibilities
- Employee Participation and Welfare Programme
- Risk & Hazard Management Procedure
- Risk & Hazard Register Procedure
- Maintenance Reporting and Monitoring Schedule
- Visitors – Hazard From
- Site Safety Plan and Visitors Log
- Others in the Workplace Procedure



Elizabeth House

Health and Safety Policy

Purpose

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

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

- making health and safety a key part of our role
- working with our staff to improve the health and safety system at Elizabeth House
- 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 hostel 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, contractors, boarders 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 boarders and visitors are encouraged to:

- follow all instructions, rules and procedures while in residence at the boarding hostel, or on boarding hostel 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

Boarders 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
- Board Consultation and Review Framework
- EOTC/Offsite procedure
- Pandemic Plan
- Emergency Management Plan
- Employee Welfare Programme
- Health Procedure
- Child Protection Policy
- Risk Management Procedure
- Compass Food Safety Programme (for Compass workers)

Chairperson _____ Date: ____/____/____

Next review date: ____/____/____



Elizabeth House

Procedures for Implementation and Monitoring Health & Safety Policy– April 2020

Point	Strategy/s	Whose responsible	Review timeframe	Review Outcome & Date
Mission College New Plymouth Trust Board				
<ul style="list-style-type: none"> making health and safety a key part of our role 	H & S Policy H & S expectations explicit in Job Description Annual Staff Appraisal (ASA) Annual Staff induction – Health and Safety component	The Trust Board Hostel Manager Hostel Manager Hostel Manager	Annually Annually Annually Annually	
<ul style="list-style-type: none"> working with our workers to improve the health and safety system at our school 	H & S agenda item at fortnightly staff meetings H & S agenda item Hostel Leadership team meetings H & S agenda item Compass Site Management/Client meetings Support and Guidance meetings within ASA Employee participation & welfare programme	Hostel Manager Hostel Manager Hostel Manager Hostel Manager Hostel Manager	Fortnightly Weekly Weekly Termly Annually	
<ul style="list-style-type: none"> doing everything reasonably possible to remove or reduce the risk of injury or illness 	Hazards Register Self-review and reporting to Board EOTC procedure Professional Learning Procedure Performance Planning and Review Health Procedure Vehicle Procedure Employee participation & welfare programme Hostel Licensing Regulations Education Review Office Chubb Building Warrant of Fitness	Hostel Manager Hostel Manager Leadership team Leadership team Hostel Manager Workers Workers Hostel Manager Hostel Manager Hostel Manager Hostel Manager	Quarterly Quarterly Bi-annual Bi-annual Annually Bi-annual Bi-annual Annually Tri-annual Tri-annual Scheduled Annually	
<ul style="list-style-type: none"> making sure all incidents, injuries and near misses are recorded in the appropriate place 	All student accident & illness put into onBoard software Inputting medical data into onBoard software All staff accident, illness or near misses into accident register Hostel Licensing Regulations	Workers Workers Workers Hostel Manager	Quarterly Quarterly Annually Tri-annual	

