



Hamilton
Seventh-day Adventist® School
Educating for Eternity



Parent Handbook

2025

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About our Kura

Our *kura* is a part of the Seventh-day Adventist School System in New Zealand. We aim to journey with God through the work of the Holy Spirit to fulfill the purpose He has for our school, our students, and our school community. Christian Education aims to support our homes, churches, conferences, and wider communities. Because we emphasise Christian values, based on Biblical principles, students are educated to be effective citizens for this earth and for the new earth to come. Educating involves growth on the part of students and teachers as we work and develop together both academic and spiritual talents.

As Adventist educators, we delight in working with God for the salvation of our students. We are committed to nurturing the holistic growth of our students. Our goal is to see students grow in their relationship with Jesus, living out His heart of others-centered love in their interactions with others.

Micah 6:8 reminds us what the LORD requires of us, "to DO justice, to LOVE mercy, and to WALK humbly with our God".

Our responsibility as teachers is to present balanced learning programs based on the New Zealand Curriculum within the context of our special character, Seventh-day Adventist framework. Consequently, we teach all curriculum areas from this perspective. We encourage students to develop spiritually, academically, physically, and socially.

Academically, we grow students with the necessary skills in literacy and numeracy to further their education. Along with these skills, we encourage students to have an inquiry approach to learning - asking questions and thinking for themselves and not merely reflecting the ideas of others. Students are encouraged to learn and grow beyond their classroom experiences - growing for eternity, as lifelong learners.

Spiritually, we model and support students to develop a loving relationship with God. This will help them to relate to others in a loving, caring way.

Socially, we want students to be effective problem-solvers and deal with conflict in a positive, Christian manner.

Physically, we teach students to view their bodies as the temple of God and to glorify Him with their bodies. Thus, exercise and healthy eating are promoted at our school.

Jesus is our Master Teacher, and we seek His ways in learning and growing through His Word - the Bible.

*"But grow in grace, and in the knowledge of our Lord and Saviour Jesus Christ.
To Him be glory both now and forever. Amen." 2 Peter 3:18*

Our People

Teaching Staff

Principal	Mr. Shaun Hurlow	principal@hamsda.school.nz
Koru Class (NE/Y1)	Mrs. Ellie Oliveti	eoliveti@hamsda.school.nz
Room 1 (Y2/3)	Mrs. Coleen Roche	croche@hamsda.school.nz
Room 2 (Y3/4)	Mrs. Seini Vailea	svailea@hamsda.school.nz
Room 3 (Y5/6) & SENCO	Mrs. Belinda Ninah	bninah@hamsda.school.nz
Room 4 (Y7/8) & DP	Mr. James Roche	jroche@hamsda.school.nz

Support Staff

Secretary	Mrs. Robyn Head	office@hamsda.school.nz
Teacher Aide	Mrs. Jane Johns	
	Mrs. Serona Thomas	
	Mr. Jared Vercoe	
Relief Teachers	Mrs. Phoebe Craw	
	Mr. Jason Tubman	
Bus Driver	Mrs. Debbie Bernal	022 128 0894
School Chaplain	Ps. Jordan Spangler	jordanspangler@adventist.org.nz

Board of Trustees

Presiding Member	Mr. Matthew Ockleston	matthew@ockleston.nz
Principal	Mr. Shaun Hurlow	principal@hamsda.school.nz
Staff Representative	Mrs. Ellie Oliveti	eoliveti@hamsda.school.nz
Parent Representatives	Mr. Peter Mills Mrs. Maritha O'Halloran Mrs. Tarani Wilson	
Proprietor's Representatives	Ps. Jordan Spangler Mr. Israel O'Dea Mr. Owen Dunstone	

Our Mission, Deep Hope, and Values

Our Mission	Educating for Eternity
Our Deep Hope	Our students will encounter the heart of God as they walk in a growing relationship with Him and with others, that inspires them to make a positive impact for His Kingdom.
Our Values	

Postal Address:	46 Annebrook Rd, Hillcrest
Phone:	07 856 4417
Website:	www.hamsda.school.nz
Email:	office@hamsda.school.nz

The Hamilton Seventh-day Adventist School aims to provide a quality education with a strong emphasis on a saving personal relationship with Jesus Christ, in a caring Christian environment.

