

# KAIKORAI VALLEY COLLEGE



## SAFE SCHOOL PROCEDURE

### RATIONALE

1. To ensure that the school provides a safe physical and emotional environment for students, and complies in full with current legislation to ensure the safety of students and employees, as legislatively required in National Administration Guideline 5. (See also Health and Safety in the Workplace Policy)
2. To ensure the effective implementation of the school charter aims: to ensure that the school is a safe place for all students, and to encourage a feeling of self-worth, pride in achievement and a sense of belonging to the school.
3. To work strenuously to enhance Kaikorai Valley College's reputation as a safe, friendly, inclusive school community in which individual diversity is valued.
4. To implement student management systems that make a positive difference to our students and incorporate Positive Behaviour for Learning (PB4L) strategies.

### GUIDELINES

1. In accordance with section 139A of the Education Act, no physical force (corporal punishment) may be used as correction or punishment.
2. Only those authorised by the Board may use physical restraint/force to ensure the safety of all staff and students in the school. (see separate policy). This authorisation is generally given at the time of employment in a staff members job offer.
3. The school will not tolerate physical or verbal abuse and harassment. These will be treated as serious breaches of discipline.
4. All staff members have personal responsibility for monitoring and promoting a safe school, and for ensuring that they are modelling the 'Safe School and PB4L' behaviour expected of all students.
5. PB4L initiatives are the particular responsibility of the Principal and the Specialist Classroom Teacher (SCT). Promoting safe school and PB4L messages will be regular feature of school newsletters, assemblies, and other public events.
6. Student behaviour in the school grounds and buildings before and after school and at intervals and lunchtimes is closely monitored by a comprehensive staff duty system. Security cameras are also now positioned around the school.
7. Established rules indicate expectations of student behaviour in class. Students are expected to respect the contribution of others and jeopardising a safe learning environment is not tolerated.
8. In support of the safe school procedure there is:
  - a) A code of student rights and responsibilities, and a student concerns procedure is displayed in all teaching spaces.
  - b) An active peer support programme in which trained senior students are attached to junior classes throughout the school year.
  - c) All students are allocated to smaller whanau groups where teachers provide pastoral care.
  - d) A staff pastoral team in which the Guidance Counsellor and all deans play a key role.
  - e) Guidance and counselling offered to offenders against the safe school policy and their victims.
  - f) An anti-bullying procedure.
  - g) Advice and guidance for staff is provided within the Student Management Toolkit.
9. Whenever possible, the school participates actively in wider community initiatives.

Date of Confirmation by the Board of Trustees	14 October 2009
Reviewed	14 October 2009
Reviewed	07 December 2011
Reviewed	23 April 2013
Reviewed	25 May 2016
Reviewed	24 February 2020
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