

# Christchurch Boys' High School

## Te Kura Tuarua O Ngā Tamatāne O Ōtautahi



# School Operational Policies

*Last Update: 27 April 2023*

This manual has been compiled for the Christchurch Boys' High School Board of Trustees. It describes the Board's approved operational policies and procedures, the roles and responsibilities, the tasks, expectations and processes that go with them.

This manual will be reviewed every three years year as part of the self-review process or as the need arises.

**This Operational Policies Manual is approved by the Christchurch Boys' High School Board of Trustees.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of the Board of Trustees

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## Introduction / Kupu Whakataki

The Board of Trustees of Christchurch Boys' High School (the Board) is focused on the on-going improvement of student progress and achievement within an environment that provides inclusive education.

To ensure effective school performance, the Board is committed to maintaining a strong and effective operational framework that incorporates legislative requirements and good practice.

## The Charter / Te Tūtohunga

The Christchurch Boys' High School Board of Trustees prepares and maintains a School Charter. The purpose of a school Charter is to establish the vision, goals, objectives and targets of the Board that will give effect to the Government's national education guidelines, the Board's priorities and provide a base against which the Board's actual performance can be evaluated.

The Charter includes:

1. The school's vision and values
2. The Board's long-term goals for student achievement (Strategic Plan)
3. An annually updatable section that sets out the school's immediate targets for improving student outcomes and details programmes designed to achieve the goals and targets.

The preparation of the annual section is the responsibility of the Headmaster and is presented to the Board for discussion and approval.

The Strategic Plan is reviewed by the Board annually and adjusted as the need arises. A major review of the Charter occurs triennially.

The Christchurch Boys' High School Charter including the three yearly Strategic Plan, can be downloaded at <https://www.cbhs.school.nz/about-us/our-school/>

## **Operational Policies / Ngā Kaupapa Whakahaere**

### **1. Curriculum Delivery and Assessment Policy**

#### **Policy Statement**

Christchurch Boys' High School ensures that the delivery of the curriculum is in accordance with the National Education Guidelines. We aim through effective curriculum delivery and assessment of learning to ensure that every student at the School is equipped with the competencies, knowledge and values to prepare them to be active, contributing and positive members of society.

#### **Delegations**

The Headmaster is the professional leader in the school and responsibility for effective teaching and learning is delegated to the Headmaster.

#### **Curriculum Delivery**

1. The School will develop and deliver a curriculum that provides each and every student the opportunity to develop into a successful learner.
2. The School's curriculum will be designed and delivered in accordance with the requirements of the New Zealand Curriculum and the school's vision and values.
3. The School will identify students who are not achieving or who are at risk of not achieving or who are gifted and talented and will implement appropriate strategies to meet their needs.
4. Equitable educational opportunities will be provided to all groups of learners.
5. The School curriculum will acknowledge the principles of the Treaty of Waitangi and the bi-cultural foundations of Aotearoa-New Zealand
6. Programmes will draw upon the significant features of New Zealand's diverse ethnic and cultural heritage.
7. Achievement data, including from NZQA, Years 9 and 10 and tertiary data will be tracked for individual students and groups of students.
8. Every two years the school consults on the delivery of the health curriculum.
9. The school aims to support all students into a post school plan.

#### **Assessment**

Christchurch Boys' High School is committed to valid, reliable, fair, consistent, accurate and personalised assessment.

Accordingly the Board expects that:

1. A range of assessment practices will be developed and utilised to ensure that all students are able to demonstrate the progress they have made.
2. All assessment will be fair, valid, sufficient, reliable and transparent.
3. We will adhere to best practice as defined by NZQA.
4. Student progress will be monitored and recorded against the National Achievement Objectives and School Achievement Objectives using a range of assessment procedures. These procedures are to be integrated into the teaching and learning programmes.
5. Heads of Department and teachers will be expected to demonstrate how assessment information is used to develop and improve teaching programmes to maximise student learning.

## Māori Student Achievement

Reference: Ka-Hikitia- Accelerating Success.

Christchurch Boys' High School is committed to providing Māori students with the opportunity to realise their potential and to succeed in their lives as Māori. Accordingly the Board expects that:

1. A strong relationship exists with the school's Māori community/whānau.
2. There is a process for consulting with and involving the school's Māori community/whānau in identifying and meeting the needs of Māori students.
3. Indicators for Māori students' achievement will be monitored or considered in our curriculum review processes and reporting.

## Reporting to Parents and the Community

Christchurch Boys' High School believes that students, parents and the wider community are entitled to regular, valid and useful reports on student achievement and the performance of the school. Accordingly, the Board expects that:

1. Parents and guardians are given a range of opportunities and media to discuss the engagement, learning and progress of their son's.
2. Parents are given accurate and timely information about assessment methods and times and are given the opportunity to engage with the School regarding their son's progress.
3. Overall student achievement including areas of strength and areas of concern is reported to the community.
4. Specific reports will be contextualised, analysed and accompanied by a commentary.

## Relevant Legislation/References

- National Education Goals
- National Administration Guidelines
- The NZ Curriculum
- The School curriculum and related documents
- NZQA requirements

## Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>30 June 2020</b>
<b>Next Review Date:</b>	<b>June 2023</b>

## 2. Extracurricular Policies

### 2.1 Sport Policy

#### Purpose

To ensure that sport activities align with the school's values and provide opportunities for the development of high-quality relationships and experiences that enhance the character of our fine young men as they aspire towards outstanding achievement.

#### Policy Statement

1. This policy covers all sport activities.
2. The school will be equitable and inclusive in its offering of sporting opportunities. Because of the value of sport to the development of students at CBHS, retention in sport is a key focus.
3. The purpose of sport activities at CBHS is to:
  - a) Promote and enhance the school's values, mission and vision
  - b) Develop character, courage and care
  - c) Support academic achievement
  - d) Build relationships and community.
4. All CBHS participants in sport will feel valued regardless of team or activity
5. The school values striving to win rather than winning itself.
6. All students are encouraged to take up sporting opportunities regardless of ability and all participants (students and adults) are expected to adhere to the school's values. The Headmaster (or his/her delegate) may prevent participation by any student or adult from involvement in sport activities if the Headmaster believes they have not or do not reflect(ed) the values of the school. This may include poor attendance or academic effort.
7. The behaviours and actions listed below are not permitted under this policy
  - a) The recruitment of students to the school based on their ability in sport activity
  - b) Behaviour that reflects a "win at all costs" attitude
  - c) Offensive or discriminatory behaviour.
8. Whilst seeking to provide a range of sport activities the school will not provide activities that risk the school's values or that are not sustainable.



9. The Board of Trustees recognises that there is an administrative cost to the provision of sport activities and permits the charging of a fee to all participants in sport activities to contribute to this cost.
  10. Sport activities are carried out on a “no pay no play” basis. Students must have paid or made an arrangement to pay before they participate in sport activities.
  11. Those students and staff involved in sport activities are deemed to be under the jurisdiction of the school and therefore all policies and procedures relating to the expectations of the school apply in relation to conduct, brand use and uniform.
  12. Participants and spectators of sport activities/trips/functions/events that take place at the school, irrespective of the venue, are considered to be under the jurisdiction of the school.
  13. Students participating in sporting activities must adhere to the school's Code of Conduct.
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**Approved by:** Board of Trustees  
**Date Approved:** 14 March 2023

## 2.2 Cultural Activity Policy

### Purpose

To ensure that cultural and performing arts activities align with the school's values and provide opportunities for the development of highquality relationships and experiences that enhance the character of our fine young men as they aspire towards outstanding achievement.

### Policy Statement

1. This policy covers all extracurricular cultural and performing arts activities.
2. The purpose of cultural and performing arts activities at CBHS is to:
  - a. Promote and enhance the school's values, mission and vision
  - b. Develop character, courage and care
  - c. Support academic achievement
  - d. Build relationships and community
  - e. Expose all students to cultural performances (as performers or as participants in an audience) so as to increase their appreciation of their own and other cultures and enhance their humanity, empathy and understanding.
3. Because of the value of cultural and performing arts activities to the development of students at CBHS, retention in these activities is a key focus.
4. All CBHS participants in cultural and performing arts activities will feel valued regardless of activity.
5. All students are encouraged to take up cultural performance opportunities regardless of ability and all participants (students and adults) are expected to adhere to the school's values. The Headmaster (or his delegate) may prevent participation by any student or adult from involvement in cultural or performing arts activities if the Headmaster believes they have not or do not reflect(ed) the values of the school. This may include poor attendance or academic effort.
6. Achievement in cultural and performing arts activities will be recognised and awards or recognition that exists for sporting achievement will also exist for cultural and performing arts achievement.
7. Whilst seeking to provide a range of cultural and performing arts activities the school will not provide activities that risk the school's values or that are not sustainable.
8. The Board of Trustees recognises that there may be administrative cost to the provision of cultural and performing arts activities and permits the charging of a fee to all participants in these activities to contribute to this cost

9. Cultural and performing arts activities are carried out on a “no pay no play” basis. Students must have paid or made an arrangement to pay before they participate in these activities.
  10. Those students and staff involved in cultural and performing arts activities are deemed to be under the jurisdiction of the school and therefore all policies and procedures relating to the expectations of the school apply in relation to conduct, brand use and uniform
  11. Participants and spectators of cultural or performing arts activities/trips/functions/events that take place involving the school, irrespective of the venue, are considered to be under the jurisdiction of the school.
  12. Students participating in cultural or performing arts activities must adhere to the school's Code of Conduct.
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**Approving Authority:** Board of Trustees  
**Date approved:** March 2023

### **3. Personnel Policy**

#### **Policy Statement**

Christchurch Boys' High School Board of Trustees acts as a good employer as defined in legislation, the provisions of all relevant employment contracts.

#### **Delegations**

The Board delegates to the Headmaster responsibility for the day-to-day management of staff in the expectation that they are managed in a sound, fair and respectful manner in accordance with current Collective Agreements, the terms of current employment legislation and other relevant law.

#### **Staff Appointments**

1. All staff appointments are made using fair, equitable and transparent procedures that ensure the best available person suited to the position is appointed.
2. The full Board manages the recruitment and appointment processes for the role of Headmaster. The Board may seek assistance with the process from an external agent who has in-depth knowledge of recruitment methodologies. Only elected and co-opted members with voting rights may vote in the final decision.
3. The full Board (or subcommittee as decided by the Board) including the Headmaster will be involved in the appointment of the Senior Leadership Team.
4. All other appointments are delegated to the Headmaster.
5. All non-teaching staff are police vetted and screened (ref. Vulnerable Children's Act 2014).
6. Appointments should reflect Equal Employment Opportunities guidelines.
7. All staff appointments are ratified by the Board.

#### **Conditions of employment**

1. All staff are employed under individual or collective employment agreements.
2. Teacher attestation for progress through the salary scale follows contractual and legal requirements, is rigorous, fair and documented.
3. Staff misconduct and performance issues are addressed quickly, and lawfully. (See Schedule of delegations).
4. Staff rights to personal dignity and access to a fair internal grievance process is ensured. (See Complaints and Protected Disclosures Procedures).
5. The school takes reasonable steps to protect staff from unsafe or unhealthy working conditions.
6. The Staff Handbook guides all employees on maintaining proper standards of integrity, conduct and concern for the public interest and well-being of students at the School.

7. The Board provides reasonable access to a confidential Employee Assistance Programme.

## **Professional development**

1. All staff experience regular, high quality professional development opportunities with priority given to those which contribute to the goals and objectives outlined in the Christchurch Boy's High School Charter, Strategic and Annual Plans
2. An annual report on staff professional development is provided for the Board.

## **Performance management and appraisal**

1. Christchurch Boys' High School values and acknowledges good staff performance and the contribution high performing staff make toward successful outcomes for students.
2. The Headmaster operates a performance management system that annually tracks the performance of every staff member against clearly defined objectives, shared expectations and job descriptions using suitable and consistently applied appraisal and feedback mechanisms. In respect of teaching staff, the Registered Teacher Criteria and Professional Standards will also apply.
3. The Board will receive an annual report confirming that staff performance appraisals have been completed. The Board will not receive information on the appraisal of individual staff members unless serious competency issues have been identified.
4. The Chair of the Board ensures the Headmaster's performance is evaluated against the professional standards for Headmasters and objectives agreed annually with the Board (see Headmaster Appraisal Policy).

## **Harassment**

The Board meets legislative requirements which deal with harassment issues. Any kind of harassment, including bullying, sexual, religious and racial harassment is not acceptable at Christchurch Boys' High School.

## **Volunteers**

The Board values the contribution volunteers make to Christchurch Boy's High School. The Headmaster will ensure procedures are in place to ensure safe interaction between volunteers, students and staff at Christchurch Boy's High School.

## **Relevant Legislation/References**

- State Sector Act 1988
- Education and Training Act 2020
- Human Rights Act 1993
- Privacy Act 2020
- Employment Relations Act 2000 Christchurch
- Health and Safety in Employment Act 1992
- National Administrative Guideline 3
- Vulnerable Children's Act 2014

## Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Boards Audit Committee.

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**Approving Authority:** Board of Trustees  
**Date Approved:** 21 September 2021  
**Next Review Date:** September 2024

### 3.1 Staff Leave Guidelines

The decisions on applications for leave which do not fit into any of the categories covered by the Secondary Teachers' Collective Agreement, the Support Staff in Schools Collective Agreement and any other agreements that staff employed at CBHS work under, need to be taken after considering the following – not necessarily in this order:

- Purpose of the leave
- Length of service of the staff member at CBHS
- Contribution to the wider life of the school
- Impact on the staff member's current classes
- Relief costs incurred
- Leave with or without pay
- Any legal issues that may arise in granting/not granting leave?)
- Alignment with conditions laid out in the Collective Agreements
- Conflict with key school events

The various types of leave available to staff are set out in the Secondary Teachers' Collective Agreement 2019-2022, [Part Six. Refer to the Support Staff in Schools CA for non-teaching staff.](#) This sets out the eligibility criteria for the various types of leave available to teachers. Features to note about the various types of leave are:

1. Sick Leave. A teacher's sick leave is aggregated depending on length of service and is heavily weighted towards the start of a career e.g. a teacher with 6 months and up to 9 months service has aggregated sick leave of 31 days and gets another 15 days at the 9-month mark, though the next increment is not until 5 years. The maximum aggregation is 306 days after 20 years.
  - a. NOTE: in NZ unused sick leave cannot be 'paid out' as it is in Australia so there have been cases where teachers have gone on extended sick leave before retiring or changing jobs. All that is needed is a valid medical certificate every 4 weeks.

- b. NOTE: Relief costs for any leave taken beyond the first 8 days can be claimed back from the MOE resources. Needs to be done within a term of the teacher returning.
  - c. Medical certificates are usually not required until 5 days but an employer can request one after 3 days (at the employer's cost.)
  - d. Disregarded Sick Leave – BOT is now aware of this type which can be applied for if a teacher feels, and can prove, that sickness is due to conditions at their place of work., among other reasons.
2. Parental Leave is as per the Parental Leave and Employment Protection Act 1987 with variations to length of notice (one month), an extension of time (up to 24 months) and notice of intention to return (one month).
3. Bereavement Leave – no set number of days specified any longer - “reasonable opportunity to discharge their obligations and/or pay their respects...”
4. Leave for Family Reasons – in addition to Sick Leave.
5. Refreshment Leave – this is unpaid and mentions length of service to be eligible:
  - a. One term after 3 full years in the school and up to one year after 5 years in the school
  - b. A formula for how many staff can have this in any given year
  - c. Also includes ability to find a suitable replacement
6. Special Leave: this includes leave for court duty, sporting and cultural representation and study (refer below). Also paid Sabbatical Leave (50 per year nationally, 10 weeks duration) and Sabbatical Leave for Senior Managers (10 per year).
7. Travelling Time for various leave
8. Other forms of leave – not stated in Part Six but which can be applied for and granted by a school

### Extra Comments on Study Leave

Formal paid study leave available to teachers comes in two forms:

1. **Study Leave.** There are 75FTE fulltime study awards available nationally each year. This is paid leave with 30(32?) weeks being covered by the MOE.
2. **Study Support Grants.** There are 100 of these available nationally each year to permanent teachers. Rate is 0.16FTE (4 hours per week) and \$500 towards the fees of any courses taken in the year upon completion of the course(s). [ successful completion is not stated. Payment by school/MOE?]

### Points for Consideration:

1. As a good employer, the school should be encouraging the professional growth of our teachers.
2. Once Study Awards and Support grants are given to teachers, the school needs to accommodate this in our staffing formula.
3. The school does have a chance during the application process NOT to support an application.
4. Features to take into account with study applications could include length of time at CBHS but more importantly the future value the school will gain from the staff member.
5. Only Refreshment Leave states pre-requisites of service in a school.
6. The final note of Part Six is a pointer to holidays, and the increasing trend of employees to take leave in the days before and after holidays to take advantage of cheaper fares needs to be kept in mind. **Note 2:** *The parties acknowledge that the leave provisions of this Agreement (and their administration) operate to provide entitlements equal to, or in excess of, those provided under the Holidays Act 2003. To this extent the parties agree that current administrative practices will continue to operate and, for clarity, **teachers will take their annual leave outside the gazetted term dates.***

*The Board might make a statement about any 'shoulder days' being LWOP.*

7. Compensation for class size – refer to Timetable Policy

Approved by SLT: 12 November 2019

## 3.2 Staff Recognition

It is important to recognise and record the achievements of staff in areas such as teaching & learning, service to the school, sporting and cultural achievements. A list of appropriate forms of recognition needs to be able to be referred to.