Special Character

Our Seventh-day Adventist School was established by the local community of the Seventh-day Adventist Church to serve the educational needs of its children and the mission of our Church. This mission includes the provision of educational opportunity to all who share its objectives. Our school is a member of the system of schools operated by the Conferences of the Seventh-day Adventist Church in New Zealand

The Special Character of the school is determined by the faith system made up of Bible-based Christian beliefs, values, and lifestyle of the Seventh-day Adventist Church and determined by the General Conference of the Seventh-day Adventist Church and as advised through the New Zealand Seventh-day Adventist Schools Association Ltd.



The purpose of our school is to support the home and the church in helping young people develop a personal relationship with God. The function of our school is to facilitate the development of commitment to our Bible-based beliefs and practices of our church so that students will become responsible and caring Christians in our community. We endeavour to provide balanced,

individual learning programmes using our New Zealand Curriculum and Adventist Curriculum Framework.

Our 28 Seventh-day Adventist Bible-based Fundamental Beliefs can be found at <https://adventist.org/beliefs>

The school aims to:

1. Provide a Spiritual environment that actively challenges children to develop a personal relationship with Christ.
2. Develop a strong moral character.
3. Provide opportunities for all children to be involved in community service, so as to fulfill God's purpose for us - in being "His hands" here on earth.
4. Provide learning experiences that give opportunities for children to be the "best they can be" in each area of the school curriculum.
5. Assist children to recognise their strengths and gifts, and give opportunities for these to be used.
6. Encourage children to become decision makers and problem-solvers; having the ability to resolve issues for themselves.
7. Develop technological skills that will enable the children to adapt to meet the ever changing demands of a technological world.
8. Develop positive interpersonal relationship skills. This will include developing good sportsmanship and habits of "fair play".

9. Develop self-discipline skills.
10. Foster intellectual curiosity that will motivate children to want to explore and learn.
11. Develop skills in “learning how to learn”; facilitating “life-long learners”.
12. Foster the development of physical health, ensuring an all-round balanced development.
13. Have an orderly, planned school environment.
14. Foster an interpersonal school environment where children can “be themselves” without fear of ridicule or discrimination.
15. Encourage children to be “participants” in life, rather than mere “onlookers”.
16. Encourage responsibility and respect for the world community, and in caring for their environment.



The School Board of Trustees

This is the governing body of the school. It is comprised of; elected parent representatives, proprietor's representatives (from the Seventh-day Adventist Church), a staff representative, and the school principal.

Its functions are to foster the Seventh-day Adventist philosophy of education in the school, ensure a high standard of curriculum development and delivery, as well as care for the physical plant, financial operations of the school, personnel management, and the enrolment of pupils.

The current Executive Officers of the Board are:

Presiding Member: Matthew Ockleston
Principal: Shaun Hurlow

e: matthew@ockleston.nz
e: principal@hamsda.school.nz

Starting School

Here are a few ideas you can help your child with as they first begin school:

1. Talk regularly with your child about friends, games, and general happenings during the day at school.
2. Teach them to put on shoes and tie the laces.
3. Label clothing.
4. Give tasks to perform around the home. This will help build confidence and develop responsibility.

5. Encourage your child when work is brought home. Find a place to pin work samples.
6. Select stories and picture books and read with your child daily.
7. Teach your child your home phone number and address.
8. Encourage putting things away after use or when told.
9. Insist on the use of a handkerchief or tissues.
10. Teach how to use and flush the toilet and then wash their hands.



Enrolment

The following are the procedures to follow when seeking admission to the school;

1. Complete an “[Application for Enrolment](#)” form.
2. Supply any further written documentation that may be required, as deemed necessary by the principal, for example; school reports for children currently enrolled at school, a copy of the birth certificate, references, plus any other information that may be useful to the board.
3. International students are to complete the [International Enrolment Form](#) and are required to include a copy of the front page of their passport and a copy of their student permit.
3. Arrange for an interview with the principal (including parents/caregivers & child).
4. The Principal will then submit the application and supporting documents to the Enrolment Committee for their approval. Parents will be notified of the outcome.
5. Click [here](#) for the comprehensive outline of the enrolment process.



