



**BOARD OF  
KAVANAGH  
COLLEGE  
POLICIES  
AND  
PROCEDURES**

**KAVANAGH COLLEGE**

## INDEX

| <u>Page number</u> | <u>Policy</u>   |
|--------------------|---|
| 2                  | Policies and Procedures Register                      |
| 4                  | Policy Statement                                      |
| 5                  | General Policy  |
| 6                  | Child Protection                                      |
| 8                  | Concerns and Complaints                               |
| 11                 | Protected Disclosure                                  |
| 13                 | Curriculum Delivery                                   |
| 15                 | Drugs and Alcohol                                     |
| 17                 | Enrolments  |
| 19                 | Enrolment Scheme                                      |
| 21                 | Extra Territorial                                     |
| 22                 | Finance   |
| 24                 | Procurement   |
| 27                 | Credit Card   |
| 29                 | Health and Safety                                     |
| 32                 | Human Resources                                       |
| 34                 | Appointments Policy                                   |
| 36                 | International Students                                |
| 37                 | International Students Grievance Policy               |
| 39                 | Pastoral Care   |
| 41                 | Managing Challenging Behaviour and Physical Restraint |
| 44                 | Bullying Prevention and Response                      |
| 46                 | Parents and Caregivers and Community Partnership      |
| 48                 | Reporting and Communication                           |
| 49                 | Principal Performance Management Policy               |
| 51                 | Catholic Special Character                            |
| 53                 | Trustee Training                                      |
| 54                 | Uniform   |
| 55                 | Privacy   |

## Policies and Procedures Register

| NAG | Policy   | Approved      | Next review   | Review frequency |
|-----|--|---------------|---------------|------------------|
| 1   | Curriculum delivery                              | February 2020 | February 2023 | 3 yearly         |
|     | Special character                                | June 2020     | June 2023     | 3 yearly         |
| 2   | Parents and caregivers and community partnership | May 2019      | May 2022      | 3 yearly         |
|     | Reporting and communication                      | May 2019      | May 2022      | 3 yearly         |
| 3   | Human Resources                                  | May 2019      | April 2021    | 3 yearly         |
|     | Appointments                                     | December 2019 | December 2022 | 3 yearly         |
|     | Concerns and complaints                          | October 2019  | October 2022  | 3 yearly         |
|     | Principal performance management                 | April 2020    | April 2023    | 3 yearly         |
|     | Trustee training                                 | May 2019      | June 2021     | 3 yearly         |
| 4   | Finance  | October 2019  | October 2022  | 3 yearly         |
|     | Procurement                                      | December 2019 | December 2022 | 3 yearly         |
|     | Credit Card                                      | February 2021 | February 2024 | 3 yearly         |
|     | Extra-Territorial                                | May 2019      | November 2021 | 3 yearly         |

| <b>NAG</b> | <b>Policy</b>   | <b>Approved</b> | <b>Next review</b> | <b>Review frequency</b> |
|------------|---|-----------------|--------------------|-------------------------|
| <b>5</b>   | Health and safety                                     | February 2021   | February 2022      | Reviewed annually       |
|            | Child protection                                      | May 2019        | May 2021           | 3 yearly                |
|            | Drugs and alcohol                                     | November 2000   | November 2023      | 3 yearly                |
|            | Pastoral care   | November 2000   | November 2023      | 3 yearly                |
|            | Managing challenging behaviour and physical restraint | February 2021   | February 2024      | 3 yearly                |
|            | Bullying prevention and response                      | November 2000   | November 2021      | Reviewed annually       |
| <b>6</b>   | International students                                | February 2021   | February 2024      | 3 yearly                |
|            | International students grievance policy               | February 2021   | February 2024      | 3 yearly                |
|            | Enrolments  | December 2020   | December 2023      | 3 yearly                |
|            | Enrolment scheme                                      | December 2020   | December 2023      | 3 yearly                |
|            | Uniform   | May 2019        | November 2022      | 3 yearly                |
|            | Privacy   | February 2021   | February 2024      | 3 yearly                |

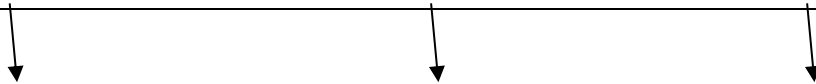


# BOARD OF KAVANAGH COLLEGE

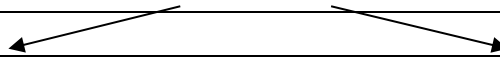
## KAVANAGH COLLEGE POLICIES

Kavanagh College policies have been developed to reflect the mission articulated in the College charter, the requirements of the National Education Guidelines and the vision expressed in the strategic plan.

**Kavanagh College Charter**  
Includes the National Administration Guidelines and expresses the mission of the school and the agreement between the Minister of Education and the Board of Trustees.



**Strategic Plan**  
Expresses the long term vision for the school and articulates strategies which will enable the College to express its mission and reach its vision



| Board Policies   | Board Procedures  | College Policies  | College Procedures   |
|--|---|---|--|
| Board has policies, which relate to the 6 National administration Guidelines. These give direction to the College. | A small number of policies require the board to adopt and implement procedures. | The Principal & staff have developed policy documents & statements in management and curriculum areas. Board members are informed and consulted about changes | The college has a number of procedures (house rules) that are detailed in the staff handbook and relate to general board or specific college policies. |



# BOARD OF KAVANAGH COLLEGE

## GENERAL POLICY

The Board expects the Principal and staff to administer the College in the spirit of the Charter and the Strategic Plan. These documents articulate values for the school.

The Board expects that the Principal will develop administrative policies for staff and students that relate to a number of areas. These policies are generally contained in the Staff Handbook that is updated each year.

The Staff Handbook is a management document that expresses the general intent of the Board and can be modified by the Board in discussion with the Principal as a need arises. It contains policy in areas and procedures that the Board supports and approves for example:

- Appraisal
- Health and safety
- Working conditions
- Leave
- Care of the environment
- Outdoor education

## TE TIRITI O WAITANGI

The College gives effect to Te Tiriti o Waitangi by:

- working to ensure its plans, policies and local curriculum reflect local tikanga Māori, mātauranga Māori and te ao Māori;
- taking all reasonable steps to make instruction available in tikanga Māori and te reo Māori; and
- achieving equitable outcomes for Māori students.

## Legal Responsibilities Policy

School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

Ratified by Board:

Signed for BOT

Date: 2 December 2020

Responsibility: Board of Kavanagh College

Reviewed: December 2020

Next review date: December 2023



# BOARD OF KAVANAGH COLLEGE

## POLICY: CHILD PROTECTION

NAG 5

### Purpose

This policy guides the actions of Kavanagh College whenever there is a concern about the abuse or mistreatment of children.

### Application

This policy applies to all staff including part-time or temporary roles, contractors and volunteers. This policy outlines the Board's commitment to child protection and recognises the important role and responsibility of all of our staff, contractors and volunteers in the protection of children. It includes the Board's expectations when child abuse is reported or suspected by the College. All staff members, contractors and volunteers are expected to be familiar with this policy.

### Obligations

The Board has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

### Action

In line with section 15 of the Children, Young Persons and Their Families Act 1989, any person in our school who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally or sexually), ill-treated, abused, neglected or deprived must follow school procedures and may also report the matter to a social worker or the local police.

### Delegation

Although ultimate accountability sits with the Board, the Board delegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school.
2. Comply with relevant legislative requirements and responsibilities.
3. Make this policy available on the school's internet site and available on request.

4. Ensure that every contract or funding arrangement that the school enters into requires the adoption of child protection policies where required.
5. Ensure the interests and protection of the child are paramount in all circumstances.
6. Recognise the rights of family/whanau to participate in the decision-making about their children.
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response.
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of criticism or reprisal.
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols in a timely way regarding any concerns about an individual child with the board or designated person.
11. Seek advice as necessary from SPANZ, NZSTA or legal advisors on employment matters and other relevant agencies where child safety issues arise.
12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy.
13. Ensure that this policy forms part of the initial staff induction programme for each staff member.

Ratified by Board: \_\_\_\_\_ Signed for BOT

Date: May 2019

|                   |                        |
|-------------------|------------------------|
| Responsibility:   | Board of Trustees      |
| Reviewed:         | May 2019               |
| Next review date: | March 2022             |
| Policy:           | NAG 5 Child protection |

### **Related documentation and information**

- Further information including frequently asked questions (FAQ's) are available on the NZSTA website [www.nzsta.org.nz](http://www.nzsta.org.nz)
- Ministry of Education website [www.education.govt.nz](http://www.education.govt.nz)
- Vulnerable Children Act 2014
- School procedures are available in the Staff Manual
- Further information and sample child protection templates are available in the Children's Action Plan Guideline Safer Organisations, Safer Children:





# BOARD OF KAVANAGH COLLEGE

## POLICY: CONCERNS AND COMPLAINTS

NAG 3

### Purpose

All concerns and complaints are attended to promptly, respectfully and professionally and the College seeks to bring effective resolution to all parties concerned.

