

**DANNEVIRKE HIGH SCHOOL  
GOVERNANCE STATEMENT  
ADMINISTRATION AND COMPLIANCE  
NAG 6**

Each Board of Trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

**A. GOVERNANCE STATEMENT**

Dannevirke High School meets its obligations to NAG 6 and to current legislation by ensuring that the following documentation is developed, implemented and reviewed as part of the board's self-review process.


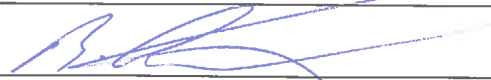
**B. GOVERNANCE POLICIES AND MANAGEMENT PROCEDURES**

- Attendance Policy
- Enrolment Policy
- Attendance Procedure (Staff Manual)
- Enrolment and Orientation of Year 9 Students Procedure
- International Students Policy
- Statement Regarding Human Rights Act 1993
- Statement on Principle of Natural Justice
- Guidelines for School Copyright
- Public Attending Board Meeting Procedure
- School Uniform Policy
- Student Consultation Policy
- School Vehicle Administration Guidelines
- EOTC Procedure (Staff Manual)
- Smokefree Procedure (Staff Manual)

**C. REVIEW**

Nag 6 policies, procedures and guidelines will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: \_\_\_\_\_

Principal:  

Date: 29/8/18

**DANNEVIRKE HIGH SCHOOL  
ATTENDANCE POLICY  
NAG 6**

**RATIONALE:**

The Board of Trustees, under the Education Act 1989, has the responsibility of taking all reasonable steps to ensure that students who are required to attend school must do so.

Under the same Education Act, all parents/caregivers have a responsibility to ensure that their children attend school between the ages of six and sixteen years except where an Exemption is granted by the Ministry of Education.

**PURPOSES:**

1. To ensure that all students regularly attend school.
2. To ensure effective follow up of students who do not attend school regularly.

**GUIDELINES:**

- 1.1 A senior staff member will be delegated with overall responsibility for student attendance.
- 1.2 Procedures will be implemented which enable the earliest possible identification and monitoring of pupils with irregular or unsatisfactory attendance requirements.
- 1.3 A minimum attendance requirement will be set for attending school activities such as the School Formal and Sports/Cultural exchanges or tournaments/events.
- 2.1 Attendance concerns will be communicated to parents/caregivers.
- 2.2 Guidance/Pastoral staff will attempt to identify and address the cause(s) of poor attendance patterns.
- 2.3 Dannevirke High School will follow Ministry of Education and legal guidelines with regard to unresolved attendance issues.

**REVIEW**

This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

**DANNEVIRKE HIGH SCHOOL  
ENROLMENT POLICY  
NAG 6**

**RATIONALE:**

The Board of Trustees is committed to having enrolment procedures in place which comply with legal requirements and provide an opportunity for all eligible students to enrol at Dannevirke High School while ensuring a safe learning and teaching environment.

**PURPOSES:**

1. To establish procedures for enrolments.
2. To ensure that the school is well informed with regard to the particular strengths and needs of the enrolling student.
3. To ensure the maintenance of a safe and positive learning environment for all students and staff.

**GUIDELINES FOR NEW ENROLMENTS:**

- 1.1 Enrolments must be done in person except Year 8 students from contributing Primary/Intermediate school and International students.
- 1.2 All prospective students are required to read the Prospectus and are made aware of the Dannevirke High School bylaws. Students and caregivers will sign that they have read and understood Dannevirke High School regulations and expectations and agree to follow these.
- 1.3 New students must have the correct school uniform and appropriate equipment before attending the first day.
- 2.1 Before accepting the enrolment, the student's record with the previous school will be followed up with respect to:
  - ❖ Academic progress and achievement
  - ❖ Attitude to learning
  - ❖ Attendance
  - ❖ Behaviour outside the classroom
  - ❖ Specific support requirements including any involvement with outside agencies
- 2.2 Dannevirke High School reserves the right to have a period of 48 hours before notifying the family whether or not the enrolment is accepted.
- 3.1 The safety and learning environment of students is a consideration when accepting new enrolments. Should a student's presence potentially cause concerns, a meeting will be held with the Principal, enrolling student's caregiver, Dean and Guidance Counsellor. Where appropriate the enrolment will only be accepted under specific conditions, of which the family and staff will be made aware.
- 3.2 Where a student has a record of inappropriate or unacceptable behaviour, the student may be put on a Dean's report at the commencement of the school year.

