



NAG 6 LEGISLATION POLICIES AND PROCEDURES

POLICIES

- Privacy of Information
- Protected Disclosure

PROCEDURES

- Animal Code of Ethics
- Complaints from Parents
- Copyright
- International Students
- Religious Instruction

PRIVACY OF INFORMATION POLICY

Rationale

Aorangi School will promote and protect individual privacy in accordance with the Privacy Act 1993.

Purpose

- To protect the privacy of the individual by having in place procedures and security systems for personal information.

Guidelines

1. The Privacy Officer will be the Principal and will ensure there is full adherence to the principles of the Act.
2. Information can only be collected which is for necessary and lawful purposes of the school.
3. All information is to be collected from the individual concerned or a parent/caregiver in the case of children.
4. When collecting information, the pupil or staff member must be made aware of:
 - The fact that the information is being collected.
 - The purpose for which it is collected.
 - Who will see the information.
 - Who is collecting the information and where it will be stored.
 - If the collection is a legal requirement.
 - The rights of access to and correction of the information.
5. The collection of information must not unreasonably intrude on the personal affairs of the pupil or staff member concerned.
6. The school has a responsibility to ensure safe storage and security of employee information.
7. A staff member or pupil (or their parent/caregiver), can request access to information about them, kept by the school, unless there are significant grounds for refusing to release information.
8. A staff member or pupil has the right to ask the school to correct any information held about them.
9. The school is required to take reasonable steps to make sure personal information is correct, up to date, relevant and not misleading before they use it.
10. Information must not be held longer than is necessary for the purposes of the school.
11. The school may not use information for a purpose other than it was collected for, except under conditions contained in the Privacy Act.
12. Information about a staff member or pupil may not be released to a third party except under conditions contained in the Privacy Act.

CONCLUSION

The Board will maintain private information and administer its use in accordance with the Act.

PROTECTED DISCLOSURE POLICY

Rationale

Aorangi School will comply with the Protected Disclosures Act 2000.

Purpose

To provide information and guidance to employees of the school who wish to report serious wrong doing within the school.

Guidelines

1. Serious wrong doing includes any of the following:
 - Unlawful, corrupt, or irregular use of public funds or resources.
 - An act or omission or course of conduct:
 - Which seriously risks public health or safety or the environment; or
 - That constitutes an offence; or
 - That is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
 - Constitutes serious risk to the maintenance of law
2. Any employee of Aorangi School who wishes to make a protected disclosure should do so using the following procedure:
 - The employee should submit the disclosure in writing.
 - The disclosure should contain the following:
 - The nature of the serious wrong doing
 - The name or names of the people involved
 - Surrounding facts including details relating to the time and / or place of the wrong doing if known or relevant.
3. A disclosure must be sent in writing to the Principal who has been nominated by the Board of Trustees of Aorangi School under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose OR
If it is believed that the Principal is involved in the wrong doing or has an association with the person committing the wrong doing, then a disclosure should be made to the Chair of the Board of Trustees.
4. On receipt of a disclosure, the Principal (or Board Chair) must within 20 working days examine seriously the allegations of wrong doing made and decide whether a full investigation is warranted. If so, a full investigation will be undertaken by the Principal (or Board Chair) or arranged by him / her as quickly as practically possible, through an appropriate authority.
5. All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal (or Board Chair) will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing OR if the person receiving the protected disclosure believes that it is important for identifying material to be made public in order to:
 - ensure an effective investigation.

- prevent serious risk to public health or safety or the environment.
 - have regard to the principles of natural justice.
6. At the conclusion of the investigation, the Principal (or Board Chair) will prepare a report with recommendations for action if appropriate, which will be sent to the person making the disclosure and, if appropriate, to the Board of Trustees.
7. A disclosure may be made to an appropriate authority if the employee making the disclosure has reasonable grounds to believe:
- the Principal (or Board Chair) is or may be involved in the wrong doing; or
 - immediate reference to another authority is justified by urgency or exceptional circumstance; or
 - there has been no action or recommended action within 20 working days of the disclosure or the person making the disclosure believes that their original disclosure has not been acted upon.
 - Appropriate authorities include (but are not limited to):
 - Commissioner of Police
 - Controller and Auditor General
 - Director of Serious Fraud Squad
 - Inspector General of Intelligence and Security
 - Ombudsman
 - Parliamentary Commissioner for the Environment
 - Solicitor General
 - State Service Commissioner

CONCLUSION

Clear guidelines will ensure any reporting of serious wrong doing will be acted upon in compliance with the Protected Disclosures Act 2000.

ANIMAL CODE OF ETHICS PROCEDURES

PURPOSE

- To ensure the Animal Protection Act 1987 is followed while animals are under our care.
- To encourage through example the proper care of living things within the school situation.
- To provide experiences for children to observe, handle and care for a range of animals in a humane way.
- To ensure that the care and welfare of animals must have the highest priority in any activity involving the keeping of an animal or its study on a field trip.
- To educate children through example and discussion on the importance of animal care and welfare and the responsibilities involved.