### Policy Objectives

In order to maintain a safe and comfortable environment for all students, staff and visitors, an accessible procedure for handling concerns and complaints will be implemented and maintained to provide an open and fair way of seeking resolution which will comply with all relevant legislation and contractual obligations.

The Kavanagh College Procedure for Dealing with Concerns or Complaints is available on the school website <https://www.kavanagh.school.nz/about/board-of-trustees/school-policies/>.

### Delegations

The Board delegates to the Principal full responsibility of ensuring processes are in place and are operating effectively and adequately. In the event of a concern or complaint regarding the Principal, the responsibility for seeking resolution lies with the Board.

### Expectations and Limitations

In complying with the policy, the Principal must:

- implement and maintain robust procedures to meet the policy requirements
- ensure that the process for concerns and complaints is clearly communicated
- report to the Board

### Monitoring and Reporting

The Principal shall maintain a register of complaints and resolutions and report to the Board at least quarterly per annum outlining numbers of complaints, resolution success figures and any areas of concern for Board deliberation.

Ratified by Board:  Signed for BOT

Date: 30<sup>th</sup> October 2019

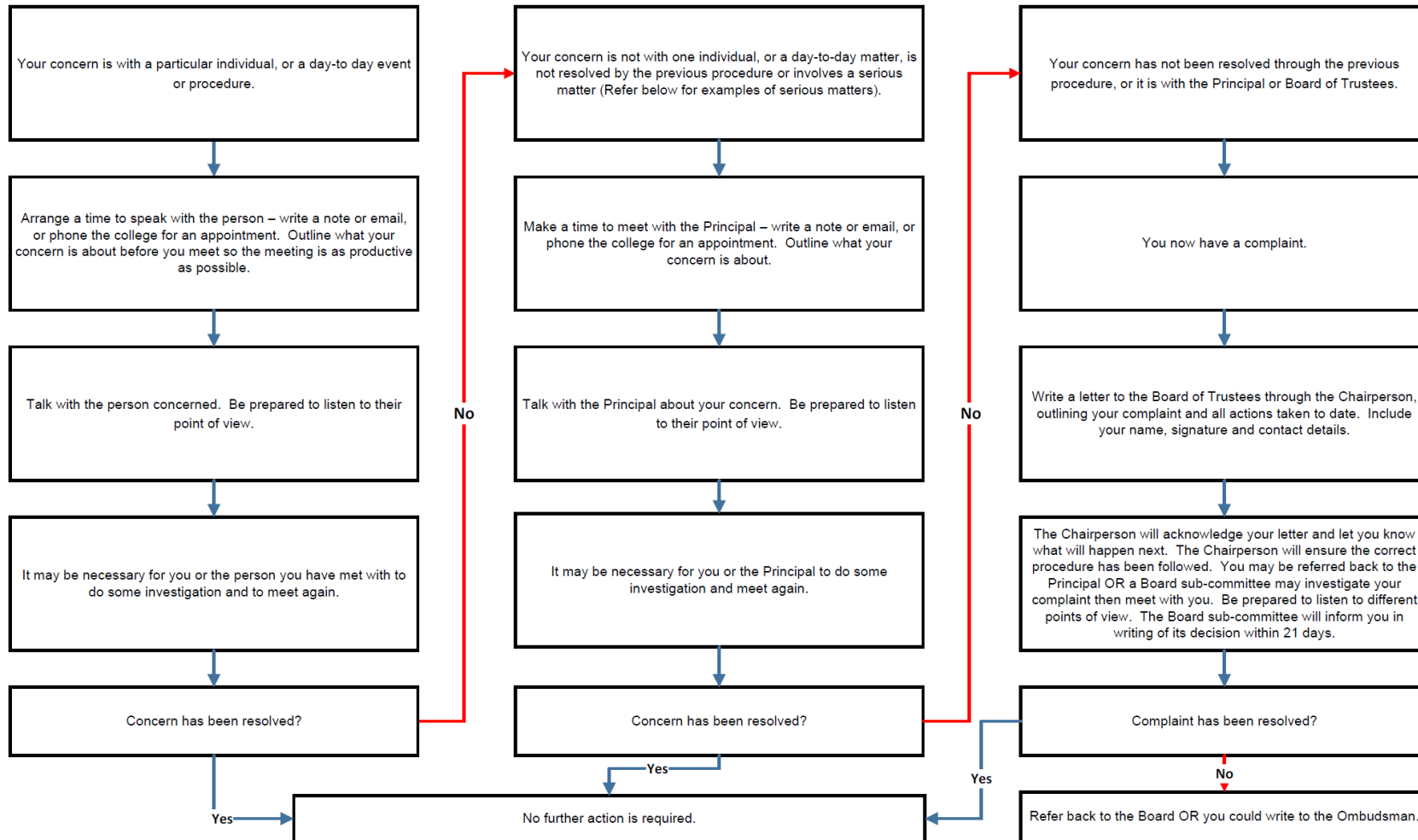
Responsibility: Board of Trustees  
Reviewed: October 2019  
Next review date: October 2022  
Policy: NAG 3 Concerns and Complaints

### Related Documents

- Flowchart Procedure for Dealing with Concerns and Complaints
- Board Complaints Checklist
- Protected Disclosures Policy

# KAVANAGH COLLEGE PROCEDURE FOR DEALING WITH CONCERNS OR COMPLAINTS

When concerns from any member of the college community arise they will be handled promptly with care and sensitivity. Following this procedure will ensure that a fair resolution is reached. Everyone has a right to a support person throughout this procedure. We encourage resolution of concerns speedily by discussion at the lowest level within the college's structure. In the first place, speak to the most relevant staff member – class teacher, Dean, HOD, Assistant or Deputy Principal.



For more detail, refer to the Board of Trustees 'Concerns and Complaints Policy' on the college website. Examples of complaints involving serious matters may include theft of Board property, intentionally providing false information, conduct of a criminal nature, conduct of an indecent or sexual nature.



# BOARD OF KAVANAGH COLLEGE

## POLICY: PROTECTED DISCLOSURES

NAG 3

### Purpose

A protected disclosure, as set out in the Protected Disclosures Act 2000, is a declaration made by an employee (staff or contractors) where he or she believes serious wrongdoing has occurred at the College.

### Policy Objective

Employees (staff or contractors) making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

### Guidelines

1. Procedures and processes shall be put in place to meet the requirements of the Protected Disclosures Act 2000. Procedures shall be publicised to all staff on a regular basis.
2. The Board will appoint the Principal as the primary Protected Disclosure Officer for the College.
3. In addition the Board will each year appoint a member of the Board of Trustees, who is not the Chair, to be the Protected Disclosure Officer in cases of allegations against the Principal.
4. Protected Disclosure Officers have delegated authority to investigate a complaint and must act in accordance with the Protected Disclosures Procedure.
5. Information which would identify the employee (staff or contractor) making the disclosure is confidential to the Protected Disclosure Officer unless:
  - (a) the person making the disclosure consents in writing to the information being disclosed, or
  - (b) it is essential to disclose the identifying information for reasons of an effective investigation, or to prevent serious risk to public health, public safety or the environment, or to ensure the principles of natural justice are upheld.

Ratified by Board:



Signed for BOT

Date: 12 August 2020

Responsibility: Board of Trustees  
Reviewed: June 2020  
Next review date: June 2023  
Policy: NAG 3 Personnel / NAG 6 Compliance and Legislation

### Related Documentation

Protected Disclosures Procedures  
Protected Disclosures Act 2000



# BOARD OF KAVANAGH COLLEGE

## POLICY: CURRICULUM DELIVERY

NAG 1

### Purpose

To ensure the College's Curriculum is robustly planned and delivered.

### Policy Objectives

The Board's primary objective is to ensure that every student at the College is able to attain his or her highest possible standard in educational achievement.

### Delegations

The Principal is responsible for fostering quality teaching and learning outcomes.