Please Note: If there is no room currently available at the time of application, parents will be advised that the application has been received, and will be placed on a waiting list.

When space within the school becomes available, contact will be made by the principal.

School Hours

The following are the times that the children are in the classrooms for instruction:

Morning Session	8:55	-	10:05
<i>Fitness</i>	<i>10:05</i>	-	<i>10:20</i>
Mid-Morning Session	10:20	-	11:15
<i>Break-time</i>	<i>11:10</i>	-	<i>11:30</i>
Late Morning Session	11:30	-	12:45
<i>LUNCH</i>	<i>12:45pm</i>	-	<i>1:35pm</i>
Afternoon Session	1:35pm	-	3:00pm

The children need to place their bags on their hooks in the hallway outside their classrooms. Provided the weather is fine, they are then expected to play outside until the morning bell (8:55am). Playground supervision commences at 8:30 am in the morning and concludes at 3:15 pm in the afternoon.

Parents are asked not to bring their children before 8:30 am, and to pick them up as soon after 3:00 pm as possible, but no later than 3:15 pm.

We do offer before and after-school supervision. Please contact the school office or the Principal for more information regarding this.

Attendance

The New Zealand Government requires all children from the ages of 6 through to 16, to attend school regularly. Because our Attendance Registers can be used as legal documents, the school requires contact from the parents for every absence. When parents know in advance of an absence, we would appreciate it if they would communicate this to the school administration before the child is removed from school or kept home. Parents will be contacted within an hour of school starting if a child is absent, without contact being made by parents.

To ensure a successful scholastic programme, students are expected to arrive at school in time to be ready to start classes at 8:55 am. Should a child be late for whatever reason, they will be expected to give a satisfactory explanation to the teacher.

All children are under the control of the school from the time they leave home in the morning until they arrive home in the afternoon, unless being delivered and collected by their parents/caregivers or their representative of their parents/caregivers. No child is free to leave the school with parents in the afternoon until dismissal from class, unless arrangements have been made with the class teacher. For safety reasons, all cars must be stationary before being approached by children.

School Fees

Fees

There are three charges that apply to all students.

Attendance Dues

These are charged by the church proprietors in Auckland, with the money being used for the upgrading of school facilities. This charge is compulsory and children may be excluded from the school roll for failure to pay these fees. Fees for the year 2026 are \$165 per child, per term. Parents need to have a term's fees up-to-date before commencing the next term, unless arrangements have been made with the school. This fee is paid directly to NZ SDA Schools Association Ltd

Special Character Donation

This voluntary donation, levied by the proprietor, is used to maintain the special character of our New Zealand School system through professional development of staff, assisting with expenses relating to locating and transferring staff, and contributing towards the expenses of our National Education Director. This fee is paid directly to the NZ SDA Schools Association. Special Character Donations for the 2026 Year are \$32 per child, per term.

Stationary & Take-home elements

All of your child's stationery needs are provided by the school, and families will be charged \$50 a year to cover the cost.

Families will be charged for take-home elements related to their learning.

International Students

There are a limited number of places available for Foreign Fee Paying Students. Contact the Office for a Fee Schedule and additional information.

Year 7-8 Technology Fee

The Year 7-8 students attend Peachgrove Intermediate School each Wednesday morning from 9:00 am to 11:30 am, to complete the curriculum's technology requirements. The cost per child in Year 7-8 is \$60.00 for the year. This amount needs to be paid before the children can keep any of the projects they make at Technology.

Valuables

Children with money or valuable items are advised to give these to their teacher as soon as possible in the morning for safe keeping during the day. Personal items such as 'toys' are brought to school at the child's own risk. The school cannot take responsibility for the safety of these items.

School Bags

As the school is endeavoring to develop school spirit and school pride, the bags of our school children are to be free of stickers and graffiti. At school, they are to be kept on the hooks provided. Because bags are personal property, no one is permitted to go into any other person's school bag or to interfere with their possessions in any way.