<ul style="list-style-type: none"> investigating incidents, near misses and reducing the likelihood of them happening again 	Accident and Illness register Health and Safety board report My Hauora (physical and emotional harm) survey Hostel Licensing Regulations Complaints Policy	Leadership team Hostel Manager Leadership team Hostel Manager The Trust Board	Quarterly Quarterly 6 monthly Tri-annual Annually	
<ul style="list-style-type: none"> having emergency plans and procedures in place, including pandemic planning 	Emergency Management Procedure – including drills/training Pandemic Plan Trauma Procedure Hostel Licensing Regulations	Hostel Manager Hostel Manager Hostel Manager Hostel Manager	Quarterly Annually Annually Tri-annual	
<ul style="list-style-type: none"> training everyone about hazards and risks so everyone can work safely 	Staff Induction Professional Learning Procedure Food Safety Programme Emergency Management Plan Hazards Register	Hostel Manager Hostel Manager Site Manager Hostel Manager Hostel Manager	Annually, or on apt. Annually Annually Quarterly Quarterly	
<ul style="list-style-type: none"> providing appropriate induction, training and supervision for all new and existing workers 	Staff Induction Professional Learning Procedure Access to Health and Safety Forums/training Annual Staff Appraisal (ASA) Food Safety Programme Emergency Management Procedure	Director Leadership team Hostel Manager Hostel Manager Site Manager Hostel Manager	Annually, or on apt Annually Ongoing Quarterly Annually Quarterly	
<ul style="list-style-type: none"> helping workers who were injured or ill return to work safely 	Employee participation and welfare programme ACC legislation & Individual Employment Contracts	Hostel Manager Hostel Manager	Quarterly Annually	
<ul style="list-style-type: none"> making sure contractors and sub-contractors working at the boarding house operate in a safe manner. 	Services for Work Agreement Site Induction Daily Hazards Plan Hazards Register	Hostel Manager Hostel Manager Hostel Manager Hostel Manager	Annually Annually Daily As required	
Point	Strategy/s	Whose responsible	Review timeframe	Review Outcome & Date
Workers				
<ul style="list-style-type: none"> being involved in improving health and safety systems at work 	Agenda Item at Staff meetings Agenda item at Leadership team meetings Annual Staff Appraisal Employee Participation and welfare programme Emergency Management Procedure Self-Review and Consultation Schedule	Hostel Manager Hostel Manager Hostel Manager Hostel Manager Hostel Manager Hostel Manager	Quarterly Fortnightly Weekly Annually Quarterly Quarterly Scheduled	

<ul style="list-style-type: none"> following all instructions, rules, procedures and safe ways of working 	Review of H & S at staff meetings Review of H & S at Leadership team meetings Staff Induction	Hostel Manager Hostel Manager Hostel Manager	Fortnightly Weekly Annual or on apt.	
<ul style="list-style-type: none"> reporting any pain or discomfort as soon as possible 	Accident and Illness register Support and Guidance Meetings as part of ASA Staff Induction	Workers Hostel Manager Hostel Manager	Daily Quarterly Annual or on apt.	
<ul style="list-style-type: none"> reporting all injuries, incidents and near misses 	Accident and Illness register Quarterly reporting to Board	Workers Hostel Manager	Daily Quarterly	
<ul style="list-style-type: none"> helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist 	Emergency Management Plan – including signage Annual Staff Appraisal Professional Learning Procedure Food Safety Programme Self-review and consultation schedule Daily Hazards Schedule Visitors Procedure	Hostel Manager Hostel Manager Leadership team Site Manager Hostel Manager Leadership team Hostel Manager	Quarterly Quarterly Annually Annually Scheduled Daily Annually	
<ul style="list-style-type: none"> reporting any health and safety concerns or issues through the reporting system 	Health and Safety Agenda item at staff meetings Accident and Illness register Medical Procedure Use of alert system in onBoard software	Hostel Manager Workers Workers Workers	Fortnightly Quarterly Annually Daily	
<ul style="list-style-type: none"> keeping the work place tidy to minimise the risk of any trips and falls 	Explicit expectation in Job Descriptions Tracking Sheets – including sign off of hazards, clear exits Emergency Management Procedure Food Safety Programme Staff Induction Risk Management Action Plans	Hostel Manager Workers Hostel Manager Site Manager Hostel Manager Hostel Manager	Annually Daily Quarterly Annually Annually Quarterly	
<ul style="list-style-type: none"> wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards. 	Food Safety Programme EOTC Procedure – Safety Action Plans Active Supervision	Site Manager Hostel Manager Workers	Quarterly Scheduled Daily	
Point	Strategy/s	Whose responsible	Review timeframe	Review Outcome & Date
Workers				
<ul style="list-style-type: none"> follow all instructions, rules and procedures while in residence at the boarding hostel, or on boarding hostel approved activities 	Boarding Handbook Parent Information Evening Hostel Management Board meeting Self-Review Schedule Prayer and group meeting time Emergency Management Procedure – drills and education	Hostel Manager Hostel Manager Hostel Manager Hostel Manager Workers Hostel Manager	Annually Annually Quarterly Scheduled Annually Monthly	