### Expectations and Limitations

The Principal must ensure that the curriculum:

- is based on the vision, values, principles and key competencies of the New Zealand Curriculum (or Te Maturanga o Aotearoa);
- meets all legislative requirements;
- fosters an understanding of the Treaty of Waitangi and all that it implies;
- reflects the Special Character of the College via subject content and classroom practices;
- provides all students with the opportunity to acquire knowledge, understanding and an appreciation of faith and religion through a compulsory Religious Education programme from years 7-13;
- provides students in years 7–10 with opportunities to learn in all areas of the national curriculum;
- provides students in years 11–13 with opportunities to continue to achieve their potential in their specialised areas of learning;
- has a strong focus on the educational outcomes sought for national priority groups of Māori, Pasifika and students with special learning needs;
- assessment practices enable the engagement, progress and achievement of students to be monitored and reported;
- is approved by the Board, when changes requiring increased expenditure or significant programme and/or staff alteration are proposed.

Ratified by Board:

Signed for BOT

Date: 8<sup>th</sup> April 2020

Responsibility:

Board of Trustees

Reviewed:

May 2020

Next review date:

May 2023

Policy:

NAG 1 Curriculum Delivery

### Related Documentation

- Curriculum Reporting Procedure
- Timetabling Policy



# BOARD OF KAVANAGH COLLEGE

## POLICY: DRUGS AND ALCOHOL

NAG 5

### Purpose

To ensure that Kavanagh College provides an environment safe from the harm caused by drugs and alcohol.

### Policy Objectives

Kavanagh College's position on the illegal or illicit use of drugs and alcohol is non-negotiable. This policy covers legal and illegal drugs, alcohol and other substances.

### Delegations

The Board of Trustees, through the Principal and Senior Leadership Team will assure the wellbeing of all students and staff in the College by clearly communicating this policy and implementing procedures to educate the College community on decision making in regard to alcohol and drugs.

### Expectations and Limitations

The Board of Trustees through the Principal must ensure:

- a College environment free from illegal and/or illicit use of drugs and alcohol
- a zero-tolerance approach is applied to the illegal or illicit use of drugs and alcohol at Kavanagh College. Zero tolerance means:
  - No using
  - No possession
  - No selling
  - No symptoms
  - No symbols
- drug and alcohol education and related health programmes will be part of the College curriculum for students.

This policy applies at all times to all students and staff:

- on College grounds;
- during College hours, regardless of location; and
- involved in any College activity, including travelling to and from the College.

This policy also extends to anyone in the wider College community who must not purchase or supply alcohol to students, consume or be under the influence of alcohol, while involved in College activities.

The College may run and host social events where the legal consumption of alcohol is considered appropriate with the approval of the Principal. Organisers of functions on College property and in the College's name must formally request approval from the



Board of Trustees if they intend to serve alcohol or allow BYO at any function.

Students in breach of this policy may face disciplinary procedures and subsequent penalties, which could include being stood down or suspended by the Principal and, in turn, having their case brought before the Board of Trustees. This process may require a drug test.

Where there is a reasonable suspicion that illegal or illicit use of drugs or alcohol has occurred, the College may implement:

- Police involvement
- Search and/or seizure in terms of Section 139AAA (Surrender and retention of property) and 139AAB (Searches of clothing and bags or other containers) Education Act 1989 and the Education (surrender, retention and search) Rules 2013.

Any drugs seized will be given to the NZ Police to be destroyed; alcohol seized will be immediately destroyed.

In the case where students need to use pharmaceutical drugs during school hours, parents must inform the College and co-construct a process to keep all students and staff safe.

### **Monitoring and Reporting**

Breaches of the policy will be reported to the Board of Trustees by the Principal.

Programmes run for education purposes and professional development to support alcohol and drug education will be reported to the Board of Trustees by the Principal.

Ratified by Board:



Signed for BOT

Date: 4 November 2020

|                   |                         |
|-------------------|-------------------------|
| Responsibility:   | Board of Trustees       |
| Reviewed:         | November 2020           |
| Next review date: | November 2023           |
| Policy:           | NAG 5 Drugs and alcohol |

### **Related Documents**

- Ministry of Education - Guidelines for principals and boards of trustees on stand-downs, suspensions, exclusions and expulsions
- Ministry of Education – Guidelines for the surrender and retention of property and searches
- Health and Safety Policy



- Kavanagh College Integration Agreement
- Enrolment Scheme Policy
- New Zealand Catholic Bishops Conference *Guidelines for Granting of Preference of Enrolment in New Zealand Catholic Schools* (available [here](#)).



# BOARD OF KAVANAGH COLLEGE

## POLICY: ENROLMENT SCHEME

NAG 6

### Purpose

The following information is provided by the College for parents/caregivers and whānau, contributing schools and other interested members of the community, to comment on as part of the legislative requirement to consult widely with the community in the formation of an Enrolment Scheme.

### Policy Objectives

In determining an enrolment scheme for Kavanagh College the Board has to consider the special character of the College and its place in the enrolment criteria existing now. It is unlikely that overcrowding will result if the first three categories are applied. If overcrowding does apply at any level then the criteria, as set down in the Ministry of Education guidelines, will apply to distinguish applicants.

### Expectations and Limitations

1. Students from Catholic Contributing Schools with preference who are enrolling in year seven and students with preference from Catholic Full Primary Schools who are enrolling in year nine.
2. Students with preference from a State Contributing School where the family resides within the area covered by the Catholic Contributing Schools (Dunedin City Boundary) enrolling in year seven and students with preference from Full Primary Schools from the same geographical area enrolling in year nine.
3. Students with preference from Full Primary, Catholic and State Schools, seeking entry at year seven.
4. Students without preference who have brothers and sisters in the school:
  - i. who are transferring from Catholic Contributing Schools;
  - ii. who identify with the Special Character.
5. Students without preference.

*Note: when all other factors are equal the date of the applications will be considered.*

***Catholic contributing schools for Kavanagh College at year seven include Sacred Heart School, NEV; St Joseph's School, Dunedin; St Mary's School, Kaikorai; St Francis Xavier School, Mornington; St Bernadette's School, Forbury; St Brigid's School, Tainui, St Peter Chanel School, Green Island.***

***Catholic contributing Schools for Kavanagh College at year nine are, St Mary's***

*School, Mosgiel and St Joseph's, Port Chalmers. The College also considers enrolments from a wide number of state intermediate and primary schools.*

### The Process

Applications will be called for from May until September. When applications close September they will be sorted in order of their claim to numbers one to five. Students who are enrolled will be asked to confirm their acceptance within a given time frame.

Failure to accept enrolment will mean the place will move to the next eligible student. When the quota has been filled all those unable to attain a place will be advised.

A priority list will be established for those students who wish to be considered for late enrolment providing their enrolment does not exceed the non-preference agreement between the state and the church.

Ratified by Board:  Signed for BOT

Date: December 2020

|                   |                        |
|-------------------|------------------------|
| Responsibility:   | Board of Trustees      |
| Reviewed:         | November 2020          |
| Next review date: | November 2023          |
| Policy:           | NAG 6 Enrolment Scheme |

### Related Documentation

- Kavanagh College Integration Agreement
- Enrolments Policy
- New Zealand Catholic Bishops Conference *Guidelines for Granting of Preference of Enrolment in New Zealand Catholic Schools* (available [here](#)).
- Ministry of Education Overcrowding Guidelines  
<https://parents.education.govt.nz/primary-school/schooling-in-nz/enrolment-schemes-zoning/>



# BOARD OF KAVANAGH COLLEGE

## POLICY: EXTRA-TERRITORIAL

NAG 4

### Rationale

To maintain Kavanagh College's reputation and image; to meet the expectations of its Community.

### Purpose

1. To ensure that the students are taught to uphold the four values of the College.
2. To safeguard the College's interests in being seen as upholding proper conduct and acting responsibly, relative to both the health and safety of pupils and the duty of care to the public.

### Guidelines

1. A "student" is any person enrolled at the College and identifiable as such by the wearing of the uniform, or engaged in College activities.
2. This policy is applicable to any student who sets a bad and/or dangerous example to other students or members of the public.
3. Students are expected to meet the standards of the College within its environs and the wider community; such include (but not restricted to) the correct wearing of the uniform, offensive language, bullying, violence, smoking, purchasing or using drugs or alcohol or any illegal activities.

### Non compliance

Any student found to be in breach of any aspect of this policy may be subject to the disciplinary procedures that apply to students within the College grounds.

Ratified by Board: \_\_\_\_\_ Signed for BOT

Date: May 2019

|                   |                   |
|-------------------|-------------------|
| Responsibility:   | Board of Trustees |
| Reviewed:         | May 2019          |
| Next review date: | November 2021     |
| Policy:           | Extra territorial |



# BOARD OF KAVANAGH COLLEGE

## POLICY: FINANCE POLICY

NAG 4

### Purpose

All College resources are managed prudently to ensure resources are targeted to where they make the most difference to outcomes for students.