Lost Property

Parents are urged to name all items brought to school. A lost property basket is located in the school office area. Parents are encouraged to check regularly for lost items. Unclaimed lost property from the previous term may be disposed of at the beginning of each new term. This may include using the unclaimed uniforms by any parent needing clothing for their child, at a reduced cost. (Please contact the Principal first when wishing to do this.)

School Curriculum

The school implements the objectives of the National Curriculum provided by the Ministry of Education. It also takes into account local needs, priorities, and resources. The curriculum is delivered within the Teaching for Transformation framework, which intentionally supports the integration of our Special Character, Christian heritage, beliefs, and values. Worship times and Bible instruction occur daily, with the support of Encounter and the Interact Curricula. .

Homework

Homework will vary based on students' year level. Students shouldn't need to spend large amounts of time



doing homework each day. The purpose of homework is to support the learning that is happening at school. If there isn't homework provided, read together and model the enjoyment of reading books. Go to the Ministry of Education's [Parent Portal](#) to find out about how you can support your child's learning at home.

Discipline

The children's behaviour should uphold the Christian standards of the school.

The purpose of discipline is to be "redemptive" - to aid the student to grow towards mature Christian adulthood. Disciplinary actions are taken with this purpose in mind. School personnel are required to respect the dignity of each student. In turn, school personnel can expect to be treated with respect.

The following describes the broad management levels in the disciplinary process of the school.

1. Classroom Teacher

It is expected that the class teacher will deal with most discipline problems in the classroom by providing an engaging learning environment and using positive reinforcement and deterrents when required.

2. Principal

Repeated or escalated disciplinary interventions will be dealt with by the Principal.

3. Parents

Parents will be contacted if there is an intervention in place..

4. The Board of Trustees

The Board of Trustees has the final say over the continued enrolment of a child. The Board of Trustees is committed to ensuring discipline is dealt with fairly and compassionately. The legal requirements regarding stand-downs & suspensions will be followed. These are available to parents on the [Ministry of Education website](#).

Incident Reporting

When behavioral incidents of concern occur, teachers will submit the details relating to the incidents on our confidential school management system. Patterns and trends are then able to be observed and addressed.

Reporting to Parents

There are times when the child will bring home a 'parent copy' of the incident for you to read, sign & return. This is part of our procedures in keeping you informed and in assisting the child to take responsibility for their actions.

School Standards

The Hamilton SDA School aims to maintain the ideals of the Seventh-day Adventist Church in matters of conduct and morals. The teaching of these ideals is one of the reasons for the school's existence. The standards of conduct are intended to improve the students' usefulness in society, elevate their character, enable their minds, and increase their happiness.

Because we believe God's laws outline standards of ethical behavior based on His character of love, students will be encouraged to:

1. Cheerfully fulfill the citizenship standards of the school.
2. Purposefully support the religious ideals of the school.
3. Respect people of other religious and philosophical persuasions.
4. Demonstrate qualities such as kindness, empathy, courtesy, patience, humility, tolerance, generosity, and helpfulness when interacting with each other.
5. Recognise fair play and show a positive attitude toward justice.
6. Demonstrate a commitment to Christian mission and engage in acts of service.
7. Participate in and find fulfillment through Bible study.
8. Prepare for the responsibility of leadership in the home, church, community, and nation.



9. Follow practices that contribute to strengthening the body temple. This will include abstinence from harmful substances such as drugs, alcohol, and tobacco.
10. Select activities that contribute to the development of the Christian character.
11. Practice punctuality and dependability.
12. Be honest and truthful.

Breakages

Any damage to school property must be reported immediately to the teacher in charge and then to the Principal. Children will be required to pay for all breakages that are not accidental, i.e. when a child is not obeying all the school rules and teachers' directions.

Reports & Interviews

The teachers recognise the importance of parents and teachers working together to help our children. Opportunities will be given during the year for parents to meet with teachers to discuss their child's progress.

The school encourages parents to come and discuss any questions they may have at any time during the school year. It is by working together that we will maximize the opportunities for success with our children.

Newsletters

Newsletters are submitted fortnightly on Friday via the school app and published on our school website.. Please ensure you read the newsletter, as it will often contain information that you need to be aware of. The Newsletter will also be available in the school office.