	Food Safety Programme	Site Manager	Daily Quarterly Annually	
<ul style="list-style-type: none"> report all injuries, incidents and near misses to their supervisor or manager 	Hapu Group time Prayer and group meeting time My Hauora Survey Active Supervision Student Leave Procedure Medical Procedure EOTC Procedure	Workers Workers Leadership team Workers Workers Workers Workers	Monthly Daily 6 monthly Daily Daily Daily Scheduled	
<ul style="list-style-type: none"> wear protective clothing and equipment as and when required to minimise your exposure to hazards while in residence 	EOTC Procedure Safety Action Plans for excursions	Leadership team Hostel Manager	Annually Scheduled	

Duty Holders and their responsibilities under the Health and Safety at Work Act 2015

Duty Holder	Definition	Hostel Role	Responsibilities
PCBU (Person conducting a Business or Undertaking)	The PCBU is usually a legal or corporate entity, including a self-employed person. In a school this is the Board of Trustees. They have the primary duty of care for the health and safety of workers and others.	Mission College New Plymouth Trust Board	The PCBU must ensure the health and safety at the workplace of: <ul style="list-style-type: none"> • all workers • other people, by ensuring they are not put at risk from work being carried out. This means the PCBU must among other things: <ul style="list-style-type: none"> • provide a safe and healthy environment for workers, including access to facilities • provide the right information and training to all workers • provide and allow for worker participation in health and safety matters • notify all serious illness, injury or near misses • monitor workers' health and workplace conditions to prevent illness or injury
Officers	Officers have significant influence over the management of the business or undertaking. They must exercise due diligence to ensure the PCBU meets its health and safety obligations. NOTE: People who merely advise or make recommendations to an officer of the organisation are not officers.	Hostel Manager	Officers must take reasonable steps to: <ul style="list-style-type: none"> • know about current work health and safety matters • understand the hazards/risks associated with the workplace operations • make sure there are resources and processes for managing risks • ensure there are processes for receiving and reviewing information on and responding to incidents, hazards and risks • ensure workplace health and safety processes and resources are being used.
Workers	Workers work for the business or undertaking and can include: <ul style="list-style-type: none"> • employees • contractors or subcontractors and their workers • labour hire company employees • apprentices or trainees • people on work experience or a work trial • volunteer workers whose work is integral to the business' operations NOTE: Other volunteers, such as for fundraising, are not worker.	All boarding staff, College staff, the Hostel Manager, contractors (i.e Compass), volunteer workers, etc	Workers must: <ul style="list-style-type: none"> • take reasonable care for their own health and safety • take reasonable care that their behaviour does not adversely affect the health and safety of others • comply with any reasonable instruction from the PCBU to allow the PCBU to comply with the Act • cooperate with the PCBU's health and safety policies or procedures <p>Note: It is recommended workers should report any incident, risk or hazard to an officer or HSR, and inform visitors of any known hazards or risks in the workplace. Also, a student becomes a worker while on work experience for another PCBU. So when they are on work experience, the host PCBU will have the most influence over their health and safety</p>
Health & Safety Reps	Health and safety representatives are workers who are elected to represent a defined workgroup. A workgroup is a defined group of workers who are represented by one or more health and safety representatives. The workgroup may be defined by physical location, a business group or a group of workers who have common risks.		Health and safety representatives can: <ul style="list-style-type: none"> • represent workers on health and safety matters • investigate complaints from workers about health and safety issues • monitor health and safety measures taken by the PCBU • provide feedback to the PCBU about health and safety compliance • issue provisional improvement notices and direct work group members to cease unsafe work if appropriate.
Other Persons	Other persons include parents, visitors, other volunteers, general public and those who may be put at risk by the work of the PBCU. It does not include people who unlawfully enter the premises.	Visitors, parents/whānau, other volunteers etc	Other persons should: <ul style="list-style-type: none"> • take reasonable care for their own health and safety • take reasonable care that their behaviour does not adversely affect the health and safety of others • comply with any reasonable instruction from the PCBU to allow the PCBU to comply with the Act.
	Other persons includes Boarders	Boarders	Boarders must: <ul style="list-style-type: none"> • take reasonable care for their own health and safety • take reasonable care that their behaviour does not adversely affect the health and safety of others • comply with any reasonable instruction from the PCBU to allow the PCBU to comply with the Act • cooperate with the PCBU's health and safety policies or procedures <p>The Health and Safety at Work Act does not specifically mention the age of responsibility for health and safety duties, however under the Crimes Act children under 10 can't be prosecuted at all and children under 14 can only be prosecuted in special circumstances. One of the principles in the Children, Young Persons, and Their Families Act is that unless the public interest requires otherwise, criminal proceedings should not be brought against a child or young person if there is a way of dealing with the matter through alternative means (e.g. a warning or caution, or possibly through a school's disciplinary processes). The likelihood of action against a schoolchild for a breach of health and safety duties is low.</p>