### Policy Objectives

- To employ good-practice financial systems and controls to ensure finances are maintained, prioritised and disbursed properly and equitably.
- To protect the financial viability and sustainability of the College, and minimise the risk of theft or fraud.
- To ensure there are clear delegations in regard to financial duties and limitations.
- To ensure that annual accounts are prepared and audited as required by the Public Finance Act (1989), the Crown Entities Act (2004) and s87 of the Education Act (1989).

### Delegations

- The Board of Trustees has overall responsibility for the financial performance of the College, including approval of the annual budget.
- The Board delegates the day-to-day management of the College's finances and budget to the Principal.
- The Principal may delegate his/her responsibilities to selected staff members.
- The Board will employ a Business Manager to oversee the College's finances and budget. The Business Manager is accountable to the Principal.
- A Finance and Resources Committee is appointed annually by the Board. The Finance and Resources Committee is responsible for providing guidance to the Principal in the financial matters of the College.
- The Principal and Business Manager, in association with the Finance and Resources Committee, are responsible for recommending an annual operating and capital budget to the Board.
- All bank accounts that hold College funds shall have four signatories, with two signatories required to sign for any changes/payments.

### Expectations and Limitations

The Principal and Business Manager must ensure:

- the annual budget reflects the priorities established by the board
- Generally Accepted Accounting Practices and Principles (GAAP) are followed
- tagged/committed funds are used for approved purposes only

- all money owed to the College is collected in a timely manner
- timely payment to staff and other creditors is made
- no unauthorised debt or liability is incurred
- all relevant government returns are completed on time
- no one person has complete authority over the College's financial transactions
- effective systems are in place to meet the requirements of the payroll system
- effective systems are in place for procurement compliance
- grant applications are presented to the Board of Trustees for consideration.

### **Monitoring and Reporting**

The Principal and Business Manager are responsible for monthly financial reporting and annual budget compliance.

- The Principal and Business Manager will ensure that all staff responsible for budgets do not exceed them.
- The Finance and Resources Committee will monitor the College's finances in line with the Committee's terms of reference, and report to the whole Board every meeting.

### **Legislative compliance**

Refer to the Ministry of Education website for information on managing college finances and the [Financial Information for Colleges Handbook \(FISH\)](#).

Ratified by Board:  Signed for BOT

Date: 12 February 2020

|                   |                   |
|-------------------|-------------------|
| Responsibility:   | Board of Trustees |
| Reviewed:         | October 2019      |
| Next review date: | October 2022      |
| Policy:           | NAG 4 Finance     |

### Related Documents

- Procurement Procedure
- Theft and Fraud Prevention Procedure
- Finance and Resources Committee Terms of Reference
- Overseas Travel Procedure
- Staff Reimbursement Procedure
- Gifting Procedure





# BOARD OF KAVANAGH COLLEGE

## POLICY: PROCUREMENT

NAG 4

Kavanagh College policy on procurement is to follow the procurement principles of transparency and accountability. It is required that the Principal or the Principal's delegate and the Business Manager shall jointly sign contracts as the delegates of the Board.

All staff are required to provide the Business Manager with details of required contracts

The Business Manager shall:

1. Undertake necessary procurement.
2. Be responsible for maintaining records of school contracts in a Contracts Register.
3. Can sign contracts within the Business Manager's financial delegation related to day-to-day operational needs e.g. Retailer supply chains.
4. Report to the Principal on all contracts or supply lines with firms or Private Training Enterprises (PTE's) entered into.

The Principal will:

1. Have responsibility for procurement overall
2. Outline financial delegations for staff
3. Support the Business Manager

Staff will:

1. Communicate with the Business Manager
2. Provide relevant details of required contracts to the Business Manager

### Financial Delegation

The following financial delegations within budget are:

#### Principal

- A. Outside of budget: Up to \$10,000.00
- B. Within budget: As stipulated in the approved budget, including utilities of any amount that are within the annual budget with any anomalies to be reported to the Board

#### Business Manager

- A. Outside of budget up to \$1,000.00 in consultation with the Principal or Deputy/Assistant Principal

#### Heads of Department/Budget holders

- A. As per approved annual budget

## Approvals

Approvals are required to be met before procurement of goods or services. The approvals process to be followed is:

1. Staff to discuss their requirements with their Head of Department
2. Head of Department to discuss with the Business Manager
3. Business Manager to provide advice as to any existing arrangements
4. Head of Department, Business Manager or Principal to approve expenditure (depending on level of financial delegation)
5. Business Manager to place order
6. Head of Department on receipt of goods or services to approve invoice
7. Head of Department to give invoice to the Business Manager

## Role of Business Manager

Staff are required to involve the Business Manager early in the procurement of goods and services so that the Business Manager can advise on existing arrangements and to link into and utilise leveraging opportunities taking into account the College total spend. This includes using AOG (All of Government) purchasing where possible. The Business Manager will also endeavour to streamline purchase points in order that invoicing and payments are manageable and narrowed to a set number of suppliers.

## Payment of invoices

Invoices are required to be sent from suppliers to the School contact person but also copied to the Business Manager by email – [BusinessManager@kavanagh.school.nz](mailto:BusinessManager@kavanagh.school.nz).

Invoices are required to be paid by the 20<sup>th</sup> of the month following receipt of the invoice or as agreed with the supplier. It is against school policy to have unapproved invoices kept back without discussion with the Business Manager.

## School Bank Account

The school bank account may have up to 4 signatories with 2 signatures required for all payments.

**Role of Board of Trustees** – the role of the Board is to set policy, provide financial delegations to the principal annually and ask questions to ensure that procurements are carried out transparently.

**Role of Principal** – the role of the Principal is to have an oversight of procurement and to provide support to the Business Manager. The Principal will provide relevant reports to the Board.

**Role of Business Manager** – to provide assistance to staff in procurement matters and to manage day to day payments and operations.

**Role of Staff** – to get approval before procuring, to discuss with Business Manager, to approve invoices and to request sign off by Head of Department.

## Budget

It is important that there is the budget for the requirements. Approval is required prior to any other action. A budget of likely cost is required along with a business case as to why the goods or services are required.

## Business Case

A business case needs to be put together along the following lines:

1. Background
2. Existing situation – risk considerations
3. Proposed situation
4. Benefits/Negatives
5. Budget
6. Any training implications
7. Transition implications
8. Recommendation

## Code of Conduct - Conflict of Interest.

Staff and Board members are to be aware of possible conflict of interest issues. Possible conflicts shall be disclosed to the Principal (for Staff) or the Board (for the Principal and Board Members) for determination.

## Quotes and Tenders

Staff are recommended to obtain three quotes for pricing comparison.

## Policy on Tendering

It is policy to endeavour to go out to tender every three years for major contracts e.g photocopying, electricity supply, to ensure that the marketplace has been canvassed. This assists competition and will provide comparative pricing.

## Contact Point for Suppliers

The Business Manager is the contact point for suppliers. Staff will refer suppliers to the Business Manager.

Ratified by Board:  Signed for BOT

Date: 12 February 2020

|                   |                   |
|-------------------|-------------------|
| Responsibility:   | Board of Trustees |
| Reviewed:         | December 2019     |
| Next review date: | December 2022     |
| Policy:           | NAG 4 Procurement |

Related Policies: Financial Administration



# BOARD OF KAVANAGH COLLEGE

## POLICY: CREDIT CARD

NAG 4

### Purpose

The College will allocate credit cards, which are to be responsibly used for approved expenditure directly linked to the business of the College.

### Issuing of Credit Cards

Credit cards are assigned to the following staff members – Business Manager, Principal and International Director. Approval for the issuing of further cards must be authorised by the Board.

- The credit card limit, as determined by the Finance and Resource Committee in line with the cardholder's position, should not be exceeded.
- Prior to the card being issued, the recipient must be given a copy of this policy and is required to sign a statement signifying that they have read and understood it.

### Credit Card Procedures

- The card may only be used for payment of actual and reasonable travel and/or accommodation and/or meal expenses incurred on College business, or the purchase of college-related goods or services within budgetary constraints.
- Cash advances are only permitted in an emergency. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts where possible, of how the cash was used. Unspent monies must be refunded to the College without delay.
- All expenditure charged to the credit card should be supported by a valid invoice/receipt and detailing relevant taxation.
- The Chair of the Finance and Resource Committee will review and sign off all expenditure incurred by the Principal and Business Manager, while the Business Manager or Principal will sign off all other expenditure.
- Any discretionary benefits of the credit card, such as a membership rewards programme, are only to be used for the benefit of the College. They should not be redeemed for personal use.