Sport

Children are involved in a variety of summer and winter sporting activities, including cricket, T-ball, athletics, swimming, hockey, netball, soccer, touch rugby, basketball,



volleyball, and cross country. This includes regular sporting contact with other schools. Our Year 7/8 students participate in the annual Sports Camp at Totara Springs in Term 3.

Swimming

Children will be involved in the Swim Safe Programme at Te Rapa Waterworld. This involves extensive water safety and technique development. Parents will be notified in advance. Generally, this will be for one week in the term 1..

Sports Equipment

Children may borrow equipment from the sports shed when;

1. At the direct request of the teacher
2. Given out by the monitor in charge

Children are not to enter the sports shed except at the specific request of a teacher.

Student Welfare

Sickness or Accidents

It is recognised that minor injuries and sickness will occur, and that the school will need to deal with them. The staff's first-aid coordinator will be responsible for overseeing this process. It is the school's policy in the event of a serious accident to contact the parents. If they cannot be contacted quickly, the Principal will act in "loco-parentis" and take the child for the necessary treatment and then continue to attempt to notify the parents. All medical expenses are the responsibility of the parent. On the odd occasion when children become too sick to remain in class, parents will be contacted and requested to arrange to have their child collected.

School Lunches



Parents are encouraged to provide healthful lunches for their children. The children will be expected to remain seated in the lunch eating area until their lunch is eaten. All are given 15 minutes minimum before anyone can leave to play. During the mid-morning interval ("fruit break") children are allowed to only eat fruit and/or raw vegetables such as carrots. Children must not bring chewing gum, lollies, soft drinks, or chocolate bars to school.

Contact Sports

Body contact games such as tackle rugby, wrestling, and play fighting are not permitted unless supervised by a teacher or coach.

School Health Service

The Public Health Department has a School Health Nurse visiting the school on a regular basis. She is available for help with physical, mental, or emotional problems. If you have a special request, please do not hesitate to make use of this service.

Hair Care

The boy's hair should be kept neat and conservatively cut.
The girl's hair should be tidy and leave her vision clear. Hair ties need to be used for long hair.

Treatment for Head Lice

Unfortunately, one of the aspects of school life is that on occasions, children's hair can become infested with head lice. Parents are requested to check their children's hair regularly. Should one member of your family become infested, the rest of the family needs to be checked. Parents whose children have infestations are requested to contact the Principal as soon as possible.

Movement Around School

For their own safety, children are not permitted to run inside the buildings, cloakrooms, through doorways, or around corners. This includes the concrete walkways along the two sides and also the back of the school.

Out of Bounds

Out-of-bounds areas at school include driveways and car parks, and the grassed areas directly behind the school.



Dental

Children who attend our school are eligible for free dental care services provided by the

New Zealand Government. The children of parents who accept this service receive their treatment from a Dental Nurse. The Dental Service caravan will come to school once a year. If children require treatment at other times, arrangements can be made with the school.



Jewellery/Make-up

Earrings, rings, necklaces, bangles, or other jewelry are not permitted.

(Plain ear “keepers” are allowed for girls.)

Make-up - including nail polish - is also not permitted.

Uniform

Sports Uniform

The school has adopted a sports uniform. Children need to wear their complete sports uniform on their regular weekly sports day (Friday).

In terms 1 & 4, Sports uniform can be worn everyday of the week.



Please contact the school office for further information relating to this.

A sports uniform is also worn at inter-school sporting events.

School Uniform

As the wearing of a school uniform is a pledge of loyalty to the school and an important contribution to the school tone, the wearing of the regulation uniform is compulsory on Mondays to Thursdays in Terms 2 & 3.

All uniform purchases take place at the NZ Uniform Shop on Tristram street or via the online store. Click [NZ Uniforms](#) for the link to our school uniform site.