**REVIEW**

This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

**DANNEVIRKE HIGH SCHOOL  
GUIDELINES FOR SCHOOL COPYRIGHT  
NAG 6**

**RATIONALE:**

The Board of Trustees is required to ensure that the Copyright Act (1994) is adhered to by staff and students.

**PURPOSE:**

To provide guidelines to staff and students with regard to respecting copyright rights.

**NOTE:**

The Copyright Act (1994) gives copyright owners the exclusive right to prevent others from:

- ❖ Copying their work
- ❖ Issuing copies of their work to the public
- ❖ Performing, playing or showing their work in public
- ❖ Broadcasting their work or include their work in a cable programme service
- ❖ Making an adaptation of their work
- ❖ Authorizing another to do any of the above


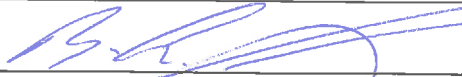
**GUIDELINES:**

1. The school, staff and students, will comply with New Zealand copyright legislation including sections relating to educational and library use.
2. The school will purchase appropriate copyright licences where its use of copyright material exceeds that permitted under the Copyright Act (1994) and the school will comply with the terms of these licences.
3. Copyright procedures will be established within the school to facilitate compliance with these guidelines including training and education of staff.
4. While acknowledging that the school cannot control all actions of its students, the school will endeavour to educate students on copyright use, including referencing, approving copying, and proper use of electronic material and downloadable music.
5. The school will respect all copyright rights including:
  - ❖ The rights of owners of third party material used in teaching
  - ❖ The rights of teachers have with regard to material they created prior to being employed by the school and in material created while employed at school
  - ❖ The rights of students with regard to all material they create in and for school

**REVIEW**

This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: \_\_\_\_\_

Principal:  

Date: 29/8/18

**DANNEVIRKE HIGH SCHOOL  
INTERNATIONAL STUDENTS POLICY  
NAG 6**

**RATIONALE:**

The presence of International Students at Dannevirke High School enhances the school by providing a wider mix of cultures in the school community and a supplementary source of income for the school.

Dannevirke High School is a signatory to the Code of Practice for the Pastoral Care of International Students and is compliant with the conditions of this Code.

**GUIDELINES:**

The International Education Management Committee will oversee all matters related to international students. This committee will comprise of the Principal, the Co-ordinator of International Education, the Finance and Administration Manager and the ESOL teacher.

**A RECRUITING / ENROLLING**

- A.1 The school will enrol international students up to a maximum of 25 students.
- A.2 The criteria to be used to determine the acceptance of a student will be:
- Age of the student (Secondary School aged)
  - Academic ability (Students should have a willingness to learn)
  - Fluency in English (Students should show a willingness to learn)
  - Nationality (The overall nationality mix of the international students roll must be considered).
- A.3 The school will retain agents where appropriate to assist in recruiting in the following countries:
- Hong Kong, Taiwan, Thailand, Korea, Japan, China, Vietnam, South America. As new markets develop, appropriate agents will be contracted.
  - Agents' commission will be paid upon the student's arrival at Dannevirke High School.
  - Agents will be required to sign the Dannevirke High School Agents' Agreement and counter signed by Dannevirke High School
  - An Agent Certificate will be issued to agents.
- A.4 The Board of Trustees may send a suitable representative to visit agents in the countries listed in A3 to participate where appropriate in marketing activities and to meet with families.
- A.5 The final decision to accept a student will be made by the Principal after consultation with the Co-ordinator of International Education.

**B TUITION AND SUPPORT**

- B.1 Dannevirke High School will employ a Co-ordinator of International Education to oversee the day to day administration of the International Education Programme
- B.2 The Principal may, in consultation with the Co-ordinator of International Education, employ additional staff to provide tuition and support to International Students in the learning of English and academic support for other subjects. The number of staff and the total hours of work will be determined by the funds available.