Elizabeth House

Employee Participation & Welfare Procedure

Rational

The health and safety along with the overall wellbeing of all workers at Elizabeth House is the priority of the Mission College New Plymouth Trust Board (The Trust Board).

Purpose

1. To support and improve health and safety in the workplace.
2. Promote engagement between The Trust Board, officers and workers.
3. To provide all workers with a reasonable opportunity to be actively involved in the ongoing management of health and safety.
4. Identifies the roles undertaken by health and safety committees and elected health and safety representatives.
5. It also acknowledges and outlines The Trust Board's willingness to create a work environment that promotes positive wellbeing for all workers.
6. Ensuring that health and safety training will be included for all workers.

The Trust Board's Duties

- provide accurate and timely information and advice to management and workers
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- to escalate unresolved issues to the relevant member of the Hostel's leadership
- to promote positive wellbeing for workers through a holistic approach

Workers Wellbeing

All workers will:

- have access to employer funded annual flu jab's
- be consulted with as per the Self-Review Framework 2020-2022 regarding work conditions, policy and procedure
- have access to supervision if and when required. The worker and Hostel Manager shall agree an appropriate term and financial agreement
- engage in the Annual Staff Appraisal including support and guidance meetings and regular review of the workers environment and duties
- have access to professional learning and development
- be encouraged to engage with workers social activities
- expect to have progress and commitment to the role celebrated and acknowledged
- expect to be supported back to work in an empathetic manner post injury or illness
- have an individual employment agreement

Making this policy work

Issue resolution

- i. Any matter that concerns a worker about their health and safety should be raised with that worker's manager. This can be raised by that worker.

- ii. If the manager cannot resolve the matter to the worker's satisfaction, the HSR will be approached if they are not already involved.
- iii. The manager, worker and the HSR will work together to get a satisfactory resolution.
- iv. If a satisfactory resolution cannot be reached with the manager, the worker, HSR, or worker representative may look to the options below to resolve the issue.
 - a. Operational matters, including workload or work process, should be raised with the relevant Board Chairperson/Regional Manager as appropriate.
 - b. Building facilities matters should be raised with the Hostel Manager in the first instance.
 - c. Policy concerns should be raised with the Hostel Manager to submit to The Trust Board.
 - d. Boarding Hostel staff involved should make every effort to find satisfactory and timely resolutions.

Right to refuse unsafe work

The Trust Board recognises a worker may cease or refuse to carry out work, if the worker believes carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health and safety arising from an immediate or imminent exposure to a hazard.

In this event the following steps will be taken:

- i. The worker will advise their relevant member of Boarding House leadership immediately.
- ii. The worker and Hostel Manager will attempt to resolve the matter as soon as practicable.
- iii. If the matter is not resolved the worker may continue to refuse to carry out the work, if the worker believes on reasonable grounds that carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.
- iv. If the matter cannot be resolved, WorkSafe NZ will be contacted.
- v. The worker will perform any other work the employer reasonably requests within the scope of their employment agreement.