### Cardholder Responsibilities

- The cardholder must comply with the terms and conditions of the issuing bank.
- The cardholder must return the credit card to the College upon ceasing employment, or at any time upon request by the Board.

### Card Limits:

|                        |               |
|------------------------|---------------|
| Principal              | <b>\$6000</b> |
| Business Manager       | <b>\$3500</b> |
| International Director | <b>\$6000</b> |

Ratified by Board:



Signed for Board

Date: 17 February 2021

|                   |                           |
|-------------------|---------------------------|
| Responsibility:   | Board of Kavanagh College |
| Reviewed:         | February 2021             |
| Next review date: | February 2024             |
| Policy:           | NAG 4 Credit card policy  |

### Related Documents

- Finance Policy
- Procurement Procedure
- Finance and Resource Committee Terms of Reference
- Overseas Travel Procedure
- Staff Reimbursement Procedure
- Gifting Procedure
- the [Financial Information for Colleges Handbook \(FISH\)](#)



# BOARD OF KAVANAGH COLLEGE

## POLICY: HEALTH AND SAFETY

NAG 5

The Board has a legislative requirement to comply with the Health and Safety at Work Act 2015, to protect and enhance the health and safety of all people within the school and consequently protect students, staff, visitors and contractors from hazards.

### Policy Objectives

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

### Scoping

The Board is responsible for ensuring health and safety procedures are developed and implemented. Employees need to be aware of their responsibilities and comply with the Board's health and safety policy and College procedures.

### Delegations

The Board delegates to the Principal as Officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees have the information they need in order to comply with policy and procedures.

### Expectations and Limitations

The Board will comply with the provisions of legislation dealing with health and safety in the workplace, by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation with workers and the school community on the strategy occurs
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school premises, and comply with the Sale and Supply of Alcohol Act 2012
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries, and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The Board will ensure that procedures are in place for ongoing dialogue with the proprietor in relation to health and safety issues as they affect the College.

The Principal, as Officer has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations<sup>1</sup>
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure that the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke free environment
- promote healthy nutrition through teaching and activities
- ensure a risk analysis management system (RAMS) is in place and carried out
- review proposals for overnight stays/camps/visits and approve the same only after attesting first to their compliance with above
- consult with the community every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the Board Chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
  - a. cooperate with school health and safety procedures
  - b. comply with the health and safety legislation, duties of workers
  - c. ensure their own safety at work
  - d. promote and contribute to a safety conscious culture at the school.

<sup>1</sup> Know about work health and safety matters and keep up-to-date, gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations, ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks, ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information, ensure there are processes for complying with any duty, and that these are implemented, verify that these resources and processes are in place and being used.

## **Guidelines**

1. The Principal will delegate to a staff member responsibility for maintaining and complying with building licenses and safety practices as detailed in health and safety procedures.
2. The College will maintain a Health and Safety Committee with representation that reflects the College community, meeting at least twice per term. Its objectives are:
  - to promote active awareness of schoolwide health and safety
  - to review health and safety related procedures to ensure their ongoing effectiveness (a health and safety audit)
  - to report any areas of concern and make recommendations to school management and the Board of Trustees via the Principal to ensure ongoing improvements and actions to promote a safe and healthy environment.

3. The Board will receive regular reports about compliance issues via the Finance and Resource Committee and/or the Principal. The Board will receive and approve the Health and Safety Committee meeting minutes.
4. The Board may from time to time recommend employment of consultants to advise on specific health and safety issues and will provide training in safe practices as appropriate.
5. Departments that have a programme that is potentially dangerous will develop a departmental safety policy.

Ratified by Board:

Date: 17 February 2021



Signed for Board

Responsibility: Board of Kavanagh College

Reviewed: February 2021

Next review date: February 2022

Policy: NAG 5 Health and Safety

#### Related Documentation

Health and Safety Practical Guide for Boards of Trustees and School Leaders – Ministry of Education 2015

Guide for the Code of Practice for School Exempt Laboratories

Safety in Technology Education: A Guidance Manual for New Zealand Schools.

Health and Safety Operational Procedures

- Induction Training and Information
- Visitors to the college
- Injury and Incident Management and Reporting
- Department responsibilities
- Personal Protective Equipment
- Risk Management
- Worker Engagement and Participation
- Safety Checking Procedures for Employees, Contractors and Volunteers
- Emergency Management Plan
- Pandemic Planning





# BOARD OF KAVANAGH COLLEGE

## **POLICY: HUMAN RESOURCES**

## **NAG 3**

People – Staff, students and community are the most valuable resource that Kavanagh College has. The Human Resources policy will enable the Board to achieve its goals for the people within the Catholic Community of the College.

### **Purpose**

1. The College exists to serve the Catholic parents and students of the Diocese of Dunedin.
2. Everyone will be treated with Christian love and compassion and their individual contribution to the corporate body will be recognized.
3. The Special Character of the College is essential to this authenticity.
4. Policies and programmes will affirm the partnership in which tangata whenua and all other ethnic groups share their aspirations and listen to each other.
5. All within the College will be encouraged to develop their full potential.
6. As a good employer the Board will use the four values of the College, Respect, Service, Justice and Truth to inform Human Resource decisions.
7. The Charter and Strategic Plan will articulate the vision of Human Resources in the College.

### **Guidelines**

1. All employment-related legislative requirements are applied.
2. Employment records are maintained and all employees have written employment agreements
3. A Performance Management System, which includes the Performance Standards for tagged and untagged teachers, will operate for all staff. This will include procedures for Principal appraisal, appraisal of staff and accreditation for Teacher registration.
4. An annual staff development programme will be implemented. This will relate to the goals for the College, the needs of staff identified through the performance management system, and the curriculum development needs for the College.
5. An industrial relations process, described in the collective contracts, will operate competency and grievance procedures and respond to Human Rights issues.
6. The Board of Trustees will initiate a development and training plan as required.

### **Procedures for appointment of staff**

Appointment procedures for integrated schools are governed by the Private School Conditional Integration Act and the Proprietor's Handbook which details the process required.

The appointment of the Principal is done by the Board.

The appointment of members of Senior Management is done by the Principal and Board

together.

The appointment of all other staff is done by the Principal who reports to the Human Resources Committee.

The Proprietor's representatives will be involved in the approval of teachers appointed to tagged positions.

Ratified by Board:

Signed for BOT

Date: May 2019

Responsibility:

Board of Trustees

Reviewed:

May 2019

Next review date:

September 2021

Policy:

NAG 3 Human resources



# BOARD OF KAVANAGH COLLEGE

## POLICY: APPOINTMENTS POLICY

NAG 3

### Purpose

The College recognises its responsibilities to appoint the most appropriate staff members in line with the ethos of the College's special character while ensuring the best applicants are appointed through a fair, rigorous appointments process.

### Policy Objectives

To assist in the appointment of quality staff to any vacancy that may arise, appointment committees with expertise relevant to the vacancy will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Children's Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is adopted in conjunction with Kavanagh College procedures on safety checking, police vetting and screening.

### Delegations

The board delegates authority to determine the composition of the various appointment committees according to the schedule outlined below. Appointment of the principal is the responsibility of the board, which will determine the process and seek appropriate external advice.

### Expectations and Limitations

The Principal must ensure that:

- appointment of leadership positions will involve an appointment committee consisting of the principal, a representative of the board and other relevant staff delegated by the Principal;
- unless determined otherwise by the board, appointment of all other teachers, part-time teachers, long-term relieving teachers and non-teaching staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary;
- procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff;
- When tagged positions are being filled, procedures from the current publication *Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools* will be followed.

In the case of Community of Learning Kāhui Ako membership:

- Staff appointed to the Community of Learning Kāhui Ako leadership role or the teacher across schools role must receive consent from the board.

## Monitoring and Reporting

Monitoring will occur through the regular principal's report to the Board of Trustees.