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**C**     **DISCIPLINE**

- C.1    International Students enrolled at Dannevirke High School are not permitted to own or drive cars while under the control of the school. This control applies from the day the student arrives at Dannevirke High School until the student leaves Dannevirke High School.
- C.2    International Students will be treated the same as domestic students and as such will be subject to the Dannevirke High School rules.
- C.3    In the event that an International Student acts in such a way as to bring the name of Dannevirke High School International Education Programme into disrepute or engage in any behaviour that may bring Dannevirke High School into disrepute, this will be viewed as a serious breach of trust and disciplinary action may follow. A disciplinary committee of the school may be called to assess the situation. The Co-ordinator of International Education will be expected to attend any such Disciplinary Committee hearing. The Co-ordinator of International Education may act in 'loco parentis' at a Disciplinary Committee hearing for an International Student who is the subject of the hearing. All efforts will be made to ensure the services of an interpreter if necessary.
- C.4    In the event that an International Student is suspended from the school then the Board of Trustees Disciplinary Committee will meet. The Co-ordinator of International Education may act in 'loco parentis' at a Disciplinary Committee hearing for an International Student who is suspended.

**D.**     **COMMUNICATION**

- D.1    When appropriate the Board of Trustees may send a suitable representative to visit as many parents of current International Students as is practical. This person will normally be the Co-ordinator of International Education.
- D.2    The Co-ordinator of International Education will ensure that all reports prepared by the school for International Students are posted home to parents.
- D.3    All parents must appoint the Co-ordinator of International Education to have power to act on behalf of the parents or their children in matters related to health and legal obligations.
- D.4    Regular, informal communication with parents should take place.

**E.**     **INSURANCE**

- E.1    All international students are required to carry full medical, personal effects, travel and fees protection with Unicare Educational Travel Insurance Service, or show proof of insurance obtained in their home country, while enrolled at Dannevirke High School. This insurance must cover the time period until the expiry date of a current Student Visa.
- E.2    If parents/caregivers of international students visit Dannevirke then the Co-ordinator of International Education will be reimbursed for any reasonable costs incurred in meeting and entertaining the parents/caregivers.

**F**     **ACCOMMODATION**

- F.1    International students enrolled at Dannevirke High School will be expected to reside in local homestay accommodation as arranged by the Co-ordinator of International Education. Students will not be permitted to live in a flatting situation.

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- F.2 All homestay arrangements must have the prior approval of the Co-ordinator of International Education. Before any approval for homestay accommodation is granted the Co-ordinator of International Education will ensure that the homestay facilities meet the requirements as stated under the Code of Practice and that the relevant homestay providers have been cleared by a Police Vet.
- F.3 Where a student is placed in the care of a homestay facility not arranged by the Co-ordinator of International Education, i.e. a “Designated Caregiver”, then the procedure as outlined in the Code of Practice regulations for such “Designated Caregivers” will be followed by Dannevirke High School. A Police Vet of the intended homestay will be carried out unless the homestay is organized by the child’s family. If the school is not satisfied that the homestay facilities/ provider fulfil the requirements of the Code of Practice then the school reserves the right to not accept the student for enrolment until such time that satisfactory arrangements have been made for the care and accommodation of the student concerned.

G **FINANCE**

- G.1 The Finance and Administration Manager will be responsible for issuing all invoices and receipting all money received, relating to tuition, homestay and accommodation costs.
- G.2 The Co-ordinator of International Education will be responsible for ensuring that the Finance and Administration Manager is advised when an international student leaves and the last day of attendance.
- G.3 The Co-ordinator of International Education will be responsible for ensuring that the Finance and Administration Manager is provided with a list of expected International Students for the following year and during the year the Co-ordinator of International Education will ensure that the Finance and Administration Manager is advised of the details relating to any new enrolments.
- G.4 New International Students who have been offered a place must pay a full academic year’s tuition costs (only if the student is here for a full year) and any accommodation or homestay fees before the Offer of Placement is made.
- G.5 Returning International Students will be required to pay full tuition and accommodation fees in the preceding year by 15<sup>th</sup> November (depending on the Visa dates) in order to secure a place at Dannevirke High School for the following year.
- G.6 Where there is more than one child from a family enrolled at Dannevirke High School the Principal may authorise the spread payment of the total fees owing for that family into two payments.
- G.7 An International Fee Paying Student who leaves voluntarily will not receive a refund of their tuition fees, except in extraordinary circumstances. (Refer to Policy 4/07)
- G.8 An International Fee Paying Student who is expelled or excluded from Dannevirke High School will receive no refund of tuition fees for the current school year. (Refer to Policy 4/07)
- G.9 When an international student enrolls the Board of Trustees will guarantee that there will be no increase in tuition or accommodation fees for the remainder of that academic year.