Area	Achievement	Recognised by..	Additional comment
Service	10 years	<ul style="list-style-type: none"> <li>• Name on honours boards in foyer</li> <li>• Profile in Magazine</li> </ul>	Upon leaving  <b><i>(Start a board for non-teaching staff)</i></b>
	20+ years	<ul style="list-style-type: none"> <li>• Name on honours boards in foyer</li> <li>• Photo in corridor</li> <li>• Profile in Magazine</li> </ul>	Upon leaving
	25 Years of teaching at CBHS	<ul style="list-style-type: none"> <li>• Acknowledgement at Assembly and Prize-giving</li> </ul>	School presents a small memento
	40 years	<ul style="list-style-type: none"> <li>• Address to Assembly</li> <li>• Gift from school</li> </ul>	School presents a small memento
Leaving gifts for staff	Based on Years of service	Gift appropriate to length of service	Signed card in each case



		Seek ideas of desired and appropriate gift	<b>Longer service (10yr+)</b> = large cards able to be signed by all staff
Teaching and Learning	<ol style="list-style-type: none"> <li>1. Significant Local/national recognition</li> <li>2. Speakers at PD/conferences</li> <li>3. Gaining Full registration</li> </ol>	<ul style="list-style-type: none"> <li>• Cross stage at assembly</li> <li>• Profile of achievement in Magazine/newsletters</li> <li>• Presentation in Staff meeting</li> </ul>	
Academic – further study	<p>Undertaking further study:</p> <ul style="list-style-type: none"> <li>- Post grad</li> <li>- Masters</li> </ul> <p>Must be relevant to employment</p>	Contribution towards fees from Prof Devpt ( up to 20% or \$500 max in any given year)	To encourage life-long learning Payment on proof of enrolment. No bond
Sport and Culture	Staff participating in outside events (competing as recognisable CBHS group)	<ul style="list-style-type: none"> <li>- Payment of entry fees for event</li> <li>- Relief covered</li> <li>- School sports gear</li> <li>- Recognition at Assembly</li> </ul>	
	Staff participating in events covered by STCA (national teams etc)	<ul style="list-style-type: none"> <li>- Recognition at Assembly</li> <li>- Relief covered as per STCA</li> <li>- Article in newsletter/magazine</li> </ul>	Eg – national sports teams, cultural, kapahaka...
	Contribution and success as a Coach/Manager	<ul style="list-style-type: none"> <li>• Cross stage</li> <li>• Embroidered top/jacket?</li> </ul>	
<i>Personal</i>	<i>Birth of child</i>	<i>Card and flowers</i>	<i>Staff notes magazine</i>
<i>Personal</i>	<i>Marriage of staff member</i>	<i>Card &amp; flowers</i>	<i>Staff notes</i>
<i>Personal</i>	<i>Death of spouse/parent</i>	<i>Card/flowers</i>	<i>Staff notes Relief costs</i>

Approved by SLT 12 November 2019

## 4. Financial Policies

### 4.1 Cash Management Policy

The Board of Trustees (the Board) of Christchurch Boys' High School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 27 August 2019 and became effective from that date.

#### Introduction

- (i) The Board accepts that it has a responsibility to protect the cash resources of the School. The Board has agreed to the fundamental principles of this Policy and has delegated responsibility for the implementation and monitoring of this Policy to the Headmaster.
- (ii) In the formulation and approval of this Policy the Board has had due regard to the accepted standards of sound financial management and applied these to the School.
- (iii) The Board requires the Headmaster, as the Chief Executive and the Board's most senior employee, to implement and manage this Policy. The Headmaster may, from time to time, further delegate some of these responsibilities, and all such delegations must be attached as appendices to this Policy.
- (iv) This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

#### Operating and Call Deposit Accounts

- (i) The Board agrees that the following operational accounts will be used:
  1. An account for all Ministry related funding and payroll, cash deposits, and all payments.
  2. An account for electronic payment on student accounts (account to account or via payment portal gateway) and eftpos payments
  3. An account for holding the balance of undistributed funds of any trusts and bequests where stipulated by the donor.
- (ii) The signatories to school bank accounts shall be as follows:

	Administrator	User	Transact	View
Headmaster	√		√	√
Accounting Manager	√		√	√
Deputy Principal (Staff)	√		√	√
Deputy Principal (Property)	√		√	√
Finance Assistant		√	√ (payment account only)	√
Accounts Receivable Officer		√	√ (deposit account only)	√

- (iii) All payments (cheque or electronic) shall be approved by two authorised signatories.
- (iv) Under no circumstances is an authorised signatory to sign a blank cheque.
- (v) All cheques, except those for petty cash reimbursement, must be issued as 'Not Transferable – Account Payee Only'.
- (vi) At no time shall the cheque account be operated in overdraft without permission from the Bank and the Ministry.
- (vii) Interest bearing deposit accounts shall be operated to hold cash resources not currently required for operating purposes. Deposit accounts shall be operated by the Accounting Manager, with any transfers requiring approval by two authorised signatories. The balances of deposit accounts will be reported monthly at the Resources Committee meeting. Deposit accounts may not be opened at any new institutions without approval of the Board.

### **Trust Fund Account**

- (i) If requested by the donee, a separate bank account shall be used for the trust funds held by the Board in trust for donor-specified purposes. The terms and conditions for the operation of these accounts shall be the same as for the general operating accounts referred to above.
- (ii) International Student Fees in Advance will be banked into the main school operating account in the first instance. In accordance with the International Fee Protection Policy, the Board will maintain term deposits equal to the balance of international fees paid in advance calculated at the beginning of each term.

### **Investments**

- (i) Investments of School funds may only be made in accordance with the terms of the Education Act 1989.
- (ii) Notwithstanding the requirements of the Act, no investments may be made in equity stocks or in synthetic money market products (e.g. Forward Rate Agreements and Interest Rate Swaps).
- (iii) Investments (not including term deposits) may only be made with the written authorisation of the Headmaster and the Board Chairperson.

### **Fundraising**

- (i) The Board acknowledges that under the Education Act 1989 some professional fundraising contracts constitute an illegal fundraising contract. No such fundraising contract will be entered into by the School. If doubt exists about the legality of a proposed fundraising contract, the Headmaster will contact the Regional Financial Advisor of the Ministry of Education for advice.

### **Cash Receipts**

- (i) All cash and cheques received must be paid into the school office promptly and properly receipted. This includes trading income, other local funds receipts and reimbursements for learning materials.
- (ii) No cash received can be used to pay accounts in cash.
- (iii) All receipts must be banked as soon as possible and preferably within one working day of receipt.
- (iv) All cash and cheques kept on the premises must be kept secure and under the control of a delegated person.
- (v) The Board acknowledges there are instances where cash is collected as part of off-site fundraising activities. The Board expects all cash collected as part of fundraising activities to be paid into the school office as soon as practicable after the fundraising event, and that it be accompanied by a full reconciliation of all receipts.

### **Accounts for Payment**

- (i) All accounts for payment, other than expense reimbursements and attendance fees, must be supported by a copy of the
  - official school order form (where applicable).
  - the invoice, with certification by the orderer that each item has been received, prices and quantities are correct, and the payee details are correct.
- (ii) The invoice must be certified by the person who holds the delegated authority to incur the expenditure.
- (iii) Expense reimbursements and mileage claims must be certified by the manager of the individual being reimbursed, provided the certifier has delegated authority to sign. An expense claim should be supported by GST receipts or invoices. Reimbursement of mileage will be at rates specified in the relevant Collective Agreement. All reimbursements must be claimed within 3 months.

### **Petty Cash**

- (i) A petty cash fund of no more than \$200 shall be held.
- (ii) Cash floats for the school canteen and coffee shop will be maintained at the appropriate level for day to day operations.
- (iii) Foreign currency may be held from time to time – this will arise from foreign currencies returned after overseas trips by staff. Depending on the currency, the amount, and the likely future use, it may be held in the safe for use on future overseas trips.

## Approval

- (i) As part of its approval the Board requires the Headmaster to circulate this Policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School Policy Manual shall also be made available to students and parents at their request. The Board requires that the Headmaster arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>27 August 2019</b>
<b>Next Review Date:</b>	<b>August 2022</b>

## 4.2 Credit Card Policy

1. The Board of Trustees (the Board) of Christchurch Boys' High School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 28 November 2017 and became effective from that date.

### Introduction

2. The Board agrees that it has a responsibility to ensure that credit card expenditure incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy and has delegated responsibility for the implementation and monitoring of this Policy to the Headmaster.
3. The Board requires the Headmaster, as the Chief Executive and the Board's most senior employee, to implement and manage this Policy. The Headmaster may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.
4. This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### Process of Issue of Credit Cards

5. Credit cards will issued to staff members with responsibility for particular roles within the school as per the attached schedule. Any cards issued to staff outside of these roles must be approved by the Board.
6. A register of cardholders and card limits should be maintained.
7. The limits set for credit card use may be less than, but will not exceed, the overall financial delegation of the cardholder, as set out in the Schedule of Delegations.
8. An increase to this limit may be approved for a specific purpose (for example, an overseas trip), for a limited time. It will be arranged by the Head of Strategic Finance and approved by

the Headmaster. The limit will be subsequently reduced to its original level once the expiry date of the specific purpose is reached.

9. Prior to the card being issued, the recipient must be given a copy of this Policy and be required to sign it off to signify that they have read and understood it.

### **Acceptable Use of Credit Card**

10. Credit Cards are to be used for legitimate school expenses only. Credit Cards should not be used for purchase of goods or services from a supplier with whom the school has an existing account.
11. The credit card is not to be used for any personal expenditure. **Use of a School Credit Card for expenses of a personal nature of any kind may result in disciplinary action up to and including dismissal.**
12. In the case of travel, the credit card will only be used for payment of actual and reasonable travel, accommodation and meal expenses incurred on School business which are not covered by other travel and incidental allowance claims.

### **Personal Responsibility**

13. Staff issued with School Credit Cards are personally responsible for the use of the card, and for complying with School policies. The cardholder will be personally accountable and responsible for all transactions on their card.

### **Procedures to be followed when using the Card**

14. All expenditure charged to the credit card should be supported by:
  - A detailed invoice or receipt to confirm that the expenses are properly incurred on School business.
  - For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit.
  - In the rare circumstances where no invoice or receipt is given, a detailed description of the expenditure must be provided, including why no receipt was provided.
15. The cardholder is responsible for attaching receipts and coding expenditure according to the timeframes set.
16. Approval for the expenditure should be obtained on a one-up basis (for example the Headmaster should approve any credit card expenditure by the Senior Leadership Team and the Board Chair should approve any credit card expenditure by the Headmaster). A list of designated approvers is attached as an appendix. Cardholders are not allowed to approve their own expenditure.

### **Approvers Responsibility**

17. All credit card expenditure must be approved by the cardholders designated approver (as per the attached schedule). Approving Managers are responsible to ensure team members credit cards are used only for legitimate business purposes and that spending is conducted in a responsible and cost conscious way.

### **Cash Advances**

18. Cash advances (except when travelling with students) are not permitted except in an unforeseen emergency.
19. The Board accepts that there may be times when travelling with student groups, that cash will be required. Cash advances will be permitted where this has been pre – arranged and approved by the Headmaster, and the Head of Strategic Finance has been able to transfer funds to the credit card (to avoid any cash advance fees).
20. Where cash advances are taken, the cardholder must provide a full explanation and reconciliation, with receipts wherever possible, of how the cash was used. Any unspent monies must be returned to the School.

### **Discretionary Benefits**

21. Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the School. They should not be redeemed for personal use.

### **Cardholder Responsibilities**

22. The cardholder has the following responsibilities in respect of the credit card:
  - Cardholder must never allow another person to use the card.
  - Cardholder must protect the pin number of the card.
  - Cardholder must only purchase within the credit limit applicable to the card.
23. The cardholder must notify the credit card company and the School immediately if the card is lost or stolen.
24. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.
25. It is noted that the card operated by the Headmaster's Executive Assistant is for general school use and may be used for approved school purchases by any CBHS staff member. All purchases will follow policy and procedures and be supported by a GST receipt.
26. The Cardholder must be given a copy of this policy and complete an acknowledgement that they have read and understood the policy. (See wording below).

### **Approval**

26. As part of its approval the Board requires the Headmaster to circulate this Policy to all staff, and for a copy to be included in the Board Governance Manual, copies of which shall be available to all staff. The Board Governance Manual shall also be made available to student

and parents at their request. The Board requires that the Headmaster arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

### Acknowledgement from Cardholder

I \_\_\_\_\_ acknowledge receipt of a Christchurch Boys' High School Credit Card.

I acknowledge receipt of the credit card policy and confirm that I understand the terms and conditions under which the card has been allocated.

I understand that improper use of this card may result in disciplinary action as well as personal liability for improper purchases.

Signed: \_\_\_\_\_ / /

### Schedule of Cardholders: September 2021

Position	Designated Approver	Limit
Headmaster	BOT Chair	\$10,000
Deputy Principal Assistant Principal Head of Boarding	Headmaster	\$5,000
Sports Director	Headmaster	\$5,000
International Director	Headmaster	\$10,000
IT Manager	Headmaster	\$5,000
Library Manager	Assistant Principal - Curriculum	\$1,000
Hostel Manager	Head of Boarding	\$1,000
Headmaster's EA	Headmaster	\$5,000
HOD <ul style="list-style-type: none"> <li>• English</li> <li>• Mathematics</li> <li>• Science</li> <li>• Languages</li> <li>• Art</li> <li>• Music</li> <li>• Commerce</li> <li>• Physical Education</li> <li>• Outdoor Education</li> <li>• Technology</li> <li>• Geography</li> <li>• History</li> <li>• Social Studies</li> </ul>	Assistant Principal - Curriculum	\$1,000



• Careers		
TIC – Sports <ul style="list-style-type: none"> <li>• Cricket</li> <li>• Rugby</li> <li>• Rowing</li> <li>• Football</li> <li>• Hockey</li> <li>• Basketball</li> <li>• Cycling</li> <li>• Athletics</li> <li>• Sports Co-ordinator</li> </ul>	Sports Director	\$1,000
TIC - Trips	Headmaster	As per RAMMS approved by BoT

**Approving Authority:** Board of Trustees  
**Date Approved:** 21 September 2021  
**Next Review Date:** September 2024

### 4.3 Entertainment Policy

The Policy was approved and adopted by the Board at its meeting held on 27 August 2019 and becomes effective once the associated Alcohol Policy is approved in August.

#### Introduction

- (i) The Board agrees that it has a responsibility to ensure that expenditure on entertainment incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy and has delegated responsibility for the implementation and monitoring of this Policy to the Headmaster.
- (ii) The Board requires the Headmaster, as the Chief Executive and the Board's most senior employee, to implement and manage this Policy. The Headmaster may, from time to time, further delegate some of his/her responsibilities.
- (iii) This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.
- (iv) Entertainment and hospitality will be budgeted for as part of annual planning to recognise appropriate recognition of staff wellbeing and collegiality.

#### Purposes of Entertainment

- (i) Entertainment expenditure will be for the following purposes;

- (a) Building relationships and goodwill
  - (b) Representation of the school in a social situation
  - (c) Hospitality provided in the course of school business to external parties
  - (d) Staff or community social functions
- (ii) The purpose of all purchases should be transparent, and the amount expended able to be demonstrated as reasonable and appropriate.

### **School Events and Staff Meetings**

- (i) This includes conferences, seminars, workshops, training courses and meetings.
- (ii) When deciding upon a venue, teachers should consider location, accommodation standard and tariff rates. They should give due consideration to the nature of the event, total cost, expectations of participants and their home location.
- (iii) When deciding upon catering, teachers should consider the nature of the event and the quality of food required. There are approved caterers for events in the Hall.

### **Drugs, Alcohol and Tobacco**

- (i) The use and supply of alcohol must comply with the school's Drugs, Alcohol and Tobacco Policy. (5.4)

### **Approval**

- (i) As part of its approval the Board requires the Headmaster to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School Policy Manual shall also be made available to students and parents at their request. The Board requires that the Headmaster arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>27 August 2019</b>
<b>Next Review Date:</b>	<b>August 2022</b>

## 4.4 Finance and Assets Policy

### Purpose

1. To provide sound financial management of the School's assets and its daily operations that will aid in ensuring Christchurch Boys' High School provides excellent resources for its students and staff.

### Policy Statements

#### 2. Planning and Budgeting

Christchurch Boys' High School allocates its funds to reflect the School's priorities and needs as outlined in its Strategic Plan and Charter/Governance Manual.

In preparing budgets or longer term plans these must :

- (i) Reflect the targets/goals sought by the Board.
- (ii) Reflect the priorities as established by the Board.
- (iii) Comply with the Board's requirement to aim to make a return equating to 5% of the operating grant. This takes a conservative approach and may be used to offset deficits or specific strategic projects where funding is required by the Board.
- (iv) Ensure working capital of a minimum of 1:1.
- (v) Provide sufficient investments to cover the liability to the Ministry of Education for property maintenance and renewal as accounted for in the balance sheet.

Draft budgets will be presented to the Board in November for discussion and approval. School expenditure is controlled and monitored by the Board of Trustees with delegation to the Headmaster for the management of allocated funds.

#### 3. Annual Report

Annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989 (section 87 (3)).

#### 4. Purchases

All purchases of services and supplies must be authorised by the appropriate person before payment is made.

#### 5. Bank Account and Investments

Two signatories are required on all cheques, direct credits or other bank payments. Any cash from surpluses or working capital is to be invested in the School's interest bearing bank account.

#### 6. Fixed Assets

The Board has developed a comprehensive ten year plan that ensures the School's buildings and facilities are maintained and developed to a standard that provides a safe, healthy, learning environment for students and staff, achieved by appropriate annual and long term planning and budgeting.