GUIDELINES

1. 'Animal' is defined as any living creature with a backbone, including land-based and aquatic mammals, birds, fish and reptiles.
2. It is generally accepted that other living creatures such as snails, worms and insects must also be treated with care and kindness.
3. If the appropriate care cannot be provided, the animals should not be kept in school.
4. Creatures kept in classrooms for observation must be housed and fed properly, and returned to their natural habitat on completion of the study.
5. Responsibility for the welfare of animals rests with the teacher involved but ultimately with the Principal and Board of Trustees. The following freedoms apply:
 - Animals must have appropriate diet, including access to water. Provision must be made for care at weekends and over holidays.
 - Animals must have cages/containers of an appropriate size and be ventilated and hygienic. Animals must not be subjected to extremes of noise, draught or sunlight.
 - Animals should be free from injury or disease. Diseased or injured animals should be treated and should not be kept at school.
 - Animals must be handled/kept in such a way that they are not subjected to stress or fear.
 - Animals should be able to express normal behaviour.
6. Where any activity is planned which may cause distress or suffering to the animal, approval must be obtained from an Animal Ethics committee. A record must be kept of procedures followed as set out in the Act (see ERO handbook, 1994, pA72.R5). Animal Ethics Committees may be contacted through the Science Advisor or MAF.

COMPLAINTS FROM PARENTS PROCEDURES

PURPOSE

- To provide balance and equity in any dispute.
- To achieve a satisfactory outcome for parties concerned.
- To provide feedback for the school and staff on concerns in classrooms and/ or the community.

GUIDELINES

1. Parents are requested to address any complaints to the classroom teacher in the first instance.
2. Parents and/or teachers may wish to involve Syndicate Leaders if this is a necessary or sensible option.
3. Teachers and/or Syndicate Leaders will advise the Principal of any complaints made and actions taken.
4. Parents and/or teachers will refer the matter to the Principal for further arbitration if no solution is forthcoming.
5. Complaints about non-teaching staff or persons working on-site should be made to the Principal.
6. Parents / Staff may put a complaint in writing to the Principal. The Principal will investigate and the teacher or staff member shall be told of the concern and given a copy of the letter. The staff member shall be given the opportunity to reply. Any written concerns or complaints will be acknowledged, in writing, by the Principal.
7. The Principal will report all complaints to the Board of Trustees.
8. If parents are not satisfied they have the option of approaching the B.o.T Chairperson, who will then address the issue with the Principal.

COPYRIGHT PROCEDURES

PURPOSE

Aorangi School will respect all copyright rights including:

- the rights of owners of third party material used in teaching.
- the rights of students in all material they create in and for school.
- the rights teachers have in material they created prior to being employed at the school and in material created while employed at the school.

GUIDELINES

1. Aorangi School will comply with New Zealand copyright legislation including sections relating to educational and library use.
2. Staff are to be made aware that any photocopying that exceeds what is stated in each of the licences held by the school is deemed to be the responsibility of the individual and the school does not accept liability.
3. Aorangi School will purchase appropriate copyright licences where its use of copyright material exceeds that permitted under the Act and the school will comply with the terms of these licences.
4. While acknowledging that the school can not control all actions of its students, the school will endeavour to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

INTERNATIONAL STUDENTS PROCEDURES

PURPOSE

- To ensure international students have access to a sound educational and pastoral care programme at Aorangi School.
- To ensure that all contractual and financial arrangements between Aorangi School and international students be conducted in a fair and reasonable manner.

GUIDELINES

General

1. Programmes will be appropriate to the learning, physical and social needs of our international students.
2. Enrolments of international students will be made (no more than one per class) provided they live with their parents / legal guardians within our school area.
3. Class programmes for international students will be based on the New Zealand Curriculum.
4. Opportunities for international students to gain knowledge and appreciation of New Zealand life and culture will be provided.
5. All contractual and financial obligations between Aorangi School and international students and their families will be recorded in a written contract.

Pastoral Care

6. International students will be supported to follow the school behaviour management programme.
7. Effective guidance and support will be provided for international students.
8. Peer support programme will be established for each student.

Fee Protection & Refunds

9. Fees from international students will be used to improve teaching programmes for these students.
10. Any surplus from international student fees will be used to improve facilities and resources for all students.
11. Prepaid fees, from the date of withdrawal from the programme, will be refunded minus all administration and redundancy costs.
12. Fees will be refunded on written advice from parents / caregivers that a student has been withdrawn.

Termination of Contract

13. A contract may be terminated for the following reasons:
 - Violation of the contract
 - Continual misbehaviour and disregard and violation of the school rules
 - Criminal acts
 - Poor attendance and truancy
 - A change in circumstances of the international student family / caregivers.

RELIGIOUS INSTRUCTION PROCEDURES

PURPOSE

To develop children's spiritual dimension by encouraging an understanding and appreciation of religious beliefs and values through a non-denominational programme of instruction.

GUIDELINES

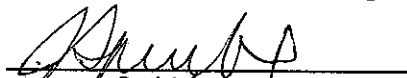
1. All students have the opportunity to receive religious education.
2. Students not taking part in the programme will be supervised independently of the religious instruction programme.
3. Parents wanting to exclude their child from religious education will indicate this upon student enrolment or write a letter to the principal.
4. Classes participating in this programme are deemed to be closed during the period of instruction, as required by the act.
5. All religious education teachers will follow the programme of instruction as made available to the board and parents before the start of the years programme.
6. All instruction will avoid any adherence to particular religious beliefs or views.
7. No member of the school staff will conduct religious instruction.
8. Teaching staff, by negotiation, will supervise students at religious education.

Approved

Board of Trustees Meeting

17/09/2015

Signature of Chairperson



Signature of Principal