Board of Trustees Chairman: \_\_\_\_\_  
 Principal:                     *Paula*                      
 Date:                     29/8/18                    

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## Rules and Regulations for International Students

Please take some time to read and discuss the following Dannevirke High School Rules and Regulations for International Students.

- International Students must abide by the laws of New Zealand
- International Students must be at school by 8.40am each school day
- A doctor's certificate is required for any absences longer than three days due to illness
- International Students must ask permission if they are going to be absent for any reason other than illness.  
Unaccounted for absenteeism may result in termination of enrolment.
- International Students are required to maintain satisfactory academic performance and complete all assignments and homework during the course of enrolment
- International Students are to comply with all school rules and procedures
- International Students will not consume alcohol, cigarettes or illegal substances at any time during their enrolment
- International Students will not visit any licensed premises during their enrolment
- International Students will not engage in sexual activity at any time during their enrolment
- Valuable items are not to be brought to school. If it is necessary to bring valuable items to school, they should be left at the school office or with the International Education Coordinator for safe keeping
- Dannevirke High School reserves the right to periodically undertake random drug testing of students enrolled in outdoor education courses. International Students testing positive for illegal substances may face termination of enrolment
- Regulation uniform is to be worn by international students as required
- International Students must respect term dates and holiday travel should be within school holiday time
- All independent travel arrangements must have written approval from the International Education Coordinator
- Dannevirke High School may from time to time amend or add to these rules. International Students, their parents, caregivers and contracted agents are bound by such amendments.



**DANNEVIRKE HIGH SCHOOL  
PUBLIC ATTENDING BOARD MEETING PROCEDURES  
NAG 6**

**RATIONALE:**

The Board of Trustees welcomes public presence at Board meetings. Members of the public include staff, students and parents of the school who are not trustees on the Board.

**PURPOSE:**

In order that members of the public understand the rules that apply to them attending Board meetings these procedures will be provided and followed unless otherwise authorised by the Board.

**GUIDELINES:**

1. Board meetings are not public meetings but meetings held in public.
2. If the meeting moves to exclude the public (usually to protect the privacy of individuals) then you will be asked to leave the meeting until this aspect of business has been concluded.
3. Members of the public may request speaking rights on a particular subject that is on the agenda. Preferably this request has been made in advance. Public participation is at the discretion of the Board.
4. Speakers shall be restricted to a maximum of 3 minutes each per subject, with a time limit of 10 minutes per interest group.
5. No more than 3 speakers on any topic.
6. Speakers are not to question the Board and must speak to the topic.
7. Board members will not address questions or statements to speakers.
8. Speakers shall not be disrespectful, offensive, or make malicious statements or claims.
9. If the Chairman believes that any of these have occurred or the speaker has gone over time they will be asked to finish.

**REVIEW**

These guidelines will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

*[Handwritten signatures and date]*  
29/8/18

**DANNEVIRKE HIGH SCHOOL  
SCHOOL UNIFORM POLICY  
NAG 6**

**RATIONALE:**

Students at Dannevirke High School will wear a uniform as described in the uniform rules.

**PURPOSES:**

1. The wearing of a uniform will provide a means by which pupils can be recognised as students of the school.
2. The wearing of a uniform is seen as a means of promoting a positive 'esprit de corps' among the students.

**GUIDELINES:**

1. Any changes to the uniform must be approved by the Board.
2. The Principal and any teaching staff delegated by the Principal, is responsible for enforcing uniform regulations and the mufti code.
3. The specific items of uniform are to be decided by the Board after consultation with the Staff, PTA and Student Council, keeping Health and Safety regulations in mind.
4. Failure to wear uniform by pupils may be regarded as grounds for disciplinary action.

**CONCLUSION:**

By continual review of uniform in an open environment and the steady enforcement of uniform regulations the pupils' sense of school pride will be developed.

Board of Trustees Chairman: \_\_\_\_\_

Principal: *Plato* \_\_\_\_\_ *[Signature]*

Date: *29/8/18*

**DANNEVIRKE HIGH SCHOOL  
SCHOOL VEHICLE ADMINISTRATION GUIDELINES  
NAG 6**

**RATIONALE:**

The Board of Trustees is required to ensure all vehicles (school mini vans and trailers) are administered in an efficient and safe manner.