Boys Uniform

Trousers:	Regulation navy cargo shorts or long pants
Shirt:	Monogrammed short or long-sleeved light-blue polo-shirt
Sweatshirt:	Monogrammed navy polar fleece or anorak
Socks:	Navy blue
Shoes:	Black sandals <u>or</u> Standard black school shoes in the following styles; lace-ups, riding boots, velcro or strap'

(See notes; p. 19)

Hat: Blue - regulation style

Jacket: Regulation monogrammed summer or winter weight (optional)

Girls Uniform (New)

Tunic/Skirt:	Choice of regulation tunic, culottes or skirt
Shirt:	Monogrammed short or long-sleeved blue polo shirt
Sweatshirt:	Regulation monogrammed navy



polar-fleece

Shoes: Black sandals or Standard black school shoes in the following styles;

'lace-ups, riding boots, velcro or strap'

(See notes; p. 19)

Socks: White

Hat: Blue - regulation style

Hair Tidy: Royal blue, red, white or blue

Jacket: Regulation summer or winter weight (optional)



Notes Regarding Footwear

Sandals

The sandals need to be all black, including stitching (but not including the logo), with the usual sandal straps (around ankle and over top of foot). They can be of any brand that meets these specifications.

Shoes

Shoes should be of the standard school lace-up type, with a heel not exceeding 4cm and the front sole not exceeding 2cm. Children may also opt for velcro or slip-on "riding-boot" (low-cut) style, if they find the laces a little difficult.

Please check with the school if unsure regarding any aspects of the uniform requirements.

Parent/Teacher Association(PTA)

The PTA has been set up by parents and the Board of Trustees to promote programs that foster a more complete understanding and a greater degree of cooperation between parents and teachers in attaining the aims of Christian education. In addition, it aims through fundraising to provide the school with additional equipment and facilities.

Membership of the association is open to all parents and guardians of children attending the school, as well as to members of the school staff and those friends who are interested in the school.

Operating Guidelines

Purposes

1. To enhance the communication and working relationships within the school community.
2. To provide opportunities for the parent community to be involved in aspects of school improvement and development.
3. To organise fundraising ventures that will assist in targeted projects around the school.
4. To assist in identifying possible projects to improve the school and its environment.
5. To provide support for the special character and purposes of the school.

Guidelines

1. An annual AGM will be held within the first four weeks of each school year.
2. A member of the teaching staff will be appointed as staff representative on the PTA, at the commencement of the school year.
3. The committee will aim to meet at least once each term.
4. The committee will elect a minimum of three officers; chairperson, treasurer and secretary.
5. An orderly record of the accounts will be kept, being made available for auditing annually.

6. A written report will be given to the Board of Trustees each term.
7. Meetings will be advertised so that other parents and staff members have the opportunity to attend.
8. The committee can co-opt other parents as needed.

Activities

The following are recommended as activities for the PTA to assist with each year;

1. Organising social events that brings the school community together.
2. Raising funds for specific projects.
3. Assisting in organising parent information evenings; e.g. visiting speakers who are able to share on topics relevant to education.
4. Assist in the end of year school function.



COMPLAINTS

If you have a concern, please follow the Matthew 18 principle going to the source of your concern and trying to work through the issue. When making a complaint, always start by trying to resolve things at their lowest level.

Complaints or Clarification Relating to Students in Class Behaviour and Work

1. The complaint should be directed either verbally or in writing to the teacher.
2. A mutually agreed time will be made available to discuss the concern.
3. Should the grievance remain unresolved at the end of this meeting, a further meeting will be arranged to include the principal.
4. The best effort will be made at this meeting to resolve the conflict in a manner acceptable to all parties concerned.
5. The school's final decision will be made in accordance with what is best for the school as a whole.

Complaints of Clarification Relating to School Policy or Practice of Staff

1. Complaints should be made directly to the principal either verbally or in writing.
2. A mutually agreed time will be made available to discuss the concern.
3. The best efforts will be made at this meeting to resolve the conflict in a manner acceptable to all parties concerned.
4. Management's final decision will be made in accordance with what is best for the school as a whole.

Complaints Relating to the Principal or Governance of the School

1. Complaints should be made directly to the Board of Trustees Chairperson.
2. A mutually agreed time will be made available to discuss the grievance.
3. The best efforts will be made at this meeting to resolve the conflict in a manner acceptable to all parties concerned.
4. The Board's final decision will be made in accordance with what is best for the school as a whole.