In conjunction with the Ten Year Plan the Board will review all Board owned buildings including Adams House, to ensure all Board owned buildings and facilities are maintained and developed to a standard that provides a safe, healthy learning environment for students and staff, achieved by appropriate annual and long term planning and budgeting.

Assets must be protected, adequately maintained and not be unnecessarily put at risk. Insurance cover must be maintained for all assets.

## Delegations to Headmaster

7. Therefore, the Headmaster must:

- (i) Only incur borrowings/debt or agree to a guarantee, where it has been authorised by the Board.
- (ii) Ensure adherence to generally accepted accounting practices or principles.
- (iii) Ensure tagged funds are only used for the purposes they have been approved for.
- (iv) Adhere to approved budgets.
- (v) Ensure all money owed to the school is collected in a timely manner.
- (vi) Ensure staff and creditors are paid in a timely manner.
- (vii) Only purchase or sell property/capital items that have been authorised by the Board.
- (viii) Only expend on single items within the Board established limit.
- (ix) Ensure that all relevant government returns are completed on time.
- (x) Ensure that no one person has complete authority over the School's financial transactions.
- (xi) Ensure any capital purchase of over \$3,000 is only made after having obtained comparative prices for comparative quality and ensuring all ongoing costs, value, and reliability of product is taken into account.

8. Assets must be protected, adequately maintained and not unnecessarily risked. Therefore, the Headmaster must:

- (i) Ensure assets are insured.
- (ii) Only allow authorised personnel to handle funds or School property.
- (iii) Ensure that plant and equipment is not subject to improper wear and tear and is properly maintained and used appropriately.
- (iv) Ensure the implementation of the 10 year property maintenance plan.
- (v) Ensure protection of intellectual property, information and files from loss or significant damage and ensure there is no unauthorised access or duplication.
- (vi) Ensure there are sufficient management controls around funds received, processed and disbursed sufficient to meet auditor standards.
- (vii) Invest or hold operating capital with the School's bank accounts.

9. Regulations

Public Finance Act 1989 (section 2; part 5)

Education Act 1989 (sections 67, 73, 79, 87(3), 90, 100)

Crown Entities Act 2004

National Administration Guideline (No.4)

10. Property

Fencing of Swimming Pools Act 1987

Education Act 1989

Fire Safety and Evacuation of Buildings Regulations 1992

Fire Service Act 1975

Resource Management Act 1991

Building Act 1991 (section 6, 47a)

National Administration Guideline (No.4)

Ministry of Education's Property Occupancy Document: State (Non-integrated Schools' Notice of Terms and Conditions)

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>28 November 2017</b>
<b>Next Review Date:</b>	<b>November 2020</b>

## 4.5 International Fee Paying Students Policy

### Regulations

**CODE of Practice:** *Christchurch Boys' High School has agreed to observe and be found by the Code of Practice for the pastoral care of international students established under section 28F of the Education Act 1989 and the Code Administrator is NZQA. Copies of the Code are available on request from this institution or NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)*

### Purpose

Christchurch Boys' High School offers a limited number of places to international fee-paying students who identify with the mission and vision of the School. The presence of international students enhances the opportunities and perspectives of all students.

- *International fee-students help to bring diversity and a global perspective to the CBHS community*
- *International fee-paying students provide an opportunity for domestic students to interact with students of other backgrounds and cultures*
- *The revenue gained through the enrolment of fee-paying international students provides better learning opportunities for all students at CBHS*

### Policy Statement

International fee-paying students receive an education consistent with that provided to domestic students.

As part of the annual budget, the Board of Trustees sets a projected number of international fee-paying students and fees for international students for the following year.

International students will be required to sign a contract establishing the terms and conditions that international students will be admitted to the school.

The School will provide programmes and pastoral guidance and support to meet the individual learning and social needs of the international fee-paying students.

The international student programme will be evaluated annually to include its effectiveness in:

1. Meeting Christchurch Boys' High Schools' Principles for International Student Education
2. Marketing & Promotion
3. Managing & Monitoring Agents
4. Offers, Enrolments and Contracts
5. Immigration Matters
6. Orientation
7. Safety & Well-Being

8. Student Support, Advice and Services
9. Managing Withdrawal and Closure
10. Dealing with Grievances
11. Compliance with Disputes Resolution Scheme

#### **4.5.1 International Student Refund Policy**

##### **Purpose**

This refunds policy outlines factors that will be considered when a request for a refund of international students' fees is made to the school. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.

##### **Requests for a refund of International Student Fees**

1. An application for refund of fees must be made in writing. The parents/guardians must apply in writing to the Director of International Students explaining why the student has withdrawn from the course and the reasons for seeking a refund.
2. If the application is made and accepted before the start of the course, fees will be refunded in full less an administration charge of \$500.00 to cover costs incurred by the school.
3. If the application is made after the start of the course, but before the second half of the course, fees will be refunded less:
  - 3.1 An administration charge of \$500.00.
  - 3.2 Costs to the school already incurred for tuition.
  - 3.3 Components of the fee already committed for the duration of the course, including agent commissions and appropriate proportions of salaries of teachers and support staff (if applicable).
  - 3.4 Costs already incurred for the use of facilities and resources.
  - 3.5 The proportion of the Government Levy the school is required to pay.
  - 3.6 Any other costs already incurred.
4. When requests for a refund are made following:
  - 4.1 failure by a student to obtain a study visa:
    - (i) If the visa is denied prior to the course starting, a full refund will be given.
    - (ii) If the application for renewal is denied, a refund will be given for fees incurred past the date of the current visa minus any costs incurred by the school.
  - 4.2 voluntary withdrawal by a student:

(i) Refer 2-4

4.3 the signatory ceasing to provide a course of educational instruction as contracted with a student, whether it stops of its own accord or as required by an education quality assurance agency:

- (i) a full refund of the portion of charge relating to this instruction incurred by the student.

4.4 the signatory ceasing to be a signatory:

- (i) A full refund of remaining fees from the date of signatory expiry.

4.5 the signatory ceasing to be a provider.

- (i) A full refund of funds up until the date of closure

5. If the application is made after the second half of the course, there will be no refund except in exceptional circumstances to be determined by the Headmaster.

6. No refund will be made to a student enrolled at the school prior to the 1<sup>st</sup> of March who becomes a Permanent Resident or whose parents gain a Work Permit or Long-Term Business Visa after the 1<sup>st</sup> of March (in any year).

7. The Board of Trustees will make no refund:

7.1 Where a student is asked to leave the school because of misbehaviour, poor attendance or violation of school rules.

7.2 Where a student wishes to transfer to another school for whatever reason.

7.3 Where a student returns home for any reason other than the student's serious illness or serious illness or death of a close family member.

7.4 If the enrolment application is found to be false or misleading in any way and the contract is terminated.

7.5 Where a student changes to domestic student status during the period of enrolment.

8. Requests for a refund of homestay fees

8.1 If for any reason, an international student withdraws after the start date of their enrolment, any unused homestay fees will be refunded, less the school's notice-period fee.

8.2 Where a student moves from a school homestay and requests a refund of any unused homestay fees, these will be refunded less the school's notice-period fee.

9. Balance unused at the end of enrolment



Students account repayments needed at end of enrolment will be transferred to the student's Parents/Caregivers unless under \$500 and authorized by the Parents/Caregivers.

10. Outstanding activity fees or other fees

Any activity or other fees incurred by a student during enrolment and unpaid at the time of withdrawal, will be deducted from any eligible refund.

## **Review**

The school will review the conditions relating to this policy as part of the normal cycle of review.

### **4.5.2 Fees Protection Policy**

#### **Rationale**

The school undertakes to comply with the Fees protection provisions set out in Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).

#### **Purpose**

This fees protection policy makes clear factors that will be considered to ensure that international student fees paid in advance are protected and can be made available in accordance with the school's refund policy. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016.

#### **Fees protection**

The school will ensure that its fee protection mechanisms and accounting procedures provide the following safeguards: The school will ensure that funds from international students paid in advance are accounted for in such a way that individual student balances are clearly identified and monitored

1. The school will ensure that generally accepted accounting procedures are applied to international student fees paid in advance
2. The school will ensure that only those staff with appropriate authority will have access to international student funds paid in advance
3. The school will ensure that all International fees paid in advance shall be paid into the school's operating account or other account authorized by the Principal
4. The school will transfer fees paid in advance to revenues at appropriate intervals during the period of enrolment for each student
5. The school will ensure that it has sufficient funds available to meet any remaining international student fees paid in advance liability at any time.
6. The school will ensure that the operation of this fee protection policy is audited as part of the school's audit procedures.

#### **Review**

The school will review the conditions relating to this policy as part of the normal cycle of review

### **4.5.3 International Student Accommodation Policy**

#### **Rationale**

The school undertakes to comply with the accommodation provisions set out in Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).

#### **Purpose**

This accommodation policy outlines factors that will be considered when managing accommodation for international students enrolled at the school. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.

#### **Policy objectives**

- a) To align with the Board principles underpinning International Student Education at Christchurch Boys' High School.
- b) To provide a suitable living environment conducive to study and a safe and supportive home life.
- c) To involve residential caregivers in the welfare of the student.
- d) To assist the student to successfully integrate into New Zealand life.
- e) To ensuring the student is well cared for and supported by the school.

#### **1. Approved Accommodation**

1.1 All international students must live with parents or residential caregivers that have been approved by the school. The following categories of residential care may be approved by the school:

Designated caregiver

Homestay

Licensed hostel

School hostel

Approved temporary accommodation

1.2 The school will not approve accommodation for students over 18 years of age not living with parents other than with a residential caregiver.

#### **2. Use of Accommodation Agents**

The school may make use of accommodation agents to organise and manage student accommodation. In the event that an accommodation agent is used, the school will enter into a written contract with the

agent and will ensure that the accommodation services provided by the agent meets the requirements of the Code.

### 3. Onsite Assessment

Residential care accommodation for international students will undergo an on-site assessment to determine that the accommodation is of an acceptable standard, is not a boarding establishment and the residential caregiver provides a safe physical and emotional living environment.

### 4. Ongoing Monitoring

All residential care accommodation for international students will be monitored on a regular basis including visits to the accommodation and student interviews to ensure that the accommodation continues to meet required standards.

### 5. Resolving Difficulties

Where difficulties arise in residential care, the school will liaise with residential caregivers, contracted agents, students and parents as appropriate to resolve such difficulties.

### 6. Safety Checking

Safety checks, including Police vetting as appropriate, will be carried out for residential caregivers. All residents of the home over 18 will require police vetting.

#### 6.1 Designated Caregivers

- (i) The school will have written Designated Caregiver Agreements with all designated caregivers
- (ii) The monitoring of students living in designated care will be managed in accordance with this policy and the Designated Caregiver Agreement

#### 6.2 Homestay

- (i) The school will have written Residential Caregiver Agreements with all homestays
- (ii) The school will have written Homestay Accommodation Agreements with all students and their families
- (iii) The monitoring of students living in homestays will be managed in accordance with this policy and the Homestay Accommodation Agreement
- (iv) Homestay fees paid to the school will be held by the school on behalf of students and paid to host families in regular payments. Remaining homestay fees at the end of enrolment will be refunded according to the schools' refund policy.

#### 6.3 Licensed Hostel

- (i) The school will have written Residential Caregiver Agreements with licensed hostels.

- (ii) The school will have written Hostel Accommodation Agreements with all students (or their legal guardian) living in a licensed hostel.
- (iii) The monitoring of students living in a licensed hostel will be managed in accordance with this policy and the Hostel Accommodation Agreement.

6.4 School staff will not be homestay providers, except for temporary accommodation as approved by the Headmaster.

## 7. Temporary Accommodation

- 7.1 The school will assess the suitability of the accommodation considering the age and gender of the students
- 7.2 The school will ensure adequate supervision is in place for all students
- 7.3 The school will ensure all pastoral needs of the students are met including meals and laundry
- 7.4 The school will ensure that supervisors in temporary accommodation undergo an appropriate safety check
- 7.5 The school will monitor and manage risks to students

## Review

The school will review the conditions relating to this policy as part of the normal cycle of review.

## 4.5.4 Managing Recruitment Agents

### Purpose

This policy is to provide clear and consistent guidance for relationships between the school and education agencies. This policy should be read in conjunction with the Agency Agreement, and the Education (Pastoral Care of International Students) Code of Practice 2016.

### Managing Recruitment Agencies

#### 1. Contracts

The school will sign agreements with all education agencies who recruit students for the school.

#### 2. Reference Checks

The school will enter into working relationships with reputable agencies, once a reference check has been carried out and all supporting documentation has been submitted by the agency, i.e. an Agency Application Form, and other supporting documentation the school deems necessary. Results of reference checks will be recorded by international staff.

#### 3. Ethical Conduct

New Zealand is a signatory to the Statement of Principles for the Ethical Recruitment of International Students by Education Agents and Consultants (To be known as the London Statement of Principles) and operates under the Education (Pastoral Care of International Students) Code of Practice 2016. Recruitment agencies will be informed about, and will comply with, the requirements of the Code and the London Statement of Principles.

#### 4. Action for Breach

Where agencies are found to contravene the Code and/or the London Statement of Principles, the school will apply the appropriate sanctions as detailed in the Agency Agreement.

#### 5. Commissions

5.1 The school will pay commission to the agency as set out in the Agency Agreement. The school reserves the right to make other commission or incentive arrangements with selected agencies by special negotiation.

5.2 The school will generally pay commissions to contracted agencies upon receipt of an invoice. Commission payments will be made within 4 weeks after the student has commenced at the school and is subject to the tuition fee being received by the school.

5.3 The school may elect to make special arrangements with trusted agencies to allow the agency to withhold commissions from tuition payments due to the school. Such arrangements are at the sole discretion of the school and no commissions should be withheld by an agency without prior agreement from the school.

5.4 Where a student does not see out the entire period of their enrolment at the school, the school may, on a case by case basis, decide whether or not to request a refund of all or any part of any commission fees paid to an agency.

5.5 The school will have no obligation to pay commission fees to any agency with whom the school does not have a signed Agency Agreement.

#### 6. Agent monitoring and review

The school will review the conduct and performance of its agencies as a part of an annual self review. The school will collect and record appropriate evidence of agency reviews.

#### 7. Reporting

The staff member in charge of international education will report directly to the school Principal on the performance of the school's contracted agencies and report any breaches of the Code that may lead to the termination of an agency contract.

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<b>Approving Authority :</b>	<b>Board of Trustees</b>
<b>Date Approved :</b>	<b>17 March 2020</b>
<b>Next Review Date :</b>	<b>March 2023</b>

## 4.6 School Donations Policy

### Purpose

School donations are needed to help fund the educational opportunities that the school can provide. They contribute to the fulfilment of the strategic goals.

## Policy Statement

Christchurch Boys' High School invites donations from both parents and benefactors. The School sets and requests an annual donation per child from parents. This is in recognition that the governments/state funding formula is inadequate to provide the high quality and broad education expected by the school's community.

Activity fees are an additional cost to the parents. Payment of these is enforceable.

## Regulations

1. Education Act 2020 section 3 (free enrolment and free education for all except foreign students) 2. Public Finance Act 1989 sections 24(2) and 41(2) (accountability in financial statements for all money received)

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Reviewed:</b>	<b>2 August 2022</b>
<b>Next Review Date:</b>	<b>August 2025</b>

## 4.7 Sensitive Expenditure Policy

### Introduction

- (i) The Board agrees that it has a responsibility to ensure that all school expenditure is clearly linked to the business of the School and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals (staff or students).
- (ii) The Board acknowledges that at times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.
- (iii) The Board has determined that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval
- (iv) Particular reference should also be made to the Board's travel policy in considering expenditure which may benefit individuals or groups of individuals.
- (v) The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Headmaster (as the Chief Executive and the Board's most senior employee).

### Approval of Sensitive Expenditure

The Board requires the Headmaster, where expenditure may be beneficial to an individual or group of individuals, to take account of the following prior to authorising this expenditure

1. Does the expenditure benefit student outcomes?
2. Does the expenditure represent the best value for money?
3. Is it in the budget?
4. Could the Board justify this expenditure to a taxpayer, parent or other interested party?
5. How would the public react if this expenditure was reported by the media?
6. Would there be perceived to be any personal gain from this expenditure?
7. Does this expenditure occur frequently?

## Fundraising

All fundraising will align with the fundraising policy.

## Accounting for Expenditure

- (i) All expenditure which is incurred on behalf of individuals or groups of individuals will be fully accounted for.

## Drugs, Alcohol, Vaping and Tobacco

The use and supply of alcohol must comply with the school's Drugs, Alcohol, Vaping and Tobacco Policy. (5.4)

## Approval

- (i) As part of its approval the Board requires the Headmaster to circulate this Policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff.
- (ii) The School Policy Manual shall also be made available to students and parents at their request. The Board requires that the Headmaster arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

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**Last Reviewed:** 2 August 2022

**Next Review:** August 2025

## 4.8 Sponsorship Policy

### Purpose

To ensure the use of the Christchurch Boys' High School brand is actively managed and controlled and subject to a standardised approval process.

### Rationale

The Board of Trustees recognises that the Ministry of Education funded operations grant is limited, and targeted, to achieving the National Education Guidelines so supports the opportunity for diversified, additional revenue to allow for enhanced learning opportunities (curricular and co-curricular) for the students of Christchurch Boys' High School (CBHS).

### **Policy Application**

This policy relates to the activities involved in generating sponsorship for CBHS. This includes conditional sponsorship (that includes benefit(s) to the sponsor e.g. branding, business partnerships) and unconditional funding (where no benefit(s) sought or received by the sponsor e.g. unconditional donations).