Provisional Improvement Notices

A Health and Safety Representative who has received the appropriate training may issue a provisional improvement notice (notice) to a person if the HSR reasonably believes that the person is contravening, or is likely to contravene, a provision of the Act or Regulations. The notice may require the person to—

- a. Remedy the contravention; or
- b. Prevent a likely contravention from occurring; or
- c. Remedy the things or activities causing the contravention or likely to cause a contravention.

The HSR must not issue a notice to a person unless he or she has first consulted the person.

The HSR must not issue a notice if an inspector has already issued a notice in relation to the same matter.

The HSR must inform the Hostel Manager before issuing a Provisional Improvement Notice.

Review

This procedure shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

Signatures

Signed: _____ Date _____



Elizabeth House

Risk and Hazard Management Procedure

Purpose

Risk and hazard management is the cornerstone of the Health and Safety at Work Act 2015. It allows The Mission College New Plymouth Trust Board (The Trust Board) to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this procedure is to explain how we manage risks effectively at Elizabeth House and any subsequent work offsite.

Scope

This procedure applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the boarding hostel's leadership team, workers, boarders, contractors, temporary workers, volunteers and visitors.

The Trust Board will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this procedure can also be applied where an adequate risk procedure does not exist in other workplaces.

The Trust Board through the Hostel Manager will keep a risk register and record information from the risk management process. For each identified hazard, the following information will be recorded:

- the harm the hazard could cause
- the likelihood the harm would occur
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented – by whom and by when
- review date

How do we manage health and safety risks effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this.

1. identifying hazards: finding out what situations and things could cause death, injury or illness
2. assessing risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
3. controlling risks: implementing the most effective control measures that are reasonably practicable in the circumstances
4. reviewing control measures: ensuring control measures are working as planned

The Trust Board delegate the management of this procedure to the Boarding Hostel Leadership team, in particular the Hostel Manager. The Hostel Manager will work with the Health and Safety Committee and Health and Safety Representative to identify, control and review the risk register on at least a quarterly basis.

Roles and Responsibilities for Managing Risk

Everyone has a part to play in managing risk effectively.

Officers	<ul style="list-style-type: none"> ensure workers and others know about health and safety risk processes and procedures ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area hold and maintain the risk register for the work group inform 'others in the workplace' of any known risks and controls in place assess risks that are reported to you consult with workers on the most effective controls to manage the risks regularly review and monitor risks and the controls that are in place
Workers – <i>(employees, temporary workers, contractors, volunteers)</i>	<ul style="list-style-type: none"> take reasonable care of their own health and safety take reasonable care that their acts are not a risk to the health and safety of others take reasonable steps to eliminate risks when they are first identified report any risks to a member of the leadership team, including those that have already been eliminated seek support from the health and safety representative on health and safety risk matters if required comply with health and safety policies and procedures in the workplace comply with any reasonable instruction in relation to risks given by The Trust Board or the PCBU they are visiting inform others of known risks may cease or refuse to carry out work if they believe the work would expose them to a serious risk
Health and Safety Committee	<ul style="list-style-type: none"> facilitates co-operation between The Trust Board and hostel workers in instigating, developing, and carrying out measures designed to ensure the hostel workers' health and safety at work assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the school makes recommendations to The Trust Board about work health and safety through quarterly reports
Health & Safety Representatives	<ul style="list-style-type: none"> represent workers on health and safety risk matters promote the interests of workers who have raised health or safety risks monitor risk controls undertaken by The Trust Board investigate complaints from workers about health and safety risks after first consulting with the Hostel Manager, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable direct workers to cease work if they believe the work would expose them to a serious risk
Others – <i>(visitors, students, parents etc)</i>	<ul style="list-style-type: none"> take reasonable care of their own health and safety take reasonable care that their acts are not a risk to the health and safety of others take reasonable steps to eliminate risks when they are first identified comply with any reasonable instruction given by The Trust Board in relation to risks

Review

This policy shall be reviewed in line with the Elizabeth House Consultation and Review Schedule. The provisions of this agreement may be varied by The Trust Board following consultation with workers.