## Legislative compliance

[Collective  
employment  
agreements](#)

[Employment  
Relations Act 2000](#)

[Children's Act 2014](#)

Ratified by Board:



Signed for BOT

Date: 4 December 2019

|                   |                    |
|-------------------|--------------------|
| Responsibility:   | Board of Trustees  |
| Reviewed:         | December 2019      |
| Next review date: | December 2022      |
| Policy:           | NAG 3 Appointments |

## Related Documents

- Police vetting procedure
- Safety checklists
- Agreed templates



# BOARD OF KAVANAGH COLLEGE

## POLICY: INTERNATIONAL STUDENTS

NAG 6

### Rationale

This policy outlines the school's purpose and benefits for the enrolment of fee-paying international students. By enrolling international students, the school aims to promote internationalization, providing opportunities for students and staff from different cultures to work alongside each other in teaching and learning, providing different perspectives in order to develop each individual's understanding of other cultures. Our goal is for all our students to become connected global citizens, ready to live and work in the diverse and connected modern world.

### Purpose

- To develop cultural understanding and insight in our students to enable them to become global citizens
- To foster international cooperation and relationships now and in the future
- To enable exchanges of benefit to language learners, and other learning and co-curricular areas such as history, geography, social studies, economics, sports, cultural activities, etcetera
- To provide the school with additional funds to enhance quality teaching and learning

### Guidelines

- Kavanagh College will be compliant with all aspects of the Education (Pastoral Care of International Students) Code of Practice, 2016.
- International Students will be enrolled at Kavanagh College under a Contract of Enrolment in accordance with Section 2 of the Education Act 1989.
- Appropriate staff and resources will be allocated by the school for the recruitment, administration and pastoral care requirements of international students.
- There will be clear procedures in place which relate to this policy.

Ratified by Board:

Signed for Board

Date: February 2021

|                   |                              |
|-------------------|------------------------------|
| Responsibility:   | Board of Kavanagh College    |
| Reviewed:         | February 2021                |
| Next review date: | February 2024                |
| Policy:           | NAG 6 International students |



# BOARD OF KAVANAGH COLLEGE

## **POLICY: INTERNATIONAL STUDENTS GRIEVANCE**

**NAG 6**

### **DEFINITIONS:**

#### **Grievance means:**

An approach to the school by or on behalf of a student that expresses dissatisfaction or unhappiness with some element of the student's enrolment at the school. Grievances may relate to pastoral care, accommodation, the education programme, or any other element of the student's enrolment. Grievances can be made formally or informally and are dealt with through the school's internal grievance procedures.

#### **Complaint means:**

A formal approach to the Code Administrator where a student is unable to access a school's internal grievance process or is dissatisfied with the outcome of that process.

#### **Purpose**

This policy makes clear factors that will be considered to ensure a proper and fair process is in place to resolve grievances by students or their families.

This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).

#### **Rationale**

If we comply with Outcomes 1-8 of the Code, maintain positive relationships with our students, provide excellent pastoral care and work towards resolving minor issues before they become too big, most student grievances can be settled before a complaint is laid.

In order to ensure that grievances are dealt with fairly and effectively, we must have clear and robust processes in place.

#### **Managing grievances**

The school ensures that its procedures for dealing with grievances will include the following:

1. A clearly communicated internal process for international students, their parents, or other parties to raise a grievance and have it resolved
2. Clearly defined internal procedures which the school follows to resolve grievances from international students, their parents, or other parties
3. An undertaking to deal with all grievances in a fair and reasonable manner with the intent of resolving concerns effectively and within a reasonable timeframe

4. A clearly communicated complaints process for students, parents, or other parties to follow in the event a student is not satisfied with the outcome from a grievance
5. An undertaking that the school will comply with all aspects of the Code and Disputes Resolution Scheme rules.

## **Review**

The school will review procedures relating to this policy as part of the annual self-review. The school will collect and record appropriate evidence of the review.

## **Reporting**

The staff member in charge of the international student programme will report directly to the Principal on the operation of the Grievance Policy.

Ratified by Board:

Signed for Board

Date: February 2021

Responsibility:

Board of Trustees

Reviewed:

February 2021

Next review date:

February 2024

Policy:

NAG 6 International students grievance policy



# BOARD OF KAVANAGH COLLEGE

## POLICY: PASTORAL CARE

NAG 5

### Purpose

Pastoral care is the College's expression of concern for the development of the whole person as created in the image of God.

### Policy Objectives

1. To nurture and foster growth in the Gospel values of reconciliation, respect, care and concern for all persons.
2. To provide staff and students with an experience of Catholic community which is supportive and functional and which creates an atmosphere conducive to learning.
3. To provide a holistic education which seeks to develop the whole person, religious, social, moral, intellectual and emotional.
4. To ensure Gospel values and the charisms of the College are the foundation for the relationships and the culture within the College.
5. To ensure a high level of community partnership in order to enhance the wellbeing and educational outcomes for all within the College.
6. To ensure healthy relationships are nurtured by promoting programmes that reflect Gospel values.
7. Where possible restorative justice will be used to resolve conflict and promote sustainable change.

### Expectations and Limitations

- While pastoral care is the responsibility of all staff and students, the College Chaplain(s), Guidance Counsellor(s), Deans and Tutor Teachers have a special responsibility in this area. Provision shall be made for the ongoing formation of all staff in pastoral care.
- Support systems will be promoted and made readily available to all staff and students.
- A climate of affirmation and faith will encourage students and staff to develop a strong sense of respect and support for others.
- Students will be provided with opportunities to develop learning and living skills, to better cope with daily life and to gain healthy attitudes.
- College staff will work to foster positive relationships with parents, families, parishes, and contributing schools.



Ratified by Board:  
Date: November 2020



Signed for BOT

|                   |                     |
|-------------------|---------------------|
| Responsibility:   | Board of Trustees   |
| Reviewed:         | October 2020        |
| Next review date: | October 2023        |
| Policy:           | NAG 5 Pastoral Care |

### Related Documents

- The current Handbook for Boards of Trustees of Catholic Integrated Schools
- Special Character Policy
- Managing challenging behaviour and physical restraint policy
- Bullying prevention and response policy
- Concerns and complaints policy
- Disciplinary Committee terms of reference



# BOARD OF KAVANAGH COLLEGE

## **POLICY: MANAGING CHALLENGING BEHAVIOUR AND PHYSICAL RESTRAINT**

**NAG 5**

### **Purpose**

To minimise the effect of challenging behaviour, the board of trustees shall ensure that effective procedures are in place around the management of student behaviour and the use of physical restraint. Discipline will be fair, firm, consistent, predictable and restorative with the Gospel values of compassion, forgiveness and respect for the individual underpinning all decision making.

### **Definitions**

Physical restraint is defined as 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 and is a serious intervention.

Seclusion of students is defined as placing a child or student in a room involuntarily, alone and from which they cannot (or believe they cannot) freely exit.

### **Policy Objectives**

- The College values of respect, service, justice and truth form the basis of all behavioural expectations which are made known to all members of the school community.
- Both students and their parents/caregivers/whanau will be made aware of the expected standards of behaviour through assemblies, newsletters, individual communication where necessary, with parents and caregivers and will be demonstrated by staff via their relationships with students.
- The College values will be reflected in all behaviour management/disciplinary related decision making.
- The behavioural management system will reflect the Board's concern for pastoral care and natural justice.
- The principles of Restorative Justice practices may be adopted to resolve issues. However, the Principal, (or delegated nominee), must ensure the processes used for considering cases of serious misconduct, i.e. where consideration is to be given for a formal Stand-down and Suspension also meet the legal requirements.
- All staff will receive training to ensure they understand the Ministry of Education guidelines for registered schools in New Zealand on the use of physical restraint and to undertake appropriate professional development.

- To ensure that parents or caregivers involved are notified of any incident of physical restraint and that it is reported to the Ministry of Education. The Board will ensure that parents or caregivers are notified if physical restraint is an element in a student's individual behaviour plan.
- Complainants with concerns regarding the use of physical restraint must follow the school's prescribed concerns and complaints procedure.

### **Delegations**

The Board delegates to the Principal:

- Responsibility for ensuring that quality staff training and support is provided.
- The reporting of incidents of physical restraint to parents, caregivers and the Ministry of Education.
- The responsibility of notifying a student's parents or caregivers if an element of physical restraint is in a student's individual behaviour plan.

### **Expectations and Limitations**

- Staff will participate in ongoing professional development in prevention and de-escalation strategies used to limit the need to physically restrain a student.
- Use of physical restraint is limited to teachers or authorised staff members and only where:
  - there are reasonable grounds to believe that there is a serious and imminent risk to the safety of a student or of any other person. physical restraint is necessary to prevent imminent harm (including significant emotional harm) to the student or another person
  - it is believed that there is no other option available in the circumstances to prevent the harm
  - the restraint used is reasonable and proportionate in the circumstances.
  - authorised staff are employees authorised by their employer (the board of trustees) to use physical restraint.
  - teachers and staff members who are authorised to physically restrain students shall receive suitable training and support.
  - seclusion of students is prohibited.