### **Definitions**

Sponsorship – that is – “the supply of time, funds and/or product in return for sponsor brand promotion and positioning within the school community.”

Unconditional donations – where no benefit(s) sought or received.

### **Criteria**

- (i) Sponsorship activities must bring a tangible, positive benefit to the School and enhance the value of the School's brand.
- (ii) Branding and signage – the aesthetics of the School must not be compromised and the School identity is to be maintained. The name of the sponsor may be associated with the School and/or group/team being sponsored however the business name must not replace the name of the School and/or the group/team.
- (iii) Sponsor naming rights and exclusivity – all exclusive sponsorship arrangements must be approved by the Board.
- (iv) Ensure no conflict of interest between any commercial activities and the School's values and the Board of Trustees strategic goals.
- (v) Neither sponsorship contracting party may bring the other into disrepute.
- (vi) School facilities will be available to all groups within the School to raise funds – no group shall have exclusive rights to School facilities for fundraising activities.

### **Sponsorship Categories**

- (i) Exclusive or permanent general branding.
- (ii) Targeted permanent branding (e.g. signage on boundary fencing).
- (iii) Targeted temporary branding (e.g. Press advertisements for a specific event).
- (iv) Grant applications that require Headmaster or Board of Trustee sign off.
- (v) Conditional donations (e.g. distribution to database/access to students).

N.B. this excludes unconditional donations



## Procedures

Guidelines for use and forms are held by the Headmaster.

With the exception of exclusive and permanent branding sponsorship applications, the Board delegates responsibility to the Headmaster for the approval of grant funding applications, business partnerships and commercial sponsorships, recognising commercial sensitivity when doing so, and reporting on them to the Board.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>November 2019</b>
<b>Next Review Date:</b>	<b>2022</b>

## 4.9 Theft and Fraud Prevention Policy

### Purpose

To set out the policy on fraud and to give guidance to employees on their duties and responsibilities in connection with fraud or suspicion of fraud.

### Background

The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its chief executive, the Headmaster, the School has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the School.

### General

As preventative measures against theft and fraud the Board requires the Headmaster to ensure that:

- (i) The School's physical resources are kept secure and accounted for.
- (ii) The School's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of Australia & New Zealand.
- (iii) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Headmaster are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
- (iv) All staff members are aware of their responsibility to immediately inform the Headmaster should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.

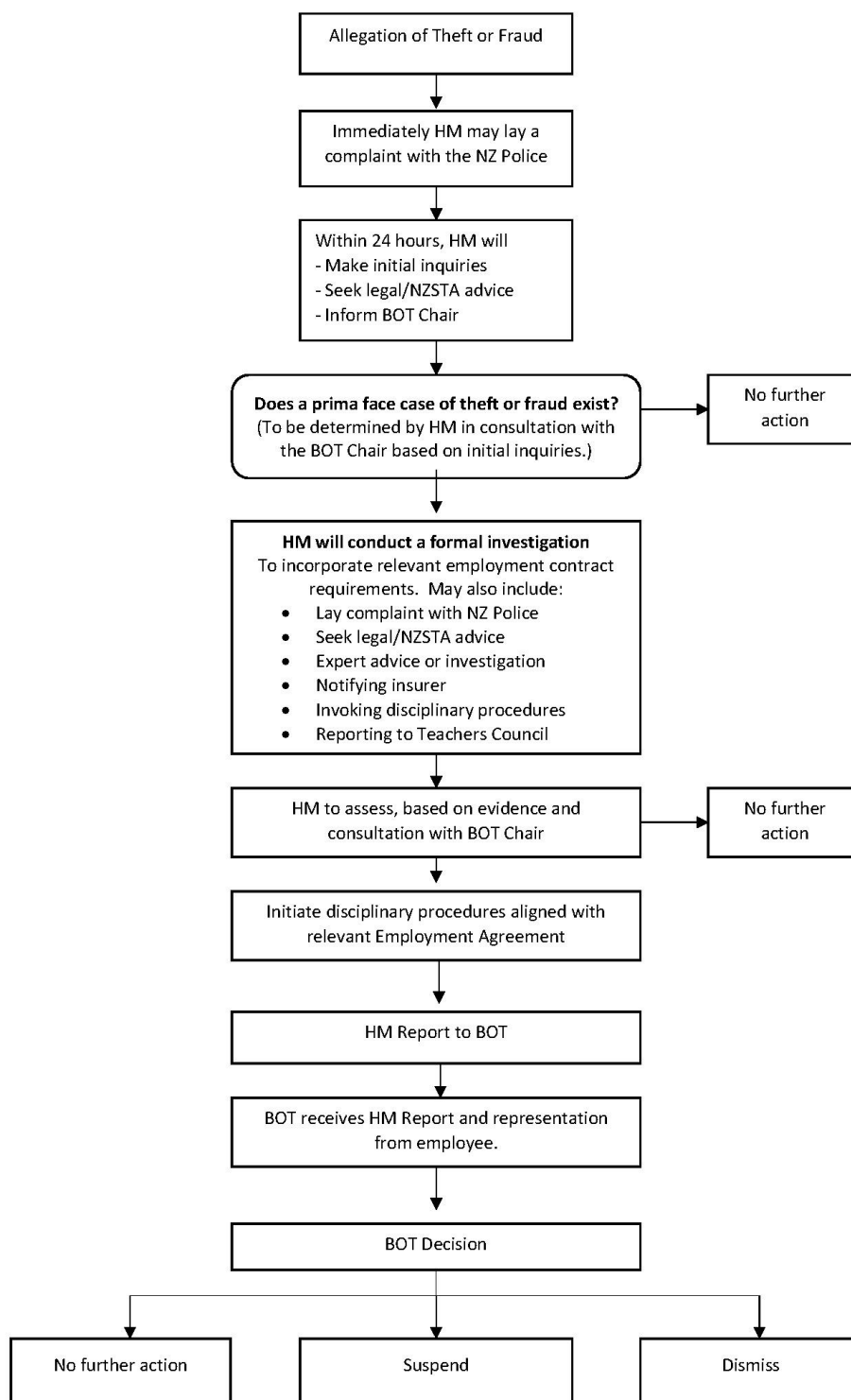
### Actions deemed to be fraudulent

Fraud includes but is not limited to:

- (i) Forgery or alteration of cheques.
- (ii) Any misappropriation or irregularities of funds, securities, supplies or other assets.
- (iii) Any irregularity in handling or reporting of money transactions.
- (iv) Misappropriation of furniture fixtures, fittings and equipment.
- (v) Seeking or accepting anything of material value from vendors, consultants or contractors without prior consent of the Headmaster.
- (vi) Unauthorised use or misuse of school property, equipment, materials or records.
- (vii) Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes, or the misappropriation of school owned software.
- (viii) Any claim for reimbursement of expenses that were not incurred for the exclusive benefit of the school.

**Process to be followed when allegation received**

The Board recognises that on Police or legal advice, a different process may be followed.



Should any delegated staff member or any other staff member improperly disclose information the Headmaster shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Headmaster considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.

In dealing with any allegation, the Board recognises the rights of employees under their employment agreements and in law.

### **Allegations concerning the Headmaster or a Trustee**

- (i) Any allegation concerning the Headmaster should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the process outlined in this policy.
- (ii) Any allegation concerning a member of the Board of Trustees should be made to the Headmaster. The Headmaster will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with this Policy.

The Board requires that all staff are made aware of this Policy.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>March 2020</b>
<b>Next Review Date:</b>	<b>March 2023</b>

## **4.10 Travel Policy**

The Board of Trustees (the Board) of Christchurch Boys' High School (the School) has consulted with staff and parents in the formulation of this Policy (the Policy). The Policy was approved and adopted by the Board at its meeting held on 28 January 2014 and became effective from that date.

### **Introduction**

- (i) The Board agrees that it has a responsibility to ensure that travel expenditure incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Headmaster.
- (ii) The Board requires the Headmaster, as the Chief Executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.
- (iii) This Policy can be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### **Principles**

- (i) The Board agrees to ensure that
  - the travel expenditure is on the Board's business, and the School obtains an acceptable benefit from the travel when considered against the cost;
  - expenses are reimbursed on an actual and reasonable basis; and

- staff that are required to travel on business do not suffer any negative financial effect.

### **Process for Making Travel Arrangements**

- (i) Under no circumstances may any staff member approve their own travel.
- (ii) All bookings for international and domestic travel is to be conducted through the School's normal purchase procedures located in the Staff Handbook. This includes the booking of accommodation, flights and rental vehicles.

### **Travel within New Zealand**

- (i) The justification for travel within New Zealand must be documented. It is to be transparent and must relate to a school need. Travel within New Zealand is to be authorised on a one-up basis (for example the Headmaster should authorise any travel by the Deputy Headmaster and the Board Chair should authorise any travel by the Headmaster).
- (ii) All domestic air travel is to be economy class.

### **International Travel**

- (i) Prior to international travel being undertaken, the traveller must be given a copy of this Policy and be required to sign it off to signify that they have read and understood it.
- (ii) All international travel should be authorised by the Board before it is commenced. A proposal must be put to the Board detailing the purpose of the trip, the expected benefit to the Board which will arise from the trip and an estimate of the costs of the trip. The Board will approve the travel in writing.
- (iii) At the end of the trip overseas, the traveller must prepare a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the Board and the School of the trip.
- (iv) Except where the flight time exceeds 10 hours, all international air travel is to be economy class.
- (v) Business class travel may be approved, where the Board considers appropriate, for travel more than 10 continuous hours in duration.
- (vi) If a staff member has a travel time without a stopover in excess of 20 hours, a rest period of 24 hours before commencing work is permitted.

### **Accommodation**

- (i) Staff should opt for good but not superior accommodation, for example Qualmark 2 star accommodation and must be prepared to justify exceptions to this rule to the Board.
- (ii) Staff who stay privately will be reimbursed on production of receipts, for koha or for the cost of a gift given to the people they have stayed with. Prior to travel the staff member should receive authorisation for the value of the intended koha/gift. (Refer to Gift Policy).

### **Vehicles**

- (i) When using rental vehicles, staff should opt for good but not superior model vehicles and should be prepared to justify any exceptions to this rule to the Board.
- (ii) Use of private vehicles is to be approved on a one-up basis and reimbursement will be at the rate specified in employment agreements.
- (iii) If taxis or rideshare vehicles are used, then staff should pay by school credit card, or obtain a receipt and seek reimbursement as part of an expense claim.

### **Reimbursement of Expenses**

- (i) The reimbursement for business related travel expenses is on the basis of actual and reasonable costs. Actual and reasonable expenditure is defined as “the actual cost incurred in the particular circumstance, provided that it is a reasonable minimum charge”.
- (ii) For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs.
- (iii) All personal expenditure is to be met by the staff member. Examples of this are mini bar purchases, in house movies, laundry and private phone call charges are to be paid separately by the travelling staff member.
- (iv) All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
- (v) For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to ensure that GST can be reclaimed by the School.
- (vi) Authorisation can still be given for expenditure less than \$50 where there is no receipt, for example if it is not practical to obtain a receipt or if the receipt is lost. The expenditure can be reimbursed provided that is no doubt about its nature or the reasons for it.

### **Discretionary Travel Benefits**

- (i) Staff must travel by the most direct route unless scheduling dictates otherwise.
- (ii) The School will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person travelling with an employee, a reconciliation of expenses should clearly demonstrate that the School did in no way incur additional expenditure.

### **Approval**

- (i) As part of its approval the Board requires the Headmaster to circulate this Policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School Policy Manual shall also be made available to students and parents at their request. The Board requires that the Headmaster arrange for all new staff to be made familiar with this Policy and other Policies approved by the Board.

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<b>Approving Authority :</b>	<b>Board of Trustees</b>
<b>Date Approved :</b>	<b>30 June 2020</b>
<b>Next Review Date :</b>	<b>June 2023</b>

## 4.11 Use of School Facilities Policy

### Purpose

The facilities at Christchurch Boys' High School are used for School events and approved community groups' events. This policy is to provide guidance to those who may wish to use the School facilities.

### Policy Statement

As part of its role as a leading educator and key resource in the local community the School makes available at an appropriate fee its facilities and is keen to see them utilised and enjoyed widely.

The School reserves the right to refuse approval for the use of a school building or its facilities as it sees fit.

The School fulfils its compliance with health and safety legislation by ensuring that all users of the facilities read, sign and abide by the Conditions of Use (Hall booking form and Hall and Performance venues Health and Safety Policy), and are aware of recognised hazards.

### Regulations

Education Act 1989

Electricity Regulations 1997

Fire Safety and Evacuation of Buildings Regulations 1992

Fire Service Act 1975

Building Act 1991 (section 6, 47a)

National Administration Guideline (No.4)

Ministry of Education's Property Occupancy Document : State (Non-integrated Schools Notice of Terms and Conditions)

Smokefree Environments Act 1990

Health and Safety in Employment Act 1992

Occupiers Liability Act 1962

### Procedures

Refer to the Headmaster

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<b>Approving Authority :</b>	<b>Board of Trustees</b>
<b>Date Approved :</b>	<b>July 2010</b>
<b>Next Review Date :</b>	<b>September 2016</b>

## 4.12 Use of School Facilities – Funerals

## **Funeral Services**

This is supported by the whanau.

The honour to hold funeral services at the school Hall is restricted to Old Boys or current students, and staff or former staff if and when the circumstances arise. Persons of significance to the school may require special consideration.

Decisions will be made on a case by case basis as the least disruption to school time and a school day needs to be also considered.

Decision will be made by the Operations Manager in consultation with Headmaster in line with normal hire procedures.

## **Tangihanga**

The whanau do not encourage this option on the school site.

This implies that a group may want the use of the facilities for 3 days or more which if in a school week is very hard to manage.

The school is not a marae and not set up specifically for tangihanga use. This is not generally supported by the whanau but there might be special circumstances for a body to lie in state in the school hall short periods.

Ultimately this is the Board of Trustees and Old Boy's discussion and decision. The marae are generally purpose built for tangihanga activities and protocols to take place. Schools are not. Tangihanga often take precedence on marae. This would not be the same for schools.

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**Approved by SLT 2018**

## **4.13 Capital Expenditure Policy**

### **Definition**

1. Capital expenditure is defined as
  - Any expenditure > \$3,000 (excl. GST) to acquire or upgrade physical assets such as buildings, property and equipment
  - Provides benefits for more than one year
  - Expenditure from the Provision for Cyclical Maintenance

### **Budget**

2. A capital expenditure budget is approved by the BOT as part of the annual budget approval process. Inclusion of an item in the capital expenditure budget does not, on its own, constitute approval to purchase.



### Process to Purchase Capital items

3. A capital expenditure request is to be completed and will include:
  - Capital item to be purchased
  - Name of requestor
  - Description / Justification for request
  - Budget information (ie. is the item included in the current year capital expenditure budget and at what amount)
  - Comparative quotes from supplier or explanation as exceptional circumstances why quotes have not been obtained
  - Recommendation of purchase by requestor
4. It is good practice to obtain comparative prices for all capital expenditure. Unless there are exceptional circumstances, 3 comparative quotes should be sourced for all capital expenditure requests. A recommendation should be made by the requester as to the preferred supplier based on price, quality, reliability, timing and any other relevant factors.

### Delegation

5. The HM has delegated authority to approve any capital expenditure requests for items that:
  - have been approved by the BOT in the annual capital expenditure budget, and the estimated cost does not exceed 10% more than the original budget amount.
  - have not been approved in the annual capital expenditure budget, are less than \$20,000, and will not result in the overall capital expenditure for the year exceeding budget (ie, through savings on other budgeted capital expenditure items, or substitution of items).
6. All other capital expenditure requests must be approved by the BOT.

### Reporting

7. Capital expenditure will be reported to the Resources Committee every month.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>28 November 2017</b>
<b>Next Review Date:</b>	<b>November 2020</b>

## 4.14 Fundraising Policy

### Purpose

- To protect the integrity of the Christchurch Boys' High School (CBHS) brand and maintain the community's trust in the school
- To ensure equity of access to fundraising opportunities

## Rationale

The Board of Trustees recognises that the Ministry of Education funded operations grant is limited, and targeted, to achieving the National Education Guidelines so supports the opportunity for diversified, additional revenue to allow for enhanced learning opportunities (curricular and co-curricular) for the students of CBHS. In providing this support the Board prioritises the integrity of the school's reputation.

## Policy Application

This policy relates to all fundraising activities conducted by CBHS.

This policy should be read in conjunction with the Entertainment Policy and Drugs Alcohol and Tobacco Policy. Grant applications are covered in the sponsorship policy.

## Guidelines

- (i) All fundraising activities must be approved (on application) by the Deputy Principal Operations who will prioritise activities based on the number and cross section of CBHS students supported.
- (ii) The purpose of fundraising must be clearly identifiable.
- (iii) CBHS accounting and cash handling procedures must be followed, including all monies received being deposited into a CBHS bank account.
- (iv) All school and legal requirements, including health and safety, obligations to the Inland Revenue Department and Department of Internal Affairs must be adhered to. Fundraising will account for GST.
- (v) If an activity is cancelled, any funds raised will be returned to those who provided funds or if this is not possible held by the school to support a similar event.
- (vi) Fundraising activities must align with the values of CBHS.
  - a) Fundraising events involving the consumption of alcohol must comply with the Drugs Alcohol & Tobacco Policy and have the prior permission of the Headmaster.
  - b) The bulk sale of alcohol for fundraising must expressly align with the goals and guidelines of the Drugs Alcohol and Tobacco policy
- (vii) As a general principal the effort into and resulting proceeds of fundraising are to be shared by and benefit all students engaged in the overall activity. Exceptions to this may be approved by the Deputy Principal Operations who will consider the nature of the activity, and be mindful of excluding students who have genuine barriers to participation.
- (viii) The use of the school crest, colours, name and anything that suggests an association with the school must follow the approved guidelines.
- (ix) Fundraising activities must not compromise student or teacher classroom performance or activity
- (x) Fundraising activities must not create any perceived or actual conflicts of interest.