**PURPOSE:**

To ensure that school vehicles are administered in a safe and efficient manner.

**GUIDELINES:**

**1. SCHOOL RESPONSIBILITIES**

- The school must implement the guidelines and ensure that all requirements are enforced.
- All operations of the vehicle are to be conducted for school purposes only and are to be authorised by the school.
- Students travelling in the vehicle must have permission slips completed, signed by the caregiver and returned to the staff/parent in charge of the trip. A list of the students must also be given to the Student Office.

**2. BOOKING/KEYS**

- Bookings are done through the Main Office.
- Keys to school vehicles will be held in the Main Office.
- Teachers who have signed for the vehicle are the designated drivers.

**3. VEHICLE MAINTENANCE**

- The vehicle is to be maintained up to Warrant of Fitness standard at all times.
- The Caretaker is to ensure regular servicing and maintenance of school vehicles. The Finance and Administration Manager will oversee the maintenance of the school vans and trailers. The vehicle and trailers are to be regularly serviced and a maintenance record is to be kept for each vehicle. Maintenance records are to show the date, nature of service carried out and the name of the service provider. The Caretaker will record and keep the maintenance records up to date.
- The Caretaker will ensure that the school vehicles are securely parked and garaged unless previous arrangements have been made.
- The Finance and Administration Manager will ensure that the vehicle insurance policy is kept up to date.
- The Caretaker will ensure that all vehicles have an up to date first aid kit. Office staff, under the direction of the Health and Safety person, will assist in ensuring First Aid Kits are adequately resourced.

**4. DRIVERS**

- All drivers of school vehicles must hold a current drivers licence.
- Drivers must be over 25 years of age and have at least 5 years driving experience on a full motor car (class 1) licence.
- Drivers licences are to be sighted and recorded by the School Office and stored in the main office on a regular basis.

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- Notice must be immediately given to the school by drivers, of any suspension or disqualification from driving or any changes in their drivers licence status.
- Driver Health – drivers must not suffer from any chronic or recurrent medical condition or complaint or have any permanent physical disability, or defect, or impairment of sight or hearing to the extent that it would affect the ability to drive a passenger service vehicle safely. If a driver has a medical condition they should seek advice from their general practitioner.

## 5. USE OF THE VEHICLE

- Prior to each time the vehicle is used, the driver is to visually inspect the vehicle, in particular the tyres.
- Upon completion of each trip, the teacher in charge of the trip is to refuel the vehicle. The School has a fuel card which is to be used whenever possible.
- It is the responsibility of the driver to maintain and leave the vehicle and trailers in a clean condition.
- No food or drink is to be consumed in school vehicles.
- One pupil/person is to be allocated per seat so that the number of passengers carried does not exceed the number of seat belts provided in the vehicle.
- If the vehicle is damaged, the person driving is required to provide a full written report as required by our insurance company.
- Drivers are not permitted to drive a school vehicle if they have consumed alcohol in the preceding 12 hours, nor if they are taking medication for which they are advised not to drive.
- After using the vehicle the designated driver must complete a Travel Log report held in each van. The report details the distance travelled. Any vehicle maintenance that may be required should be reported to the Caretaker, who will liaise with the Finance and Administration Manager to get it fixed.

## REVIEW

These guidelines are to be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: \_\_\_\_\_

Principal:  \_\_\_\_\_ 

Date: 29/8/18

**DANNEVIRKE HIGH SCHOOL**  
**STATEMENT ON PRINCIPLE OF NATURAL JUSTICE**  
**NAG 6**

**RATIONALE:**

The Board of Trustees is required to ensure that the principle of Natural Justice is applied to all practices at Dannevirke High School. The Principle of Natural Justice relates to the rules and procedures that must be followed when dealing with the rights of others. It is usually applied to discipline situations and in particular student stand downs and suspensions.

**PURPOSE:**

To provide information and guidelines which ensure compliance with the principle of Natural Justice.

**GUIDELINES:**

1. Natural Justice means that the management and discipline of students must be fair and also flexible enough to take into account the particular needs, issues and circumstances of each case.
2. The key requirements of Natural Justice are:
  - ❖ A person (e.g. Principal) must not be both the judge and prosecutor
  - ❖ A person's defence must always be fairly heard
  - ❖ Decisions must be made in good faith without bias and prejudice
3. A student cannot be stood down or suspended automatically because she has broken a school rule – the circumstances of each case must be considered. Discipline procedures are guidelines only and are not to be treated as inflexible rules.
4. Discipline decisions, either by a staff member or at Board of Trustees level, must be made after considering both sides with an open mind and with no preconceived ideas and with consideration to the circumstances of each case. Decisions must not follow an inflexible rule or policy and must only consider relevant factors.