### **Monitoring and Reporting**

- Instances, matters or risks in relation to this policy shall form part of the Principal's report to every Board meeting, taking care that individual students cannot be identified.
- The Board shall monitor the use of physical restraint, looking for trends and any action that could be taken at governance level to support the reduction in such incidents.

Ratified by Board:



Signed for Board

Date: 17 February 2021

Responsibility: Board of Kavanagh College  
Reviewed: February 2021  
Next review date: February 2024  
Policy: NAG 5 Managing challenging behaviour and physical restraint

### **Associated legislation**

[Education and Training Act 2020 1989](#)

[Education \(Physical Restraint\) Rules 2017](#)

[Health and Safety at Work Act 2015](#)



# BOARD OF KAVANAGH COLLEGE

## POLICY: BULLYING PREVENTION AND RESPONSE

### Purpose

To provide the College community with a positive environment where students and staff are safe from the impact of emotional and physical harm.

### Policy Objectives

To provide a respectful, safe and inclusive environment, for all students and staff. We will achieve this by enacting the Gospel values of compassion, commitment and community to enhance the wellbeing and achievement of all students and staff.

All members of the College should understand the definition of bullying behaviours, the prevention strategies undertaken by the College, and the actions that can be taken when bullying does occur.

### Delegations

This policy applies to all involved in the College community, including members of the Board of Trustees, senior leadership, teachers, staff, students, parents and whānau.

All reported incidents of bullying will be investigated by the relevant Dean or delegated staff person.

More serious incidents will be escalated to Senior Leadership Team who will work alongside the Dean to investigate and act on information.

The Principal will be informed of more serious incidents, defined by the Ministry of Education.

For serious incidents, outside agencies will be involved where appropriate.

### Expectations and Limitations

Bullying behaviour is not an individual action. The College community understands that bullying:

- is deliberate
- involves a power imbalance
- has an element of repetition
- is harmful.

Such behaviours can be physical, verbal, social and can take place in the physical or virtual world.

Bullying behaviours can involve up to three parties; initiators (those doing the bullying), targets (those being bullied), and often bystanders (those who witness the bullying).

It is Kavanagh College policy to have a range of prevention strategies in place and operating fully across the College, and to have a consistent and comprehensive response to all reported incidences of bullying behaviours.

### **Monitoring and Compliance**

Reported incidents of bullying will be monitored by the College to identify patterns of behaviour and trends.

Educational and prevention strategies will be determined and implemented by the Principal and senior leadership of the College.

The College will gather incident reporting data regularly and this will be analysed to monitor the effectiveness of prevention strategies and incident responses.

Incident data will be reported to the Board via the Principal's report as appropriate.

Ratified by Board:

Date: 4 November 2020



Signed for BOT

Responsibility:

Board of Trustees

Reviewed:

October 2020

Next review date:

October 2021

Policy:

NAG 5 Bullying prevention and response

### Related Documents

Refer also to the College's:

- Health and Safety Policy
- Digital use agreement
- Incident guide reference guide
- MOE bullying prevention and response: a guide for schools 2015  
<https://www.education.govt.nz/assets/Documents/School/Bullying-prevention/MOEBullyingGuide2015Web.pdf>



# BOARD OF KAVANAGH COLLEGE

## **POLICY: PARENTS AND CAREGIVERS AND COMMUNITY PARTNERSHIP**

**NAG 2**

### **Rationale**

The creation and maintenance of a positive relationship with the College's community is essential. Such a relationship requires an open and welcoming environment that acknowledges the importance of parental/caregiver support and seeks input from all members of the College's community.

### **Purpose**

1. To ensure a high level of community partnership in order to enhance the learning of all pupils at the College.
2. To support appropriate fundraising endeavours, which will provide facilities at the College for the use and enjoyment of the College's pupils, staff and community.
3. To promote the College and its aims to the wider community.

### **Guidelines**

1. The College will use a variety of media to inform the community of its activities. These may include, but are not restricted to, a weekly newsletter, the school website, a calendar of events, parish bulletins and the Diocesan News, as well as local newspapers.
2. The Board will widely circulate the time and place of meetings and invite attendance at the meetings and will have minutes available at school offices.
3. The Board will consider the views of the community in policy matters via a biennial survey.
4. The College will promote good contact with parents through regular communication and written invitations to meet teachers.
5. Parents/Caregivers will be encouraged to participate in College affairs through the Parent and Friends Association, attendance at class liturgies and school assemblies, College and Board events, including College extracurricular activities.
6. Tutor teachers, Deans and the Pastoral Team are expected and encouraged to maintain close communications and dialogue with parents/caregivers over student concerns relating to academic progress or behaviour/discipline.
7. The Board supports the use of College facilities wherever the community can use them safely and without cost to the school and within the framework of our Special Character.

8. The College will encourage interaction with the College Alumni Association.

Ratified by Board:

Signed for BOT

Date: May 2019

Responsibility:

Board of Trustees

Reviewed:

May 2019

Next review date:

May 2022

Policy:

NAG 2 parents and caregivers and community participation





# BOARD OF KAVANAGH COLLEGE

## POLICY: REPORTING AND COMMUNICATIONS

NAG 3

### Rationale

The partnership of school and parents and caregivers in students' education is essential, and effective communication is a fundamental part of this involving students, parents, caregivers, school staff and the Board of Trustees.

### Purpose:

1. To foster a spirit of genuine family interest, concern and participation among the students, parents, caregivers, staff and the Board of Trustees.
2. To notify parents and caregivers of important events in the life of the school.
3. To inform parents and caregivers of their child/children's progress at school.
4. To discuss with parents and caregivers how their child/children may best realise his/her or their potential.
5. To review with parents, caregivers, and students means of improving achievement, application and motivation.

### Guidelines:

1. The newsletter is a primary communication link in our community, providing information about the life of the school via the College's website and email.
2. Written reports are sent to all parents and caregivers at regular intervals throughout the year.
3. The College publishes a reporting schedule for parents and caregivers each year. Parents and caregivers are welcome to contact the College outside this schedule.
4. Student participation in the reporting cycle is encouraged.
5. The College convenes parent forums as the need arises to inform parents and caregivers of changes in curriculum and education emphasis.

Ratified by Board:

Signed for BOT

Date: May 2019

Responsibility:

Board of Trustees

Reviewed:

May 2019

Next review date:

May 2022

Policy:

NAG 2 Reporting and communication



# BOARD OF KAVANAGH COLLEGE

## POLICY: PRINCIPAL PERFORMANCE MANAGEMENT NAG 2

### Purpose

A fair and transparent performance appraisal process recognises the professionalism of the Principal and the accountabilities of the Board.

### Scoping

The Board and Principal will establish an annual performance appraisal agreement and review process at the beginning of each school year.

The Principal's performance against this agreement will be reviewed throughout the year, and a final appraisal report will be prepared and presented to the Board at the end of the school year.

The prime focus of the agreement will be that every student at the College is able to attain their highest possible standard in educational achievement.

The Board will ensure there is a provision within in the budget for quality professional development and resources, including, but not confined to:

- continuing education
- books and periodicals
- mentoring
- attendance at professional conferences
- resources required to support the ongoing development of the Principal in relationship to their commitment to Special Character.

### Delegations

The Chair (or his/her nominee) will ensure an annual performance appraisal is carried out in accordance with this policy.

### Expectations and Limitations

- The appraisal process will occur annually, providing a written record of how the Principal has performed as per the terms of the performance agreement and identifying professional development needs.
- The Principal's performance will be formally appraised on an annual basis by duly delegated members of the Board and, optionally at the Board's choice, an independent consultant who specialises in education.
- Those delegated or contracted to perform the review process shall receive written

formalised instructions from the Chair (or nominee) specifying the responsibilities of the role.