- (xi) School facilities will be available to all groups within the School to raise funds – no group shall have exclusive rights to School facilities for fundraising activities. There may be costs associated with the use of school facilities such as cleaning or technical support.
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**Approving Authority:** Board of Trustees  
**Approved:** 15 September 2020  
**Next Review Date:** September 2023

## 5. Health Safety and Wellbeing Policy

### Policy Statement

The Christchurch Boys' High School Board of Trustees will have a strong focus on health, safety and wellbeing and will take all practicable steps to ensure the physical and emotional safety and wellbeing of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

The Board meets its obligations under National Administration Guideline 5 and the Health and Safety at Work Act 2015 through the following policy statements.

### A Safe and Healthy Environment

1. The Board is committed to a culture of continuous improvement including encouraging the identification by all community members of risks and concerns.
2. The Board takes all practicable steps to ensure a safe and healthy environment and complies with all legislative requirements as they relate to health, safety and wellbeing.
3. The School will identify all hazards with a view to eliminating or mitigating them.
4. A register of accidents and incidents which either harmed or might have harmed any person physically or emotionally is kept. Notification of any serious harm or an accident is made as soon as possible to Worksafe and a written report submitted within 7 days of the event.
5. A Health, Safety and Wellbeing Officer will be appointed annually.
6. A Health, Safety and Wellbeing Committee that includes representatives from various areas of the school will meet regularly to review health, safety and wellbeing issues and will report to the Board through the Headmaster. The Committee will be chaired by the Health and Safety Officer.
7. The Board has the right to close the School in the event of a health and safety incident. The Ministry of Education will be notified.
8. The School will hold at least two trial emergency and evacuation drills each year and report those trials to the Board.
9. Any extraordinary and significant health, safety and wellbeing matters that arise at school or at school events off site will be reported immediately to the Board via the Chair.

### 5.1 Health & Safety

#### Adams House

Adams House (the CBHS hostel) provides a safe emotional and physical environment that fully supports the learning of all boarders enrolled at the school and complies with all the School's policies and the Education (Hostels) Regulations 2005.

## **Communicable and Infectious Diseases**

The school establishes sound practices to manage and ameliorate risk, including protection from and for those carrying communicable diseases.

## **Alcohol and Substance Abuse**

Any student who consumes, is affected by, or is in possession of alcohol or drugs 'at School' may be subject to disciplinary measures that may include suspension or expulsion

'At School' includes travelling to and from school every day, whilst in school uniform, and/or representing the School in any school organised trip or any other activity at which the student can be identified as a Christchurch Boys' High School student.

## **Search and Seizure**

In cases where search and seizure is determined to be appropriate to ensure the safety of students and or staff and their property, this will be carried out in accordance with legal requirements and under supervision of leadership.

## **Healthy Foods**

Christchurch Boys' High School promotes healthy foods and nutrition as part of its commitment to promoting healthy life-styles.

## **Reporting Child Abuse**

To safeguard the physical and emotional safety of children all reasonable steps will be taken by staff of the school to handle appropriately cases of suspected abuse and to alert relevant agencies in accordance with legislation and outlined in the Children, Young Persons and their Families Act.

## **Access to Students**

Access to students by parents/caregivers or other members of the public during school time must comply with any court orders affecting the parental day to day care of, or contact with, a child at school.'

## **Visitors to School**

The Headmaster will have procedures to ensure the safety of visitors to the school

## **International Students**

Christchurch Boys' High School values the contribution International Students make to the life of the school. The school will act in accordance with the code of practice for the pastoral care of international students. International students will be expected to adhere to all Christchurch Boys' High School policies and behavioural expectations.

## **Pastoral Care**

Through the pastoral care arrangements and provision, the school demonstrates its continuing concern for its students as individuals, actively encouraging them to be secure, successful and fully participating members in the life of the school. The school will provide counselling.

## **Student Behaviour Management**

Christchurch Boys' High School aims to provide a safe, secure and supportive learning environment that assists each student to gain self-respect, appreciate the rights of others and respect their surroundings. Christchurch Boys' High School has clear procedures to support the school's values and expectations. The Headmaster is responsible for the maintenance of good student behaviour within the school and will ensure a system of guidance and counselling is available for students and staff to support the maintenance of good behaviour.

## **Bullying and Harassment**

Bullying and harassment of any kind are unacceptable, including verbal, physical, text, cyber (including electronic surveillance, social media and distribution of printed or photographic material), sexual, racial, religious or any other form of unwanted or inappropriate behaviour and are dealt with in accordance with the School's procedures.

## **Crisis Management**

The School will ensure that in the event of a crisis a Crisis Management Team will be convened that will develop, implement and review an appropriate action plan to ensure the well-being and safety of students and staff, and take into account the best interest of all those concerned including parents and members of the community. The school will work with appropriate agencies for the best outcomes for students.

## **Civil Defence**

Christchurch Boys' High School is responsible for its occupants in a civil emergency, and acknowledges there is a leadership role to play in supporting the immediate community. The Headmaster establishes procedures to cover emergency evacuation, lock downs and pandemic planning

## **Internet and Acceptable Use**

Christchurch Boys' High School maintains procedures to maximise the educational benefits of communication technologies while minimising the risks.

## **Concerns and Complaints**

Christchurch Boys' High School seeks to resolve concerns and complaints by students, staff, parents/caregivers and members of the community as quickly as possible and in a fair and consistent manner. The school has a Concerns and Complaints Policy which outlines the process for dealing with concerns and complaints.

## Education Outside the Classroom (EOTC)

EOTC refers to all school-related co-curricular activities that take place offsite.

All EOTC activities need to be justified in terms of the Christchurch Boys' High School Curriculum Plan and the school's Charter. The Headmaster will ensure that all EOTC procedures are carried out fully and appropriately, including the securing of permissions. This also includes the implementation of all the health and safety procedures such as a detailed risk management plan (RAMS).

Students involved in any EOTC or co-curricular activities offsite are deemed to be under the jurisdiction of the school and therefore all standard procedures relating to the expectations of the school apply. Board approval will be sought for all overseas trips where student/s are representing the school and/or as part of their educational programme.

### Relevant Legislation/References

- Health & Safety at Work Act 2015 and associated regulations
- Building Act 2004
- Ministry of Education - Health and Safety in Schools Code of Practice
- National Administrative Guidelines 5
- Education Act 1989
- Vulnerable Children's Act 2014

### Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through the Headmaster's and the Health and Safety Committee's reports to the Board, through the Resource and Adams House Committees. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

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**Approving Authority: Board of Trustees**

**Date Approved: 30 June 2020**

**Next Review Date: June 2023**

## 5.2 Reducing student distress and use of physical restraint policy

### Outcome statement

This board is committed to a supportive and caring school environment where all students and staff are kept safe from harm and treated with dignity.

Except as authorised under this policy, no staff member may use any form of physical restraint on our students.

Our Headmaster, teachers, and board-authorised staff members can only physically restrain a student as a last resort, where:

- the use of physical restraint is necessary to prevent imminent harm to the student or another person,
- there is a reasonable belief that there is no other option available in the circumstances to prevent the harm, and
- the physical restraint is reasonable and proportionate to the circumstances.

This policy is to be read in conjunction with The Ministry of Education's Physical Restraint Guidelines and Appendix 1 of the Ministry of Education's Physical Restraint Rules.

### Delegations

The board delegates to the Headmaster responsibility for:

- developing and implementing procedures and practices to prevent, plan for, and respond to student distress that meet the requirements of the Education (Physical Restraint) Rules 2023 and its amendments ("the 2023 Rules"), and
- recommending eligible non-teaching staff to the board for authorisation to use physical restraint according to requirements of the 2023 Rules.

Only the board can authorise non-teaching staff members to use physical restraint.

### Expectations

All staff subject to this policy are trained to confidently apply prevention and de-escalation strategies, limiting the need to restrain a student physically according to the 2023 Rules and the relevant guidelines.

### Board

The board requires:

- compliance with the 2023 Rules, and
- an evidence-based assurance from their Headmaster that this policy is being followed.

### Headmaster



The Headmaster shall ensure:

- the implementation and compliance of this policy, including the completion of best practice training by all staff who are authorised to use physical restraint,
- operational compliance with the Education and Training Act 2020 and the 2023 Rules,
- all physical restraint incidents are immediately reported at the next board meeting,
- the board is informed of all relevant information (risks, trends, and impacts), and
- all non-teaching staff who may use physical restraint on a student have been authorised by the board.
- If a student has a high likelihood of needing to have Physical Restraint, an Individual Behaviour Plan will be written and made available for that student.

## Monitoring

The Headmaster shall report to the board:

- on compliance, or the actions being taken to ensure compliance with this policy, the legislation, and the 2023 Rules on reducing student distress and use of physical restraint, and
- all incidents, matters, or risks relating to this policy, ensuring that the privacy of individual students is maintained.

The board shall monitor the use of physical restraint, looking for trends and any action that could be taken at the governance level to support reducing such incidents.

## Definitions

As defined in the Education and Training Act 2020:

**Physical restraint** is using physical force to prevent, restrict or subdue the movement of a student's body or part of the student's body against the student's will.

**Harm** means harm to the health, safety, or well-being of the student or another person, including any significant emotional distress suffered by the student or the other person.

**Authorised staff member** means an employee of a registered school who is trained and authorised by the employer to use physical restraint in accordance with Section 99 of the Act.

## Legislation

- Education and Training Act 2020 (Sections 99-101) Education (Physical Restraint) Rules 2023
- Health and Safety at Work Act 2015

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**Approving Authority:**                      **Board of Trustees**

**Date Approved:** 26 April 2023  
**Next Review Date:** Tri Annually

## 5.3 Child Protection Policy

### *Rationale*

Christchurch Boys' High School (the school) accepts that children have a fundamental right to have their needs met in an environment safe from abuse and neglect.

The school accepts its responsibility under the legislation for engaging in safe employment practices and playing a role in the prevention and identification of child abuse and neglect.

### *Purpose*

The school is committed to modelling and providing a safe environment, free from physical, emotional, verbal or sexual abuse.

The school recognises the important role and responsibility that all staff have in identifying and responding to suspected child abuse or neglect and in responding appropriately to concerns about the wellbeing of a child.

The school is committed to working with other children related agencies to improve the well-being of vulnerable children.

The school's Board of Trustees, in accordance with the requirements of Part 2, Section 18 (a), (b), (c) & (d) of the Vulnerable Children Act 2014 will:

- a) adopt this child protection policy
- b) ensure that the policy is available on the school website and is available upon request from the school office
- c) ensure that all agencies, contracts or funding arrangements fulfil the requirements of this policy
- d) review the policy every three years

### *Guidelines*

- 1 If there is immediate danger to a student or safety is an issue, act with urgency – contact the police
- 2 The Headmaster is required to ensure that leaders within the school work together with other children's agencies (such as the Police, Oranga Tamariki, Social Workers, etc.) to improve the well-being of vulnerable children by:
  - protecting them from abuse and neglect
  - improving their physical and mental health and their cultural and emotional well-being

- improving their educational outcomes and their participation in cultural and extra-curricular activities
  - strengthening their connection to their families, whānau, hapu and iwi, or other culturally recognised family groups
  - increasing their participation in self-decision making and their contribution to society
  - improving their social and economic well-being
- 3 The Headmaster will ensure that there are procedures in place to identify and respond to allegations regarding abuse.
  - 4 The Headmaster will ensure that there are procedures in place to deal with the possibility of an allegation involving a staff member.
  - 5 The Head of Guidance will act as the Child Protection Coordinator. The Headmaster may assume any of these roles if required.
  - 6 All staff have a responsibility to act in the best interest of the individual child.

### ***Definitions:***

#### **Child abuse:**

Child abuse is a broad term which includes physical, emotional and sexual abuse and neglect which is the direct consequence of a deliberate act or omission by an adult and which has the potential to cause or effect serious harm to a child.

#### **Child neglect:**

Child neglect is the failure or omission to care for a child. This failure or omission to care can be physical, emotional, medical or educational or involve a lack of supervision.

**Core worker:** Core worker means a children's worker whose work in, or providing a regulated service requires or allows that, when the person is present with the child or children in the course of that work, the person is either:

- The only person present; or
- Is the children's worker who has primary responsibility for, or authority over the child or children present

**Non-core worker:** means a children's worker who is not a core worker

### ***Confidentiality and Information sharing***

The Privacy Act 1993 and the Oranga Tamariki Act 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated.

### ***Recruitment and Employment***

- 1 The Headmaster will ensure that safe recruitment practices in line with the Vulnerable Children Act of 2014 and Section 78C and 78CA of the Education Act are in place. In accordance with these Acts, the school is required to police vet all core and non-core workers, including contractors and their employees, who work at the school if they are likely to have unsupervised access to students at the school during normal hours.
- 2 In addition to a police vet, core and non-core workers will also be subject to identity verification, references and an interview. A work history will be sought and previous employers will be contacted. If there is any risk that an applicant might pose a risk to a child that applicant will not be employed. A checklist is to be used for all appointments.
- 3 Notwithstanding 1 & 2 above, if core children's workers e.g. Public Health Nurses, Family Planning Nurses, Youth Workers, who have been safety checked by their own employer have unsupervised access to students, the school will not proceed with a police vet but will seek an assurance from their employer by letter that this has been done.

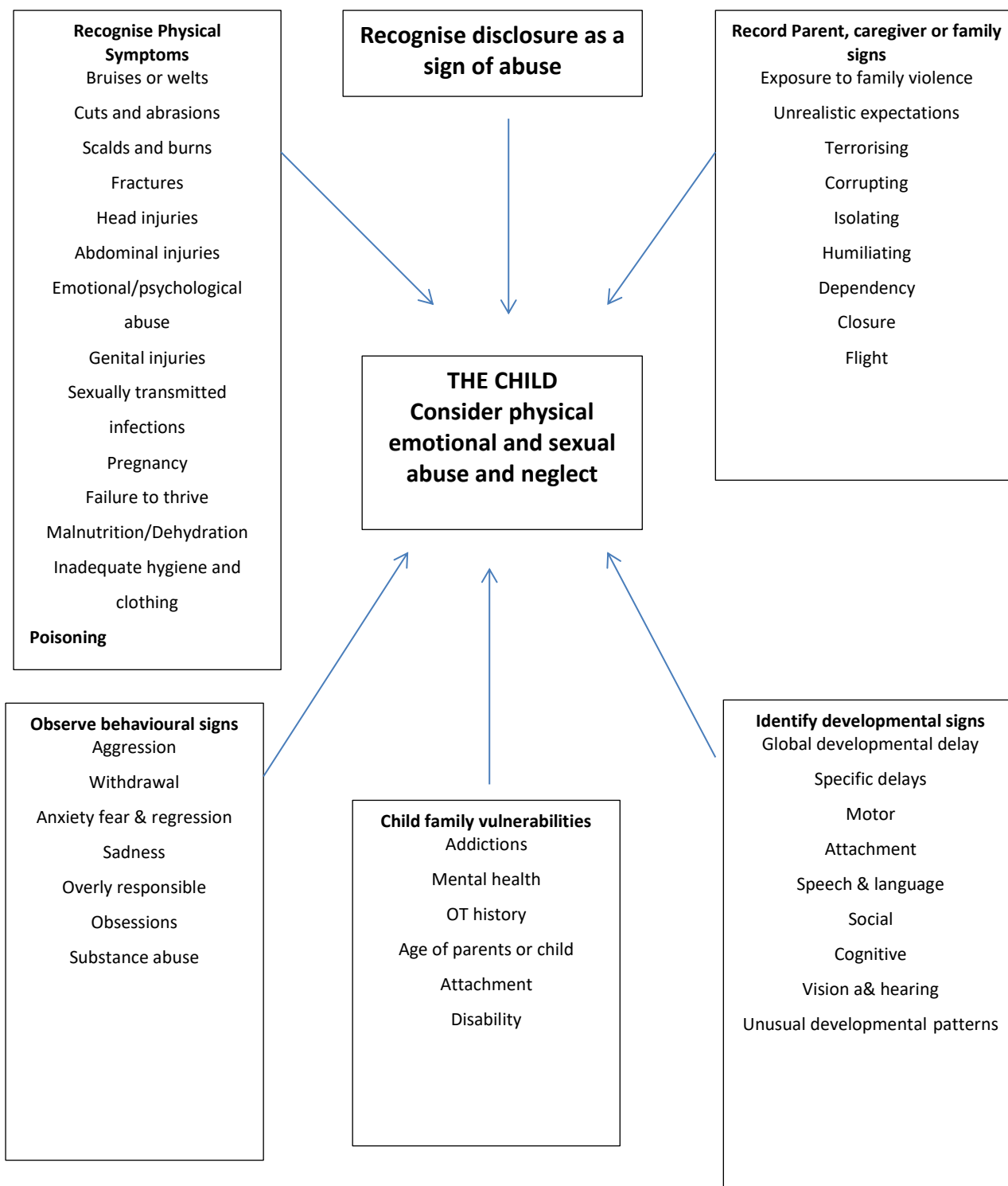
### ***Appointment of Child Protection Coordinator***

The Head of Guidance will act as the Child Protection Coordinator. The Headmaster may assume any of these roles if required.