**REVIEW**

This statement will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: \_\_\_\_\_

Principal: *Harter* *B. G. [Signature]*

Date: *29/8/18*

**DANNEVIRKE HIGH SCHOOL  
STATEMENT REGARDING HUMAN RIGHTS ACT 1993  
NAG 6**

**RATIONALE:**

The Board of Trustees is obligated to ensure a safe learning environment free from discriminatory practices (Human Rights Act 1993).

**PURPOSE:**

To ensure all practices comply with the Human Rights Act (1993).

**GUIDELINES:**

1. The Human Rights Act 1993 is to help ensure that people are treated fairly. It prohibits certain discriminatory practices in relation to the employment and treatment of employees and students.
2. The grounds of discrimination in Section 21 of the Act include religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, sex, employment status, family status, sexual orientation and marital status.
3. Discrimination can be direct or indirect. Direct discrimination occurs when a person is treated unfairly or less favourably than another person in the same or similar circumstances.
4. Indirect discrimination occurs when an action or policy that appears to treat everyone in the same way actually has a discriminatory effect on a person or group.
5. All practices and policies including employment processes must be reviewed to ensure compliance with the Human Rights Act 1993.

**REVIEW**

This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: \_\_\_\_\_  
Principal: *Blair* *B. Blair*  
Date: *29/8/18*

<p><b>DANNEVIRKE HIGH SCHOOL</b>  <b>MANAGING EMERGENCIES AND TRAUMATIC INCIDENTS</b>  <b>NAG 5</b></p>
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**NINE-STEP CHECKLIST**

**Step One – Gather the Facts:**

- Listen to what has happened
- Record the caller's name and phone number
- Record the names of other's involved
- Record and verify the facts of the event
- Ascertain the reactions of those involved and record any actions taken
- Check that the appropriate emergency services have been contacted
- Inform the caller of any actions staff will take (such as informing the Principal/Deputy Principal(s), informing your local Ministry of Education, Special Education traumatic incident co-ordinator)
- Give the caller a staff member's name and phone number in case they need to call back
- Immediately after the call, contact the Principal/Deputy Principal(s) and/or the traumatic incident co-ordinator

**Step Two – Immediate Actions for the Principal or Deputy Principal(s)**

- Inform the Board of Trustees to determine the need to assemble the traumatic response team
- Contact and establish the traumatic incident team to co-ordinate support
- Set a meeting time and place to assemble
- Contact the traumatic incident service for support
- Provide the traumatic incident co-ordinator with a meeting time and place, where necessary
- Inform any other services/schools that may be affected
- Establish a communication line with the emergency services
- Locate the master key, school floor plan, student lists and contacts, where relevant
- Determine what, if any, information can be released

**Step Three – Immediate Actions for the Traumatic Incident Response Team**

- Convene an on-site traumatic incident team meeting
- Share facts and assess the impact of the crisis (When did the even occur? Where did the event occur? How did it happen? Are members of the traumatic incident response team involved? Do Deputies need to be assigned roles?)
- Assign traumatic incident response team roles
- Determine how many children, young people and staff are likely to be affected and potential responses that might follow
- Determine if the school can remain open, e.g. are there enough staff? Is the school a crime scene?
- Determine if additional relief staff are needed
- Determine if additional support services are needed
- Arrange for identification badges for outside professionals
- Assign phones for media, public, information and outside calls
- Clear access to driveways to allow access for emergency response vehicles
- Liaise with transport operators (passenger lists, route descriptions)
- Identify and prepare support rooms for children and young people who are unable to be supported in classrooms
- Identify a possible media room and times, prepare media statement
- Identify parent/caregiver access sites/rooms
- Set up a central information board for staff access

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- Post relevant information on the central information board, i.e. information about phones, student support rooms, media times and places, parent/caregiver access etc