- There will be a minimum of three interim reviews, one each term preceding the annual formal appraisal, between the Principal and Chair or delegate(s) to discuss progress.
- The Principal's performance will be reviewed against the criteria set out in the performance agreement – performance objectives, professional standards, learning and development objectives and fulfilment of additional duties that require concurrence payment.
- If the Principal and the Board disagree on the performance objectives, the Board, after considering the Principal's input, will amend the disputed objectives or confirm the unchanged objectives. The Board's decision will be final.
- The Chair, delegate(s) and/or consultant may gather information from staff, parents or any other relevant members of the larger College community who can provide feedback on how the Principal has performed. Evidence may include surveys, self-review, teaching observation (if relevant), interviews, focus groups or documentary evidence.
- The Principal, delegate (s) and/or consultant will meet for a formal interview to discuss whether the performance agreement criteria have been satisfied. The Principal is given the opportunity to discuss and comment on each criterion before a rating is given. The results will then be drafted into a report by the delegate(s) and/or consultant and sent to the Principal. The Principal can accept or dispute the report. If the report is disputed, the delegate(s) and/or consultant will consider the Principal's views before deciding to either amend their report or let the report stand with the Principal's comments attached.
- The Chair/delegate(s)/consultant will present their final appraisal to the Board with the results of the appraisal. The Principal may be present at the presentation and will have the opportunity to address the Board. The Principal will then exit, and further discussion may continue among the Board.
- The Principal will be informed personally by the Chair and in writing of the final outcome following the report discussion.
- The performance appraisal report and supporting documentation are confidential to the Principal, the Board and their agents unless both parties agree to wider distribution.

Ratified by Board:



Signed for BOT

Date: 8 April 2020

|                   |                                       |
|-------------------|---------------------------------------|
| Responsibility:   | Board of Trustees                     |
| Reviewed:         | April 2020                            |
| Next review date: | April 2023                            |
| Policy:           | NAG 3 Principal performance appraisal |



# BOARD OF KAVANAGH COLLEGE

## POLICY: CATHOLIC SPECIAL CHARACTER

NAG 1

### Purpose

The Catholic Special Character of Kavanagh College is the provision of a Catholic education led by the Gospel values.

### Policy Objectives

To bring to life the Mission statement of the college *“Kavanagh College exists to promote excellence in learning and teaching in a climate of faith and pastoral care for the Catholic community of Dunedin”*

### Delegations

The Special Character Committee comprised of Board of Trustees members, the DRS and Principal, will ensure that all decisions and actions undertaken by the Board promote and enhance the Catholic Special Character of the college.

### Expectations and Limitations

The Board of Trustees through the Principal must:

- ensure that the college policies and processes reflect the values of Jesus Christ and Catholic special character as provided for in the Private Schools' Conditional Integration Act 1975 and the Integration Agreement for this college
- acknowledge the Bishop of Dunedin as the Proprietor of the College
- ensure that school life is centred on the person of Christ and inspired by his living spirit
- ensure that Catholic special character underpins all activities of the college, and influences the delivery of the entire curriculum
- ensure the dignity of each person is upheld with a focus on restorative practice, care, and forgiveness
- ensure all students undertake a course of religious education according to direction from the New Zealand Catholic Bishops Conference
- provide opportunities for sharing in the sacraments and the wider life of the Catholic church
- require that the attitudes, values and conduct of the staff reflect Gospel values and support the Catholic special character of the college
- acknowledge and honour the charisms of the founding orders - Christian Brothers, Dominicans and Sisters of Mercy

- provide students with opportunities to witness and share the truth of the Gospel, and encourage them to live the Gospel values, particularly the values of Respect, Service, Justice and Truth.
- develop student awareness of social justice issues in the light of Catholic social teaching; and promote an attitude of respect and responsible stewardship for earth
- value and reflect the Treaty of Waitangi through bi-cultural relationships, imagery and signs
- ensure the physical environment reflects Catholic faith
- ensure that all staff receive an appropriate induction programme and ongoing professional learning to develop their understanding of the implications and obligations of Catholic special character.

### **Monitoring and Reporting**

The Special Character Committee will

- report regularly to the Board of Trustees on matters relating to the Catholic special character of the college
- lead annual internal evaluation based on the three dimensions of the NZCEO external review document
- complete an annual compliance attestation based on review of dimension four of the NZCEO external review document

### **Legislative Compliance**

Private Schools Conditional Integration Agreement 1975

Education (Update) Amendment Act, 2017

Kavanagh College Integration Agreement

Ratified by Board:



Signed for BOT

Date: 24 June 2020

|                   |                         |
|-------------------|-------------------------|
| Responsibility:   | Board of Trustees       |
| Reviewed:         | June 2020               |
| Next review date: | June 2023               |
| Policy:           | NAG 1 Special character |

### **Related Documents**

- The current Handbook for Boards of Trustees of Catholic Integrated Schools
- Catholic Special Character Review for Development, NZCEO
- Curriculum Delivery Policy
- Laudato Si' – encyclical Pope Francis
- Pastoral Care Policy



# BOARD OF KAVANAGH COLLEGE

## POLICY: TRUSTEE TRAINING

NAG 3

The efficient functioning of the Board of Trustees depends on the relevant expertise of its members and the proper understanding of the role. Trustee training then, is a committed response to the needs of the Board to discharge this responsibility.

### Purpose

1. To ensure that the Special Character of Kavanagh College is reflected in the Board's role and responsibilities.
2. To gain familiarity with the Character, policies, Integration Agreement, and programmes of the Board.
3. To identify legislative and other changes which affect the operation of the Board, and to acquaint Trustees with relevant knowledge of Acts of Parliament, Local Government By-laws, the Integration Agreement, and any changes thereof.
4. To identify the training needs of Board members and ensure they receive ongoing training and support.

### Guidelines

1. Catholic Education Office will be invited to conduct the Special Character training of the Board of Trustees.
2. Each Trustee will be provided with a Kavanagh College Board of Trustees handbook, and other relevant information.
3. One Trustee will be appointed to implement and evaluate the training requirements of the Board.
4. Information about training courses and seminars will be communicated to the Board.
5. Resources and facilities provided by agencies such as Schools Trustees Association, Dunedin School of Education, Catholic Education offices and Board of Trustee Training support groups will be utilized.
6. Evaluation and written reports should follow all training opportunities, when delegates represent the Board.
7. Further training needs will be evaluated and ongoing support requested when necessary.
8. A budget will be put in place for the purposes of training.

Ratified by Board:

Signed for BOT

Date: May 2019

|                   |                        |
|-------------------|------------------------|
| Responsibility:   | Board of Trustees      |
| Reviewed:         | May 2019               |
| Next review date: | June 2021              |
| Policy:           | NAG 3 Trustee Training |



# BOARD OF KAVANAGH COLLEGE

## POLICY: UNIFORM

NAG 6

### Rationale:

The Board seeks to develop an ordered and tidy school environment that is unified through the wearing of a common uniform.

### Guidelines:

1. The Board requires all students to wear the uniform as published by the school in its enrolment information and website
2. Enforcing the code to wear the uniform will be the delegated responsibility of the Principal and staff.
3. Changes to the uniform will be made by the Board, (including sports)
4. Any change will seek to maintain the school colours in the uniform.
5. From time to time the Principal may allow students to wear non-regulation clothing for short periods of time without removing the requirement to wear school uniform on a regular basis.

Ratified by Board:

Signed for BOT

Date: May 2019

|                   |                   |
|-------------------|-------------------|
| Responsibility:   | Board of Trustees |
| Reviewed:         | May 2019          |
| Next review date: | November 2022     |
| Policy:           | Nag 6 Uniform     |



# BOARD OF KAVANAGH COLLEGE

## POLICY: PRIVACY

NAG 6

### Purpose

The Board of Kavanagh College must comply with the Privacy Act 2020 to safeguard information and operate under good practice guidelines when handling personal information.

### Definitions

Personal information is information that identifies an individual or could identify an individual.

### Policy Objective

To ensure legislative compliance with regard to

- (a) the collection, use, and disclosure of information relating to individuals.
- (b) access by an individual to information relating to that individual held by the College.

### Guidelines

- 1 In complying with the provisions of the Privacy Act 2020, the Board will appoint a Privacy Officer. The role of the Privacy Officer is to
  - Ensure compliance with the Privacy Act 2020
  - Deal with requests made under the Privacy Act 2020
  - Act as the point of contact with the Privacy Commissioner as required
- 2 The Kavanagh College Privacy Statement will assist the Privacy Officer in his/her task of ensuring that the Board and Staff adhere to the principles contained in the Privacy Act 2020.
- 3 The Kavanagh College Privacy Statement will comply with the thirteen principles contained in the Privacy Act 2020.
- 4 This policy does not limit or exclude a person's rights under the Privacy Act 2020.

Ratified by Board:

Signed for BoardT

Date: 17 February 2021

|                   |                           |
|-------------------|---------------------------|
| Responsibility:   | Board of Kavanagh College |
| Reviewed:         | February 2021             |
| Next review date: | February 2024             |
| Policy:           | NAG 6 Privacy Policy      |



Related Documents:

- Kavanagh College Privacy Statement
- Privacy Act 2020
- Official Information Act 1982
- Education and Training Act 2020
- Oranga Tamariki Act 1989
- The Children's Act 2014