- 1 Coordinating the review of the Child Protection Policy and procedures as required.
- 2 Co-ordinating the school's response to child abuse and neglect.
- 3 Developing a training plan relating to the identification and prevention of child abuse or neglect and
- 4 Ensure training of staff is available cyclically.
- 5 Ensuring documentation tools are in place and accessible to staff for the recording of care and protection concerns.
- 6 Ensuring regular audits of child protection practice occur.
- 7 Applying for and accessing and the resources required to support the programme.
- 8 Providing support and advice to staff regarding child abuse.

### **Identifying the signs abuse or neglect:**

The physical and behavioural signs, symptoms and history listed below may indicate abuse or neglect. However they are not specific to abuse or neglect. In certain situations, contexts and combinations they may indicate other conditions. All signs must be examined in the total context of the child or young person's situation.



### ***Responding to suspected abuse or neglect***

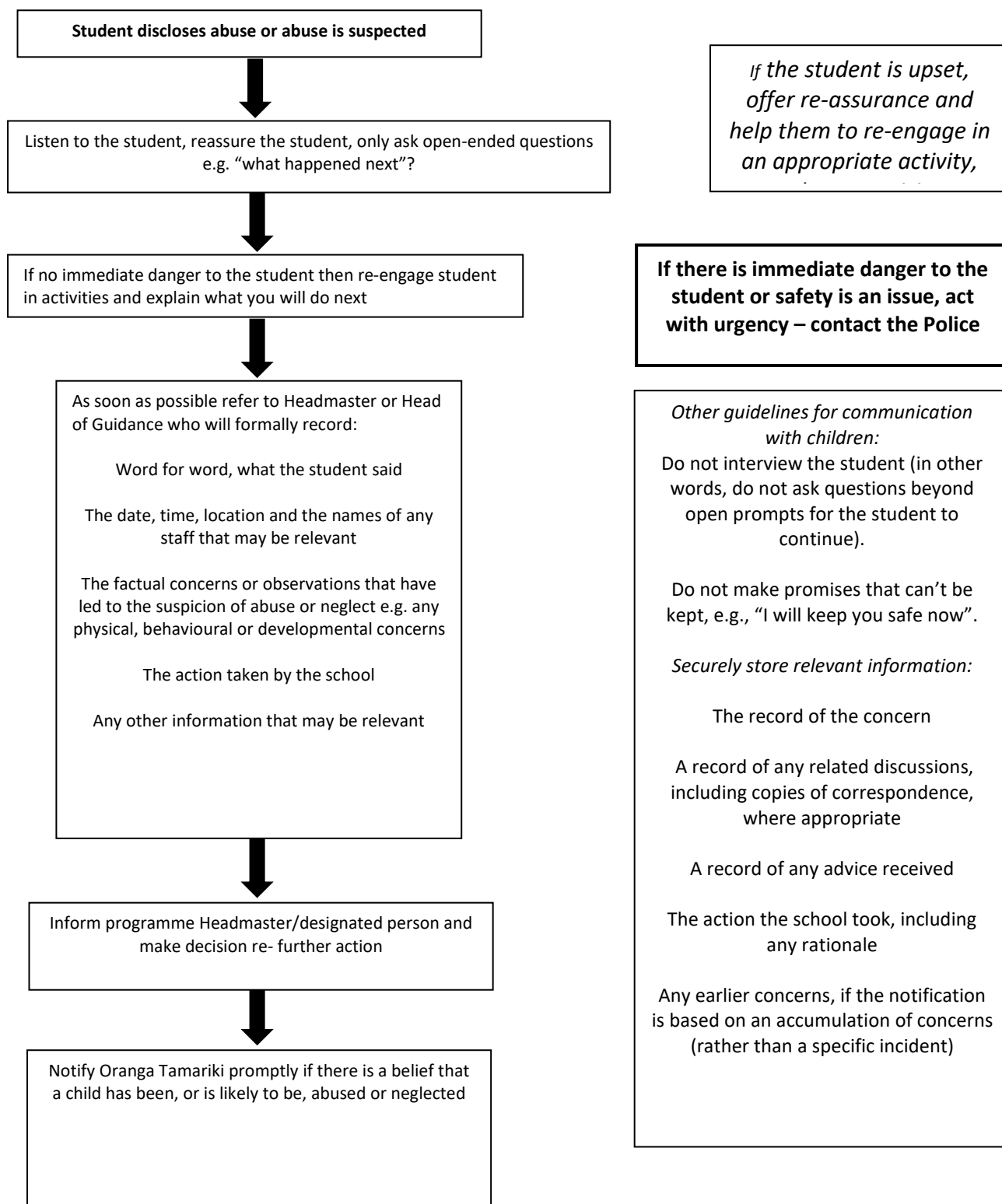
- 1 There is a process to follow when an incident or suspicion of abuse or neglect is reported. See the '*Child Abuse Reporting Process*' flowchart below
- 2 All suspicions or reports of incidents will be reported to and discussed with the Child Protection Coordinator as soon as possible.
- 3 S/he will make a written report of the incident.

If there is clear evidence or reasonable cause to believe an instance of child abuse has taken place, the Child Abuse Coordinator must take immediate steps to protect the child and should notify Oranga Tamariki. Exceptions to this notification will be approved by the Headmaster who may approve a referral to an appropriate statutory or non statutory agency which can provide support services to the family and provide a response in the interest of the child proportionate to the level of need and risk.

### ***Allegations or concerns about staff***

- 1 There is a process to follow when an allegation of child abuse is made in relation to a staff member. See "When an allegation of abuse is made against a staff member" flowchart below.
- 2 If there is a need to pursue an allegation as an employer, the Headmaster or delegated person will consult with Oranga Tamariki or the Police before advising the person concerned and informing them that they have a right to seek legal advice. The Headmaster will provide the staff member with an opportunity to respond.
- 3 The staff member should be informed of their right to seek support from the relevant union/representative body. It is vital to follow ordinary disciplinary policies, guided by the employment contract/collective employment contract and relevant statutory obligations.

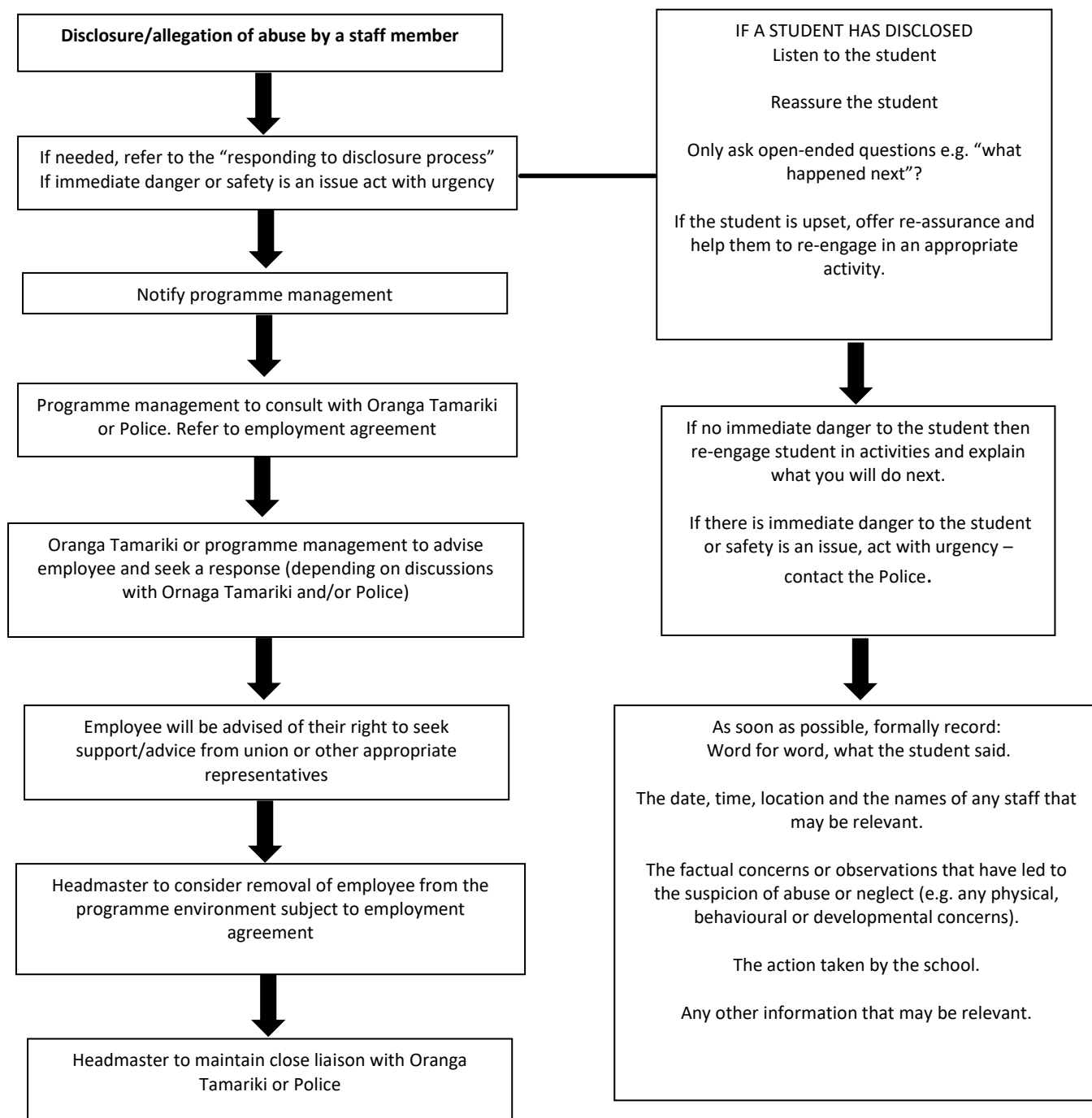
## Child abuse Reporting Process Flowcharts



## When an allegation of abuse is made against a staff member

Where it is suspected that child abuse has been carried out by a staff member (paid, unpaid or in any school-related role), the matter must be reported promptly to the Headmaster.

Under no circumstances should the student making the allegation be exposed to unnecessary risk. This may require the school to consider removing the staff member from the school environment subject to the requirements of the applicable employment contract. All actions will be undertaken with appropriate care to maintain confidentiality.



***Prevention of possible abuse or neglect***



The school is committed to ensuring that all staff can identify the signs and symptoms of potential abuse and neglect and know how to respond.

The school will provide training, resources and/or advice to enable all staff to carry out their roles in terms of this policy.

Core and non-core workers will attend training, refresher training and regular updates which will ensure that they have the competence to identify and manage actual or potential abuse or neglect and empower them to keep our students safe.

This training will ensure that staff:

- 1 Are conversant with the school's Child Protection Policy
- 2 Understand child abuse and neglect and the indicators of child abuse and neglect
- 3 Understand the standard of adult behaviour expected of adults in relation to children
- 4 Understand how to minimise the risk of child abuse
- 5 Understand their need to seek advice when child abuse or neglect is suspected.
- 6 Understand the school's process once child abuse or neglect is identified or suspected
- 7 Understand their legal obligations and responsibilities with regard to this process
- 8 Understand that the school supports the roles of the New Zealand Police and Oranga Tamariki in the investigation of suspected abuse and will report suspected/alleged abuse to these agencies
- 9 Understand the statutory referral processes and agency management of identified or suspected child abuse or neglect

### ***Process for security or storage of information***

Access to records is restricted to Guidance and pastoral staff.

### ***Supporting Documents***

- Safer Organisations Safer Children – Guidelines for child protection policies to build safer organisations
- Vulnerable Children Act 2014
- Oranga Tamariki Act 1989
- The various indicators of different types of abuse that can be found here:  
<http://www.childmatters.org.nz/56/learn-about-childabuse/recognise-the-signs>

**Approved by:** Board of Trustees  
**Date Approved:** 15 December 2020  
**Next Review:** 2023

## 5.4 Digital Citizenship Policy

### Rationale

Christchurch Boys' High School supports a Digital Citizenship model for the promotion of safe and responsible use of technology.

The board recognises that by fostering a culture of successful digital citizenship in our students, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICTs. This allows us to harness the potential that technology brings to the teaching and learning process, while minimising *and* learning to effectively respond to the challenges we may experience while using them in a learning context.

### Purpose

The board is aware that preparing our students to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future.

It is our belief that we must prepare our students to actively participate in the world in which they live. It is clear that a key skill in this new world will be their ability to participate as effective digital citizens. An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.

The board recognises that its obligations under the National Administration Guidelines extend to use of the internet and related technologies.

### Policy Statement

Christchurch Boys' High will develop and maintain procedures around the safe and responsible use of the internet and related technologies (ICTs). These internet safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by students, teachers and the wider school community.

The school will consult with parents and the wider school community, as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of information and communication technologies.

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**Approving Authority:** Board of Trustees  
**Date Approved:** 15 September 2020

**Next Review Date:** September 2023

## 5.5 Drugs Alcohol, Tobacco and Vaping Policy

### Rationale

Christchurch Boys' High School is committed to providing a healthy and safe environment for staff and students.

For the purposes of the policy:

- A drug is defined as being, controlled drugs, volatile substances (such as petrol, solvents and inhalants) and other substances used for psycho-active effects, recreation, or enhancement, as well as prescription and pharmacy-only drugs used outside medical or pharmaceutical advice;
- Tobacco includes tobacco products and vapes and e-cigarettes or similar products;
- Jurisdiction of the school includes when on school property or at any activity/trip/function/event associated with the school, irrespective whether on school property; and
- The things which a person has in their possession includes anything subject to their control which is in the custody of another.

### Goals

- To discourage all drug, alcohol, tobacco and vaping use which is detrimental to the health and well-being of students and staff and their community on site at Christchurch Boys' High School.
- To develop acceptable social skills.
- To create an environment where students are educated about the impact of drugs, alcohol, tobacco and vaping and also drug, alcohol, tobacco and vaping issues.
- To assist staff and students to resist the pressures to use drugs, alcohol, tobacco and vaping, and to support people who wish to quit drug, alcohol, tobacco and vaping use.
- To comply with the requirements of relevant legislation of tobacco and alcohol use in school settings as contained within the Sale and Supply of Liquor Act (2012), the Local Government (Alcohol Reform) Amendment Act 2012 and Smoke-free Environments Act 1990.

### Guidelines

1. Christchurch Boys' High School will not tolerate the use or possession of drugs, alcohol, tobacco and vaping by students while in the jurisdiction of the school.
2. The school will provide staff and students with education about drug and alcohol issues to ensure that students are informed about drugs and related issues, the implication of drug, alcohol, tobacco and vaping use and the possible harm to themselves and the community.

3. The school can provide parents with education about the impact of drugs, alcohol, tobacco and vaping and related issues.
4. Students identified as having a problem in any of these areas will be given counselling, and the school will liaise with outside agencies which can provide professional assistance.
5. Students may not be in possession of, under the influence of, using, or dealing in drugs, alcohol, tobacco and vaping or any associated items while under the jurisdiction of the school.
6. The school will offer drug, alcohol, tobacco and vaping programmes to all students and staff.
7. Staff are not to consume or be under the influence of drugs or alcohol, when they have responsibility for students.
8. Staff are to model responsible use of alcohol while in the company of students in other school and non-school related settings.
9. The school may occasionally have a function where the consumption of alcohol may be appropriate. With the prior written approval of the Headmaster, alcohol may be consumed by invited guests and staff in a smoke-free environment.
10. Organisers of functions on school property need to make a request to the Headmaster if they wish to serve alcohol. The organisers must have this consent before any alcohol is served. The Headmaster will consider:
  - The nature and purpose of the event
  - The location of the event.
  - The nature and level of supervision
  - The aims and purposes of the alcohol policy and host responsibility.
  - The need for an application for a Special Licence if alcohol is to be sold or supplied. It is noted that this application process takes a minimum of 20 days.
11. Private hirers of the school hall or property must adhere to the school's guidelines if providing alcohol.
12. No student of the school (including those aged 18 years or over) shall be involved in the selling or serving of alcohol at an activity/trip/function/event associated with the school, irrespective whether on school property.
13. **Alcohol Purchases**
  - (i) The School should only purchase alcohol for entertainment purposes, not for gifts.
  - (ii) Purchases are usually for the consumption by invited guests and staff at School hosted events. The amount expended needs to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate consumption only.

## Student Substance Abuse and Smoking

### **1. Controlled Drugs**

No person shall while under the jurisdiction of the school:

- a. Be under the influence of;
- b. Have in their possession;
- c. Use;
- d. Sell or supply; or
- e. Purchase or receive; any controlled drug as the term defined in Section 2 of the Misuse of Drugs Act 1975 or any amendment thereto, or conspire to do any of (a) to (e) as listed above.

### **2. Other Substances**

No person shall while under the jurisdiction of the school:

- a. Be under the influence of;
- b. Have in their possession;
- c. Use; otherwise than for the purpose intended by the manufacturer, any substance or thing which when inhaled, imbibed or taken in any way has the effect or is capable of having the effect of modifying the taker's behaviour or conspire to do any of (a) to (c) as listed above.

### **3. Alcohol**

No student (including those students aged 18 years and over) or person shall while under the jurisdiction of the school:

- a. Be under the influence of;
  - b. Have in their possession;
  - c. Use;
  - d. Sell or supply; or
  - e. Purchase or receive;
- alcohol, or conspire to do any of (a) to (e) as listed above.

### **4. Tobacco & Vaping**

No student shall while under the jurisdiction of the school:

- a. Have in their possession;
- b. Use; Tobacco or vapes, or conspire to do either (a) or (b) above.

**Approving Authority:** Board of Trustees  
**Date Approved:** 2 August 2022  
**Next Review Date:** 2 August 2025

## 5.6 Firearms Policy

This policy should be read in conjunction with the Arms Act 1983 and Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and School Leaders.