- Pandemic Planning
- Emergency Management Plan
- External Contractors Agreement
- Daily Site Overview
- Hazards Register
- Offsite Student Activity Procedure
- Compass Food Safety programme

April 2020

Signature Signed: _____

Review Date April 2021



Elizabeth House

Risk Assessment and Hazard Register Procedure

The Health and Safety at Work Act 2015 specifies that everyone has a duty to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Procedure

Risk assessment at Elizabeth House involves considering the severity of consequences if a person is exposed to a hazard, combined with the likelihood of it happening. The level of risk will increase as the likelihood of injury or illness or its severity increases. We use risk assessment to determine:

- how severe a risk is
- whether existing control measures are effective
- what action you should take to control the risk, and
- how urgently the action needs to be taken

The process below is used to assess the severity of the consequences and the likelihood of injury or illness occurring, and then to assess the risk for each hazard.

1. Assessing Severity

The severity of the consequences are rated by the degree of injury or illness that could occur as follows:

Descriptor	Description
Death	Death occurs
Major	Extensive injuries or severe illness requiring hospitalisation
Moderate	Injuries or illness requiring medical attention off-site
Minor	Injuries or illness requiring first aid, can be carried out on-site
Negligible	Negligible or no injuries or illness, no treatment required

2. Assessing Likelihood

The likelihood of injury or illness occurring is rated as follows:

Descriptor	Description
Very likely	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Moderate	Should occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

3. Assessing the level of risk

The level of risk increases as the likelihood of injury or illness and its severity increases.

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Death
Very likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Moderate	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant

Any event assesses as



Elizabeth House

Maintenance Reporting and Monitoring Schedule

This folder is designed to enable staff to quickly report and assess any hazards or near misses whilst in the workplace and what actions should be undertaken next.

Controls: Eliminate: repair/remove

Isolate: use warning signs, etc

Minimise: Provide training and monitor

Hazards – identification and actions

Date:	Worker	Hazard	Specific location	Control Eliminated/Isolated/Minimised	Add to Hazard Register Y/N	Action	Worker

Near Misses – identification and actions

Date:	Worker	Near Miss	Specific location	Control Eliminated/Isolated/Minimised	Add to Accident Register Y/N	Action	Worker



Elizabeth House

Visitors – Hazard Form

Date:

Completed By:

Hazards onsite			
Slippery surfaces		Other: Please state below	
Scaffolding			
Contractors			
Moving vehicles			
Students			

Hazards brought onto site – visitor/worker/contractor to complete upon sign in			
Hazard	Control/s	Fit to proceed?	Authorised Worker

Hazards left onsite/controlled – visitor/worker/contractor to complete upon sign out						
Hazard	Control/s	Authorised Worker	Notifications required			
			Staff	Student	Visitors	Hazard register

Notes:



Elizabeth House

Others in the Workplace Procedure

Rationale

For the safety of visitors and the Boarding Hostel's boarders and workers, the Boarding Hostel must be able to identify who is on the boarding hostel site. The Hostel Manager must be informed of any interviews of students by visitors from outside agencies.

Purpose:

1. To identify all visitors to the boarding hostel.
2. To ensure hostel workers are aware of who is in the Boarding Hostel throughout the day and evening for security and emergency purposes.
3. To provide clear guidelines on identifying visitors.

Process:

1. Signs requesting visitors report to the boarding day office are posted around the hostel and the day office is clearly marked
2. On reporting to the office, visitors are requested to sign in with the date and time of their arrival.
3. Any visitor wishing to speak to a boarder other than a child under their care must have the permission of the Hostel Manager or her delegated representative.
4. Hostel staff will locate the appropriate person to meet with the visitor and escort them around the boarding hostel.
5. Boarding hostel workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
6. The Hostel Manager must approve any non-workers attendance at the Boarding Hostel with the exception of whanau.
7. Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school and/or hostel must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo).

April 2020

Signature Signed: _____

Review Date April 2021