#### **Step Four – Inform your Community**

- Determine how and when to release information to staff, i.e. during a staff meeting
- Determine how and when to notify all staff about the staff meeting time and remind staff of the traumatic incident response team role, i.e. to help the school resume functioning
- Decide how and when information can be released, i.e. in class groups (smaller), among staff
- Develop sign in and out procedures for staff and visitors
- Write statements for teachers to read to students
- Determine communication and liaison with families/whanau
- Write statements for the wider community

#### **Step Five – Respond to people who are injured**

- Establish communication/liaison links with medical staff
- Participate in and manage medical triage with other trained first aiders and medical staff
- Ensure immediate medical intervention in life threatening situations
- Ensure patients are prioritised for treatment in line with the severity of their medical condition
- Keep accurate records of injured staff and students, doctors and hospitals involved
- Communicate medical conditions and notify next of kin, release information in consultation with traumatic incident response team and Police
- Consult and inform staff
- Minimise student exposure to the injury scene with the use of screens/removal etc
- Manage parent/caregiver arrivals and student release through agreed systems
- Clean site (in culturally appropriate ways)

#### **Step Six – Prepare for the Media**

- Designate a media spokesperson (usually the Principal) and confirm that no one else talks
- Ensure sufficient staff and phones are available to handle incoming media and public calls
- Log all calls, where possible
- Transfer calls to appropriate team members and staff, i.e. the identified media spokesperson
- Ensure all administration staff and teachers are briefed on all aspects of information flow
- Develop a media response in liaison with the Principal/Board of Trustees (keeping in mind confidentiality, family/whanau wishes, information available to be released and the need to check with Police and emergency services)
- Determine how and what information can be released to the community (e.g. using recorded phone messages and staff statements)
- Liaise with others to check whether the content of all messages is culturally appropriate
- Maintain media contact list
- Control times and places of media arrival and remind media of the effect of media coverage on children and young people – especially where an incident involves suicide
- Locate the mobile communication kit and check contents
- Draft letters to be sent home, include facts, summaries, information about likely reactions and support networks

#### **Step Seven – Respond to the Media**

- Say to reporters that you will call them back, then take the time to prepare your single over-riding communication objectives (e.g. the one thing you want your audience to remember)
- Ask the reporter to for her/his name, organisation, contact details, general nature of her inquiry and who else she has spoken to
- Talk only about your area of knowledge/expertise
- Distinguish facts from opinion

cont.....



- Answer the questions firmly and directly
- Keep to the issue and use key messages
- Use plain language and avoid slang, jargon or waffle
- Don't make personal comments
- Don't criticise other people or organisations
- Don't speculate
- Don't say 'no comment', instead, if you don't know the answer, say so
- Don't look at or into the camera, instead talk to the interviewer, focusing at head level

**Step Eight – Support Staff, Students, Parents/Caregivers and the Community**

- Prepare written material for the school community to support their understanding of the event and communication with children and young people
- Have teachers share prepared factual material with children and young people
- Allow students to express thoughts and feelings regarding an incident
- Clarify misinformation
- Encourage teachers to normalise students' feelings and provide factual answers to questions
- Encourage helping relationships, characterised by empathy, warmth and genuineness in the classroom
- Take care not to lecture and to allow periods of silence for students
- Avoid clichés such as 'be strong' and 'you are doing so well', understanding they reinforce a student's sense of aloneness
- Be aware of cultural differences that exist in expression of grief
- Maintain confidentiality, where appropriate
- Provide snacks, drinks to students and staff and support to staff, as appropriate
- Visit selected classrooms to provide opportunities for discussion and support
- Identify high-risk children and young people and monitor classroom and school attendance closely
- Monitor staff attendance closely
- Support referrals for immediate outside support, where needed
- Provide contact numbers for parents/caregivers to ring after hours
- Document actions taken
- Consider setting up an open forum for people to express concerns about the well-being of children and young people
- Provide teachers, families/whanau and the community with information on supporting children and young people and where and how to seek additional support

**Step Nine – Evaluate your Plan, Procedures and Practice**

- Meet to evaluate your plan, procedures and practice within two to three weeks of a traumatic incident
- Look at ways to improve the plan and procedures e.g. by upskilling staff
- Identify and follow up outstanding tasks and identify and address any concerns
- Identify any ongoing support needs of staff and students
- Discuss the need for letters of appreciation (for people who helped) and/or any remembrance activities

Board of Trustees Chairman: \_\_\_\_\_

Principal: *[Signature]* \_\_\_\_\_

Date: *29/8/18* \_\_\_\_\_