### Purpose

The Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with the Arms Act 1983 and Arms Regulations 1992.

This policy applies to and is to be followed by all members of the school's leadership team, workers, students, contractors, temporary workers, volunteers and visitors.

The Arms Act 1983 defines a firearm as anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive. It includes anything that has been adapted so that it can discharge any shot, bullet, missile or other projectile by force of explosive. This also includes specially dangerous air guns.

It also includes anything that for the time being is not capable of discharging any shot, bullet, missile or other projectile by force of explosive, but which by its completion or repair would be capable of doing so.

### The Board is committed to:

- Complying with the Arms Act 1983.
- Engaging with the local community and understanding their position on firearms in schools.
- Providing alternative educational opportunities for students who do not have parental consent to be involved with firearms related activities.
- Running regular firearm safety courses for students who participate in small bore and clay bird/target shooting activities or who store firearms at school.
- Requiring at least one staff member to hold a firearms licence, if we store firearms on school grounds.
- Ensuring there are alternative arrangements in place for communicating with parents/caregivers whose first language is not English and/or te reo Māori.
- Completing a risk analysis management plan for each event involving firearms.
- Having our firearms storage unit/armoury regularly inspected by NZ Police and as determined by NZ Police District practices.

### Procedures:

- Firearms are only to be brought on to school grounds as outlined in the Ministry of Education

guidelines. These include for educational purposes, Defence Force and NZ Police visits, careers days, firearms safety courses, pest control or special events such as Anzac Day.

- All firearms brought on to school grounds must be unloaded. Their bolts should also be removed.
- No ammunition shall be brought on to school grounds with firearms. Except for good, proper and lawful reasons such as pest control, EOTC activities, Anzac Commemorative event where blanks/dummies/ inert ammunition may be used.
- Before firearms are brought on to school grounds a risk analysis management plan shall be completed and made available to parents of children involved in the firearms programme.
- Outside of the processes outlined above, firearms should only be brought onto school grounds in emergency situations (eg. NZ Police).
- Firearms on school grounds shall, at all times, be under the control and responsibility of an authorized user who shall also hold an appropriate firearms licence (unless the activity is endorsed by the school and involves board approved student participation.) The principal or appointed member of staff shall sight the firearms licence of each authorized user bringing firearms on to school grounds.
- The principal or authorized user shall maintain a log of all firearms brought on to school grounds, arrival and departure time, the name and signature of the authorized user and their firearms licence number and expiry date.
- The authorized user shall comply with the seven firearms safety rules as specified by the NZ Police.
- These procedures will not need to be followed by the NZ Police or Armed Forces personnel in the event of a security incident where they need to come on to school premises for law enforcement or national security purposes.

### **Storage for Firearms:**

1. The principal or other senior member of staff with a current firearms licence is responsible for the security of the firearms storage unit/armoury.
2. Firearms storage unit/armoury is always locked in accordance with the required standard.
3. The principal or other senior member of staff will always hold a current firearms licence.
4. The firearms storage unit/armoury has been approved by the NZ Police in accordance with the relevant legislation and regular inspections are carried out by local Police.
5. Only firearms possessed by a firearms licence holder are to be in the storage facility.
6. All students who have firearms stored at school must follow these steps:
  - a. Participate in regular safety training.
  - b. The firearm must be in a clearly named and proper firearms case and always stored in the firearms storage unit/armoury.
  - c. No ammunition can be stored directly with the firearm at any location within school

grounds.

- d. Students must never have any live ammunition on their person or in their possession unless they are participating in a school endorsed activity.
- e. A firearm can only be moved from the firearms storage unit/armoury with an adult present. The adult must be a staff member and hold a firearms licence.

Note: Even if a student holds a firearms licence they must not remove a firearm from the storage unit/ armoury, unless a licensed adult is present.

### **Review**

This policy 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.

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**Approved by:** Board of Trustees  
**Date Approved:** 19 November 2019  
**Next Review:** November 2021

## **5.7 Protection Against Ill Treatment Policy**

### ***Purpose***

The culture of Christchurch Boys' High School is driven by positivity and integrity and enables the school community to work together with aroha and.

- To safeguard the right of all CBHS students and employees to work in an environment where they feel included, safe, respected and valued.
- To ensure that the School has a clear and consistent process in place, to enable all members of its community to challenge bullying/harassment/discrimination.

### ***Goals***

- To ensure members of the school community build resilient and robust relationships based on respect.
- To enact the values and attitudes of CBHS in daily interactions and create a more effective school.
- To continue developing character, alongside academic skills in students and complement the work undertaken at Kaitiaki time and in class.
- To assist students in negotiating conflicting and competing ideas through purposeful dialogue.
- To model assertiveness and intellectual agility and prepare students for a changing world.
- To comply with the requirements of relevant current legislation.



## ***Policy statement***

At CBHS bullying, harassment and discrimination are unacceptable. The CBHS Board of Trustees is committed to taking appropriate steps to address and eliminate bullying, harassment and discrimination from the School.

This policy applies to all CBHS students and employees, including those employed on a temporary basis, or via an agency. The School will ensure that all employees are made aware of the policy and how to access a copy.

In adopting this policy and its associated procedures, the Board of Trustees recognises its responsibility for ensuring that the policy is implemented and will encourage students and employees who consider that they have been bullied, harassed or discriminated against, to use the procedures outlined here.

The CBHS Board of Trustees considers all forms of bullying, harassment and discrimination as serious and in addition to tackling the issue, is committed to providing suitable support for the individuals involved.

## ***Key Definitions***

The following definitions are in line with the stipulations contained in:

- The Human Rights Act 1993
- Employment Relations Act 2000
- Health and Safety at Work Act 2015

## ***Definition of harassment for the purposes of this policy***

Harassment includes Sexual Harassment and Racial Harassment and is unwelcome conduct that is offensive, humiliating or intimidating to a person and is either repeated, or of such significant nature, that it has a detrimental effect on the person, their performance or their work or learning environment. Although it is usually repeated behaviour, even one instance may cause reasonable concern and warrant investigation under this Policy.

Whether or not harassment has occurred is determined objectively and assessed taking into account the circumstances of the recipient, irrespective of the alleged perpetrator's intentions.

Harassment is behaviour unwanted by the recipient.

Specific examples of harassment include, but are not limited to:

- The display or distribution of offensive material, graffiti or badges
- Non-verbal cues or gestures and body-language
- Comments about someone's appearance
- Intrusive questioning about matters unrelated to work
- Suggestive remarks, jokes, name-calling

- Unnecessary touching
- Messages distributed in any format, including electronically or on social media
- Abuse or attack (threatened or actual)

### ***Sexual Harassment***

Sexual harassment is offensive or unwelcome conduct of a sexual nature which makes a person feel humiliated, intimidated or offended, in circumstances where a reasonable person would have been humiliated, intimidated or offended and which has a detrimental effect on a person's employment, job performance or job satisfaction in the workplace or their learning environment.

Specific examples of sexual harassment include, but are not limited to:

- If a person asks another person for sexual intercourse, contact, or any other form of sexual activity and there is an implied or overt promise, or threat of preferential or detrimental treatment.
- Language, visual material or physical behaviour of a sexual nature.
- Displaying or sending offensive pictures, or other material of a sexual nature
- Asking embarrassing questions or questions about a person's private life
- Unwanted attention, touching or gesturing
- Making offensive or suggestive verbal comments, including jokes or innuendo or physical gestures
- Sexual comments or images placed on social networking sites.

Sexual Harassment is not behaviour which is welcome or consensual.

### ***Racial Harassment***

Racial harassment occurs where any person uses language, visual material or physical behaviour that:

- expresses hostility or ridicules any other person on grounds of their colour, race, ethnicity or national origins; and
  - is hurtful or offensive to that person, and
  - is either repeated, or of such a significant nature, that it has a detrimental effect on that person in respect of their employment or education.
- Specific examples of racial harassment include, but are not limited to:
- Joking or commenting about cultural differences, ethnic origin or race
  - Name-calling or deliberately mispronouncing names
  - Making fun of the way people dress or look relating to their ethnic origin

Harassment is behaviour unwanted by the recipient.

## ***Discrimination***

Discrimination occurs when a person is treated less favourably than another person would be treated in the same or similar circumstances by reason of one or more of the following attributes of a person:

- Gender
- Sex
- Birth or other status
- Language
- Marital status
- Ethical/Moral values
- Religious beliefs
- Colour
- Race
- Ethnic or national origin
- Property
- Disability
- Age
- Political or other beliefs
- Employment status
- Family status
- Sexual orientation

Discrimination is behaviour unwanted by the recipient.

### ***Definition of bullying for the purposes of this policy***

Bullying is unreasonable and repeated behaviour towards a person or group that can lead to physical, mental or psychological harm.

The behaviour pattern is persistent, includes a range of actions and refers to actions that a reasonable person at CBHS would not do in similar circumstances.

Specific examples of bullying include but are not limited to:

- Sabotaging assessment, environment, resources or mana
- Verbal insults or abuse in one-to-one exchanges or in front of colleagues or students

- Spreading misinformation, malicious gossip or rumours
- Personal attacks, threats and intimidation
- Misuse of power
- Job-related harassment, such as interference with work, withholding information, having responsibilities removed, work overload or imposing unreasonable expectations
- Deliberate exclusion or isolation from normal workplace or School activities
- Interference with personal property kept at work or School
- Unjustified threats of disciplinary procedures
- Punishment imposed without reasonable justification

Examples of behaviours that may not be classified as bullying include, but are not limited to:

- A single incident from the above list, but acknowledgement is made here that it may escalate if ignored or the severity of it may merit further investigation.
- Managing performance in line with other agreed policies is not bullying.
- Providing constructive feedback, legitimate advice, coaching or peer review within a mutually agreed framework
- Implementing the Professional Growth Cycle
- Making reasonable expectations in a reasonable manner in line with the contractual obligations of the member of staff
- Differences of opinion or personality clashes that do not escalate to harassment, bullying or violence

Bullying is behaviour unwanted by the recipient.

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<b>Approved by:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>26 October 2021</b>
<b>Next Review:</b>	<b>October 2024</b>

## 5.8 CCTV Policy

### ***Purpose***

To ensure the safe and legal operation of CCTV at Christchurch Boys High School

### ***Policy Statement***

Christchurch Boys' High School recognises the security, health, safety and wellbeing of its students, staff and visitors. To provide a safe, secure and efficient environment, Christchurch Boys' High School may operate CCTV cameras at any of its sites including Straven Road and Adams House. In doing so the school will ensure that the privacy of staff, students and the public are respected and all applicable law is adhered to. CCTV must only be operated and used within the framework outlined within this Policy.

It is noted that, unless the context requires otherwise, all references to Christchurch Boys' High School and school include Adams House.

### ***Purpose of CCTV System***

- a) CCTV monitoring and access to CCTV recordings governed by this Policy is permitted solely for an Approved Purpose. This Policy does not authorise use, interception, duplication, transmission or other diversion of video and CCTV technologies for any other purposes.
- b) In this Policy, an Approved Purpose is one which involves:
  - i. the protection of health, safety and wellbeing of individuals (including, but not limited to, students, staff, and visitors)
  - ii. monitoring security of students, staff and visitors, school equipment, buildings and property
  - iii. the deterrence and detection of criminal and anti-social behaviour
  - iv. the investigation of criminal and anti-social behaviour including the identification, apprehension and prosecution of persons committing offences on or around the school.
  - v. the identification and location of trespassers during operating hours and after hours.
  - vi. assisting in the operation of the Straven Road and Adams House
  - vii. monitor equipment operation and fault detection
  - viii. monitor and respond to emergency situations
  - ix. assist with employee incidents and/or misconduct

In this Policy, an Approved Person is

- i. The Board Chair or a delegated Board Member
- ii. The Headmaster

- iii. The Deputy Principal – Operations
- iv. The Director of Boarding for Adams House only
- v. A staff member delegated in writing by one of the Approved Persons above.

### ***Operation of CCTV System***

- a) The CCTV system operates 24 hours each day. For reasons of Health and Safety cameras at Adams House may be monitored live by the Head of Boarding or the Duty Staff member e.g. swimming pool camera.
- b) The operation and management of the CCTV system is the responsibility of the Headmaster. The system may only be operated and recordings accessed by individuals named by the Headmaster one of whom will be the Head of Boarding in respect of CCTV at Adams House and another will be a member of the Senior Leadership Team.
- c) CCTV cameras and equipment used by the school will be fit for purpose, regularly maintained and their operation checked. Maintenance will only be undertaken by qualified technicians, who shall do so only for the purpose of investigating and resolving faults, installing or configuring new CCTV equipment, assisting the review of CCTV footage and images by an Approved Person.
- d) CCTV cameras will not be placed in individual toilet cubicles and shower areas. Care will be taken to avoid unreasonably filming neighbours windows or backyards.
- e) There will be visible signage at the school sites where CCTV is operating showing that CCTV is in use.
- f) Access to the school CCTV system is restricted. Only individuals authorised by this Policy may view the system and any access shall only be for an Approved Purpose and strictly as required by that individual.
- g) The Headmaster and each Approved Person is responsible for; not allowing access to the CCTV system or any footage or images by any users not authorised by this Policy.
- h) CCTV footage must be securely stored and transmitted.
- i) The retention of CCTV footage is for no longer than necessary for the purposes listed in this policy.
- j) CCTV footage or images can only be shared for an Approved Purpose and in line with this Policy and the Privacy Principles described in the Privacy Act 2020. Footage/Images must not be disclosed to any third party without the prior permission of the Headmaster or an Approved Person.
- k) Requests for access to CCTV footage can only be approved by an Approved Person. Third parties seeking access to CCTV footage or images must make their request in writing specifying the reasons for such request. Requests will only be approved that align with the Privacy Principles and that meet the Approved Purpose. All access given to CCTV footage or images will be recorded by the school. If an Approved Person is the subject of any matter related to CCTV footage or image only the Headmaster may approve access. If the Headmaster, is the

subject of any matter related to CCTV footage or image only the Board Chair, or approved delegated Board member may approve access.

- l) CCTV footage/images of actual or potentially criminal activity detected by CCTV may be forwarded to the NZ Police.
- m) The installation of CCTV equipment and specific locations must be approved by the Headmaster or Approved Person, which in the case of Adams House shall be the Head of Boarding only.
- n) Any complaint about the school CCTV system or use of CCTV footage/images should be made in writing to:

The Privacy Officer, Christchurch Boys' High School

### ***Monitoring of Compliance***

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>15 March 2022</b>
<b>Next Review Date:</b>	<b>March 2025</b>

## 6. Legal Responsibilities Policy

### Policy Statement

Christchurch Boys' High School will meet the legislative statutes and regulations as set down in the appropriate Acts, MoE circulars and Educations Gazette in regard to all of its policies and procedures including but not limited to:

- Enrolments and Attendance
- Privacy and Official Information
- Copyright
- School Records Retention and Disposal.

### Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>21 September 2021</b>
<b>Next Review Date:</b>	<b>September 2024</b>



## 7. Privacy & Information Policy

### Policy Statement

Christchurch Boys' High School School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, MoE circulars and Educations Gazette.

1. The Headmaster has delegated authority to appoint a Privacy Officer.
2. The school will act in accordance with the Privacy Act 2020 and the Privacy Principles
3. Personal information on students and staff will be safeguarded and information received by the school for a specific purpose shall not be used for another purpose.
4. In accordance with the privacy principles staff will not access or divulge any staff, student or family personal information that is not authorised. If in doubt staff must consult with the Privacy Officer before release.
5. The Privacy Officer will examine on a "case by case" basis any student request not to have a report given to a particular parent or caregiver.
6. The Privacy Officer will ensure all documents sourced from the school requesting information form students and parents conform to the Privacy Principles.
7. The Privacy Officer will handle concerns regarding confidentiality and complaints about alleged breaches of the Privacy Act.
8. The school will follow the Privacy Commission four steps if and when a breach of privacy occurs. The steps are Contain, assess, notify and prevent. In following these four steps the school will be guided by the Privacy Commission's guide including in their online notification tool. This guide and notification tool are on the Privacy Commission website [www.privacy.org.nz](http://www.privacy.org.nz)

### Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

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**Approving Authority:**

**Date Approved:**

**Next Review Date:**

**Board of Trustees**

**21 September 2021**

**September 2024**

## 8. Copywrite Policy

### Policy Statement

Christchurch Boys' High School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, MoE circulars and Educations Gazette.

1. The school will comply with the Copyright Act 1994, including with respect to the use of musical scores, videos, books digital media and other material protected by copyright.
2. The Headmaster shall ensure that staff and students are made aware of the School's obligations under copyright law.

### Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>21 September 2021</b>
<b>Next Review Date :</b>	<b>September 2024</b>

## 9. Enrolments and Attendance Policy

### ***Policy Statement***

Christchurch Boys' High School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, MoE circulars and Educations Gazette.

1. The enrolment of students will be in accordance with the current enrolment scheme and in accordance with national legislative requirements.

#### 1.1 Enrolment Scheme

All students who live within the school zone are entitled to enrol.

The student's usual place of residence must be within the school zone and they must live there continuously for a minimum of two years after enrolment. In exceptional circumstances parents may apply to the Headmaster for continuation of enrolment if this requirement is not met. The Headmaster will make a decision based on length of residence, the reason for moving and whether it is considered the in zone residence was used primarily to gain access to enrolment.

The current legal boundaries of the zone can be found on the school website.

Out of zone enrolments must be received by the school before the closing date advertised in the current year prospectus and the school website. These enrolments will be processed according to the following priority:

- a. Applicants who are brothers of current students.
- b. Applicants who are brothers of former students.
- c. Applicants who are sons of former students.
- d. Applicants whose parent is a member, or employed by, the Board of Trustees.
- e. All other applicants.