Child Protection Policy

Rationale

Children in this school have the right to have their needs met in a safe environment.

GOALS

1. To set up and maintain a safe environment for all children.
2. To provide teachers with information to assist them in identifying signs of abuse or neglect.
3. To minimise the risk for staff and other adults of false allegations.
4. To provide procedures for dealing with abuse.
5. To protect the children from physical, emotional and sexual abuse, and neglect while at school.
6. To give all people working with children at the school, guidelines and education regarding child abuse.
7. To provide students with appropriate strategies to keep themselves safe by making informed choices.

GENERAL GUIDELINES

1. Child abuse can take the form of physical abuse, sexual abuse, emotional abuse, or neglect.
2. Teachers need to be receptive and sensitive to the children, providing an environment that encourages mutual trust between teachers and pupils.
3. The school should select and document appropriate agencies for dealing with abuse.
4. The "Keeping Ourselves Safe" programme should be part of the school's health curriculum, being taught bi-annually.
5. Develop a reporting procedure based on the National Protocol of the Ministry of Education, School Trustees Association and NZCYFS.
6. Staff will be involved in responding to needs and reporting, but not in "treating" or counselling.

PROCEDURES

Disclosure

1. Disclosure is to be met in a sympathetic, non-judgmental, and reassuring manner.
2. The adult who receives the initial disclosure must record verbatim the child's disclosure - especially with regard to the child's terminology. The staff should not question or interview the child, just allow them to tell their story.
3. Under no circumstances should a teacher or principal examine a child in cases of suspected child abuse.
4. When a disclosure is made, adults will follow the five steps as listed;

1. *Believe what the child has to say*
2. *Tell the child you're glad they told you*
3. *Tell the child you're sorry it happened*
4. *Let the child know it's not their fault*
5. *Let the child know you'll help*

Reporting

1. Inform Principal of disclosures, concerns and/or suspicions.
2. If the allegations are against the principal, inform the Board of Trustees Chairperson.
3. All cases must be taken seriously.
4. If there are concerns or suspicions that are not reported, the reasons must be documented and signed by both the principal and the teacher concerned.
5. All cases of disclosure by a child should be reported.
6. Cases requiring reporting will be done so in this order of priority;

Children, Young Persons & Their Families Agency

Phone 957 1265

Police Abuse Team

Phone 858 6200

7. Reporting will be conducted without parental consent or knowledge if alleged perpetrator is a parent or caregiver.
8. The student's parents or caregivers will be informed without undue delay.
9. If the alleged abuser is a staff member the Chairperson of the Board of Trustees must be advised immediately after it has been officially reported. The staff member will be stood down on paid leave while the complaint is being investigated.
10. Strict confidentiality must be preserved and the names of all involved must be disclosed only to those who need to know at that time.
11. No staff member should confront any person who has been accused of the child abuse.
12. All actions taken by the Principal should be documented.

Interviews

1. If outside agencies are to interview students at school;
 - (a) parents/caregivers should be informed of the interview unless the student's welfare is likely to be threatened.
 - (b) to support the student, the Principal or an appropriate staff member will be available to attend the interview if appropriate.
2. Interviews should not be prolonged unnecessarily and should be conducted in a manner appropriate to the school setting and to the age of the student.
3. If the parents/caregivers are not present at the interview the principal must come to a clear understanding with the interviewer of the means by which the parents or caregiver will be informed.

Support

1. The principal must inform teachers involved of any developments in abuse cases which have been reported.
2. Where a staff member involved needs support, this will be sought from the agency involved.

Storage, Security & Disclosure of Personal Information.

1. All documentation must be stored in a secure and confidential manner, in accordance with Information Privacy Principles No 5 (Privacy Act, 1993, p. 12-13).
2. Disclosure to any existing or future staff will be made on the basis of and within the guidelines of Privacy Principle No 11 (Privacy Act, 1993, p. 15-16) with particular reference to section (f).

Support Documents

The following support documents have relevancy to this document. (See the school principal for copies of these should you so wish.)

Privacy Procedures
EOTC Procedures
Behaviour Management Policy
Staff Code of Ethics
Complaints Procedures