If there are more applicants in these groups than places available, selection within each group will be by ballot conducted in accordance with Section 11G(1) of the Education Act. The number of places offered as a result of the ballot will be determined by the number of applications received from in zone applicants.

2. The Headmaster ensures accurate records of student admissions and attendance are maintained, and takes all reasonable steps to ensure that students who are required to attend school do so.
3. The Headmaster ensures that the school complies with all general legislation or Ministry requirements regarding the length of the school day and the length of the school year.

### ***Monitoring of Compliance***

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>21 September 2021</b>
<b>Next Review Date:</b>	<b>September 2024</b>

## 10. School Records and Retention Policy

### *Policy Statement*

Christchurch Boys' High School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, MoE circulars and Educations Gazette.

1. The Board recognises its responsibilities under the Public Records Act 2005, that it manages the Retention and Disposal of its School Records in accordance with guidelines set out by the Ministry of Education and Archives New Zealand in the School Records Schedule (<https://assets.education.govt.nz/public/Documents/School/Running-a-school/2016-SchoolRecordsRetentionDisposalv2.pdf>)
2. The School also recognises its responsibilities under the Strategic Plan to “Understanding the value of our history” of which the records the School generates are an integral part.

### *Monitoring of Compliance*

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

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**Approving Authority:** Board of Trustees  
**Date Approved:** 21 September 2021  
**Next Review Date:** September 2024

## 11. Self Review, Planning and Reporting Policy

Christchurch Boys' High School is committed to continuous improvement. To accomplish this, all aspects of Board and management operations are reviewed and evaluated in an efficient, objective and meaningful way. We believe that self-review links to all key aspects of school improvement – strategic planning, professional development, quality of teaching and learning, addressing the individual learning needs of our students and raising student achievement.

The types of self-review that are central to continuous improvement and sustainability include:

**Strategic Self-Review** – is long term and focused on key goals related to the school's vision.

**Regular Self-Review**- is about business as usual. They are smaller focused and ongoing, feeding regular data into the strategic review.

**Emergent Self Review**- is in response to unplanned events or issues as they arise and is therefore, one-off spontaneous.

### Delegation

The review of learning areas and all related matters will be led by the Headmaster.

Guidelines.

### Charter and Strategic Plan

1. The school will have an up to date Charter which includes the school's vision and mission, the strategic plan, annual plan and annual targets.
2. A review of the vision and values is conducted every three years or as otherwise decided by the Board and using a process determined by the Board.
3. The Board consults with the parents, staff, students, community, Māori and Pasifika communities and other stakeholders through a variety of media in preparing and updating the Charter.
4. The school's Annual Plan developed in conjunction with the Board by the Headmaster and staff, will reflect the goals in the Strategic Plan and progress on the plan will be reported in the headmaster's reports to the Board. The Annual Plan will:
  - Identify major initiatives and goals
  - Outline key success indicators
  - State supporting actions that need to be taken to achieve the aim
  - Be published in the newsletter and on the school's website.
5. The school's Annual Plan and Targets will be evaluated as part of the Ministry of Education's annual planning and reporting requirements.

## Self- Review

1. All self-review at Christchurch Boys' High School will involve the following process:
  - Gathering data (quantitative and/or qualitative as appropriate) to show “what is” or “what is happening”
  - Analysing the data and turning it into information
  - Using the information as evidence to support judgements and to draw implications for action and to decide priorities.
  - The provision of relevant and sufficient resources to support the process and outcomes.
  - The Board will identify areas for strategic review. The Headmaster and leadership team will carry out these reviews and the Headmaster will report to the Board.
2. The Board's policies will be reviewed by the Audit Committee on a three year cycle confirmed at the start of year by the Board in its Annual Work Plan.
3. The Analysis of Variance will be presented to the Board as an integral part of the School's Annual Report.
4. The Annual Report follows legal requirements and timeframes and is forwarded to the Ministry of Education annually.
5. The Board will consider advice from ERO, Ministry of Education, NZQA and others as relevant.

## Relevant Legislation/References

- National Administrative Guideline 2

## Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through reports and commentaries from the Headmaster on:

- Annual Plan progress
- Annual Report, including the Analysis of Variance
- Internal Reviews
- Triennial Charter and Strategic Plan Review
- A regular cycle of Triennial Policy Reviews undertaken by the Board's Audit Committee

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**Approving Authority:**  
**Date Approved:**  
**Next Review Date:**

**Board of Trustees**  
**21 September 2021**  
**September 2024**

## 12. School Presentation Policy

### Purpose

The Board has an interest in how the School is presented through various mediums and through the wearing of the School uniform.

### School Crest

1. The School Crest is an iconic symbol of Christchurch Boys' High School, evoking a rich and long history.
2. The integrity of the Crest is protected with rules for use set out in the School Branding Guidelines, which is available from the Headmaster.

### School Uniform

1. School procedures on the correct wearing of the uniform are set out by the Headmaster and available to students, whānau and the community on-line and at the School.
2. The Board will approve any major changes to the uniform.

### Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through the Headmaster's reports to the Board. Policies and supporting procedures are reviewed on a regular cycle to ensure compliance by the Board's Audit Committee.

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<b>Approving Authority:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>2 August 2022</b>
<b>Next Review Date:</b>	<b>August 2025</b>



## 13. Gift Acceptance Policy

### ***Purpose***

The purpose of this document is to state Christchurch Boys' High School's policy on the acceptance of philanthropic gifts.

### ***Scope/Application***

This policy applies to:

- Headmaster and staff
- Board of Trustees
- All gifts

### ***Policy***

- I. Christchurch Boys' High School has the right to accept or refuse any philanthropic gift.)
- II. The right to accept or refuse a gift will be exercised by the Headmaster and staff authorised by the Headmaster to do so.
- III. Accepted gifts must be in accordance with Christchurch Boys' High School purposes and objectives, enabling it to fulfil its mission.
- IV. Accepted gifts may include monetary donations, bequests, grants, sponsorship and in-kind contributions offered or sought from individuals, corporations, foundations, and government organisations and departments.
- V. Gifts may be designated for a specific purpose, or remain undesignated.
- VI. Christchurch Boys' High School is unable to accept gifts:
  - a. That are inconsistent with the school's mission and priorities
  - b. That would compromise the school's integrity, autonomy or academic freedom
  - c. Which would cause the school to breach any applicable law.
- VII. Before accepting a gift, Christchurch Boys' High School must consider any additional organisational expenditure or commitment required to maintain, administer or comply with a gift and its intended use.
- VIII. All gifts must be formally acknowledged.
- IX. Gifts will usually not be refunded unless genuinely made in error; or unless donors have been advised in writing in advance that funds may be.
- X. If it is determined an accepted gift breaches this policy, the gift must be recorded. Following this, the Headmaster will determine the outcome of keeping the gift. Instances in which this may occur include anonymous donations.

Responsibility The Board of Trustees is responsible for the implementation and review of this policy.

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**Date Approved:** 2 August 2022  
**Next Review:** August 2025

## 14. Timetable Policy

5.1A of the Secondary Teachers Collective Agreement states that:

*Each employer must have a policy on timetabling, developed in consultation with its teaching staff. This policy shall incorporate:*

- (a) The non-contact entitlements of 5.2.3 to 5.2.6 below as relevant for the type of school;*
- (b) Class size matters, including the class size provisions of clause 5.9;*
- (c) Reference to other matters, including hours of duty outside of timetabled hours, which impact on timetabling practices;*
- (d) A process providing for circumstances where, for genuine reason during timetabling or at short notice, it is not possible to provide the non-contact time entitlements described in 5.2.3(a), 5.2.4(a), 5.2.5(a) and 5.2.6(b) and where the employer has used reasonable endeavour and is unable to achieve the class size provision in 5.9.2.*

### Policy Statement

1. The school will adhere to the requirements of the STCA and that document should be the basis for any discussion regarding entitlement.
2. Section **5.1.2** of the STCA is recognised as an acceptance that timetable design and related matters are intended to meet the needs of students.
3. The school will use the roll figures on March 1 as the basis for any discussion of entitlement.
4. The school will meet the non – contact entitlements of 5.2.3 to 5.2.6 of the STCA. For part time teachers endeavour to provide timetabled non - contact time will consider the benefits to the school of the provision of this time against the cost implications on other school programmes and statutory requirements.
5. The school's preference is to achieve for each individual teacher, with more than one class an average class size of 26 and it will use reasonable endeavour to do so (See **Appendix One** for a description of reasonable endeavour to achieve average class sizes of 26).
6. For teachers with a class size average that exceeds 26. The Headmaster (or his/her delegate) will with the teacher concerned make provision to meet the workload demands generated for individual teachers. (It is noted that a class size over 26 does not increase teaching contact time but causes additional preparation, marking and reporting.) The provision for circumstances in which a teacher's class size average exceeds 26 will address the contributors to hours of work as described in section **5.1.1**. and which section **5.2.1** acknowledges that teachers are required to do. As a last resort Time in Lieu to meet the workload demands caused by an average class size of over 26 May be used. (See **Appendix Two** for a calculation that may be used as a basis for determining time in lieu). Ideally provision for circumstances in which a teacher's class size average exceeds 26 will not negatively impact on the workload of colleagues.
7. All compensation measures must be targeted to addressing workload.

8. If the school has a class size average of over 26 students for all teachers a cash equivalent of any unused MOE teacher staffing will be available to be distributed as RRR payments for all individual teachers with an average class size over 26. This cash equivalent and its distribution will be determined by a calculation based on the MOE Staffing Entitlement and will ensure that the school is not benefitting financially from an average class size of over 26 across the entire school.
9. Teachers who teach over 130 students in a year will be entitled to seek provision for their additional reporting workload.
10. The school will endeavour to limit Senior Hard Material workshop classes to 24 students.
11. Full time teachers will have a student mentor group unless excused by the Headmaster for other duties.
12. Teachers of students on study leave are available for equivalent contact time lost due to regular timetabled classes not running.
13. The Headmaster will display a schedule of the distribution of Middle Management Allowances, Senior Management Allowances, and Management Units annually by mid Term 2. This will display job titles.
14. The Headmaster will display a summary of the number of over code teachers and the number of teachers with an actual class size average over 26.
15. The process for providing for circumstances for teachers for whom (after the school's reasonable endeavour) it has not been possible to provide their minimum non-contact entitlement will be.
  - i) Teachers will be identified by the Headmaster or his/her delegate before March 1
  - ii) Teachers will be offered compensation to address the additional workload identified by not receiving their minimum non-contact entitlement.
  - iii) If no suitable reduction in workload can be achieved the teacher will receive compensation (RRR payment) equivalent to the cost of employing a teacher to teach those periods (this will be based on the teachers position on the salary scale)
16. The process for providing for circumstances for teachers who after the school's reasonable endeavour still have an average class size over 26 will be.
  - i) Individual teachers will be identified by the Headmaster or his/her delegate before March 20) and a further reasonable endeavour exercise will be carried out.
  - ii) Provision will be made to address the additional workload identified by the over allocation of students (this may include release from duty, additional support at peak workload time of the year or days in lieu – as a basis every 1 students over 26 will equate to 1.5 days in lieu. The provision of days in lieu will only be used when other means have been explored and been found unsuitable. Days in lieu must be used to address workload and evidence of this will be required in the leave application).
17. Key data relating to the timetable policy (such as average class size for the school and numbers of teachers over 26 will be recorded annually in the "Dashboard of key indicators" section of the school charter.

18. Individual teacher data will be recorded using the template attached as **Appendix 3**

### **Appendix One: Description of reasonable endeavour to achieve average class sizes of 26**

The school will attempt to use reasonable endeavour to achieve an average class size of 26 and this is preferred to having to provide for circumstances in which a teacher has an average class size over 26.

Reasonable endeavour will include:

- a) Looking at the mix of classes in a teacher's timetable e.g. number of junior classes, number of A band classes

### **Appendix Two: Justification of days in lieu calculation.**

Full time teachers are provided with a minimum non-contact time of five hours per week as an acknowledgment of the importance to quality education of duties other than classroom teaching as described in 5.1.1 of the STCA i.e.

- a) Preparation, evaluation and assessment time
- b) Counselling and pastoral needs of students
- c) Administrative responsibilities
- d) Involvement in extracurricular programmes

An average class size of over 26 does increase some of these duties. The non-contact time per boy, per non-contact period is 2.3 minutes. ( $60 \text{ minutes} \div 26 \text{ boys} = 2.3 \text{ minutes}$ ).

A formula therefore to work out the additional contact time needed by having a class size average over 26 is: 2.3 minutes x number of students over class size average x number of non-contact periods (max 5) x 38 school weeks (see table below for worked examples).

This formula provides a yearly number of hours of non – contact time that could be generated by students over the 26 average. This can be converted into days in lieu to provide support at peak times of the year.

Average boy-hours	Ave Boy hours over 26	Ave boys hours over 2.3 x	Extra min of non contact (yearly)	Extra hours of contact (yearly)	Extra weeks of contact (yearly)	Days in lieu
29	3	6.9	1311	21.85	0.874	4.37
28.5	2.5	5.75	1092.5	18.20833	0.728333	3.641667
28	2	4.6	874	14.56667	0.582667	2.913333
27.5	1.5	3.45	655.5	10.925	0.437	2.185
27	1	2.3	437	7.283333	0.291333	1.456667
26.5	0.5	1.15	218.5	3.641667	0.145667	0.728333
26	0	0	0	0	0	0

### **Appendix 3**

### **Annual Record of Teacher Workload**

1. Teacher Name:
  2. Step on salary scale:
  3. Permanent / Fixed Term:
  4. Full time / Part time:
  5. Part time teacher non-contact provision
  6. Anniversary date for attestation:
  7. Classes taught:
  8. Average class size:
  9. Total number of students taught
  10. Management Responsibilities:
  11. Additional Remuneration:
    - a) Permanent Management Units
    - b) Permanent Middle Management Allowances
    - c) Permanent Senior Management Allowances
    - d) Fixed Term Management Units
    - e) Fixed Term Middle Management Allowances
    - f) Fixed Term Senior Management Allowances
    - g) RRR Payments
    - h) Other payments or allowances
    - i) Total Non-contacts
  12. Extracurricular contribution
  13. Other assessment / administrative / pastoral / curriculum responsibilities or projects
- 

<b>Approved by:</b>	<b>Board of Trustees</b>
<b>Date Approved:</b>	<b>15 December 2020</b>
<b>Effective Date:</b>	<b>15 December 2020</b>

## 15. Overseas Tour Policy

### Protocols for Overseas Trips

The trip application must be made at least 9 months before departure.

1. The trip application to the BOT will include a list of milestones and dates these will be submitted to the BOT. Failure to meet these milestones will result in the trip being cancelled. Milestones that must be submitted are:
  - i. Projected Budget at least 9 months prior to departure
  - ii. Finalised Budget at least 3 months prior to departure
  - iii. Communication protocols to parents during planning 9 months prior to trip
  - iv. Draft RAMS at least 9 months prior to departure
  - v. Finalised RAMS at least 3 months prior to departure (finalised means checked through internal school processes, the internal checking of RAMS can take a fortnight and this time is in addition to the 3 month BOT submission)
2. The trip application must include a clear rationale for the trip in line with the schools' strategic plan. In granting permission to travel the BOT will balance this rationale against other strategic objectives.
3. No funds can be spent or liability for costs incurred before BOT approval is given. Fundraising should not start until after approval has been gained.
4. The school will not take on any financial liability for travel.
5. A projected budget must be submitted with the application. The final budget will need to be approved by the Accounting Manager and must include a 5% contingency fund which will remain in New Zealand.
6. All accounts must have at least two signatories (including a Senior Master and the Accounting Manager) and a member of Senior Management or the Accounting Manager must sign any withdrawals.
7. All other school financial procedures must be adhered too. In particular staff who incur costs must have a delegated responsibility.
8. Any unspent money will be refunded to a parent's nominated bank account after all obligations have been met. If parents do not nominate a bank account their son's school account will be credited.
9. Staff accompanying a tour should receive actual and reasonable expenses which are to be budgeted for as a cost of the trip. Staff will provide a reconciliation of this spending on their return.
10. Permission must be sought from the Operations Manager for any fundraising activities. Fundraising activities must make clear whether income raised is for individual students or is to be divided over the entire group.

11. Thought needs to have been given to how trip participants and staff will carry funds on tour (large amounts of cash i.e. over \$1000 will be considered inappropriate)
12. The RAMS process must have been considered on application. This will be developed as planning (post approval) takes place. The consideration on application needs to be sufficient to ensure that the BOT are confident any risk is minimised. The RAMS must be resubmitted to the Board for approval 3 months before departure.
13. The application process must detail how information regarding itinerary, costs and risks will be communicated to parents.
14. No students who owes enforceable charges to the school will be allowed to participate in any overseas tour.
15. All students and staff on any school trip must have appropriate travel insurance for the duration of the trip.
16. Parents or other adults not employed by the school travel at their own risk and can bring no liability on the school.
17. Student supervision should always be carried out by teachers employed by the school. Any exceptions to this should be made clear in the RAMS documentation.
18. A post trip review must be conducted and submitted to the Board of Trustees within 60 days of the trips return.
19. The Headmaster may at his/her discretion prevent any student from representing the school for reasons including (but not limited too) poor behaviour at school, inadequate attention to studies. Refund of any trip costs will be at the Headmaster's discretion and not always possible. All tourists and their parents must be aware of this before committing to travel.

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**Approved By:** Board of Trustees  
**Date Approved:** October 2018  
**Next Review:** October2021