

Self-Audit Checklist   
Section 3 – Health, Safety and Welfare

*Section title – Health, Safety and Welfare – and numbering cross reference to the August 2020 Board Assurance Statement*

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# **Child Protection – 25 (Children’s Act 2014) (early review)**

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 25 | **Does the board have a child protection policy that is:** | | | |
| 1. is written down and in use? |  |  |  |
| 1. says how suspected neglect and abuse will be identified and reported? |  |  |  |
| 1. will be reviewed every three years? |  |  |  |
| 1. is available on the school’s website or on request? |  |  |  |
| [Reference sections 18 and 19 *Children’s Act 2014*. Refer to Part 6 of [Children’s Act 2014 - a practical guide](http://www.education.govt.nz/assets/Uploads/VCAPracticalGuide.pdf) for assistance]  [\*Note: the policy is a mandatory requirement from 1 July 2016]. |  |  |  |
| Under the Children’s Act 2014, school boards and kura, have requirements to put child protection policies in place. The policies will guide staff to identify and report child abuse and neglect. | | | |

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| **Further thoughts** |
| **Thinking about this area as a whole, how well placed is the school to protect children? Does the school have aspects of child protection that it could improve?** |
| Please have a look at the Children’s Action Plan website for suggestions about areas to develop. |
|  |

# **Prevention of Bullying – 1, 2, 24, 11, overlap with 15 (prevention of harassment) (early review)**

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** | | | | |
| 1 | Providing a safe physical and emotional environment for students? *[NAG 5].* |  |  |  |
| 2 | Child abuse? (prevention and reporting)  *[NAG 5]. Also refer to question 24 below.* |  |  |  |
| 24 | **Does the board meet the requirements under NAG 5:** | | | |
| 1. to promote healthy food and nutrition for all students? |  |  |  |
| 1. Through the principal and teaching staff, currently provide anti-bullying programmes for students? And |  |  |  |
| Do those anti-bullying programmes include a focus on: | | | |
| 1. Racist bullying? |  |  |  |
| 1. Bullying of students with special needs? |  |  |  |
| 1. Homophobic bullying? |  |  |  |
| 1. Transgender bullying? |  |  |  |
| 1. Sexual harassment? [NAG 5; Good practice].   *Refer: section 127(1) E&T Act 2020]*  [127](http://www.legislation.govt.nz/act/public/2020/0038/latest/whole.html?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1#LMS274508) [Objectives of boards in governing schools](http://www.legislation.govt.nz/act/public/2020/0038/latest/whole.html?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1#LMS274508)  [Inclusive education](https://www.education.govt.nz/school/student-support/inclusive-education/); [Student wellbeing](https://www.education.govt.nz/school/student-support/student-wellbeing/) |  |  |  |
| **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** |  |  |  |
| |  | | --- | | a. Internet safety/security including cyber bullying? And | |  | |  |  |  |
| b. Has the Internet Safety Policy been implemented in the last year? (*Write N/A if no reason(s) to implement in the last year*) |  |  |  |
| *[NAG 5;* Download a copy of Bullying prevention and response: A guide for schools; https://www.netsafe.org.nz/advice/education/*Good practice].* Digital technology safe use guide for schools *Your school's ICT network* | | | |

# **Inclusion Special Needs 28 - (and Board Administration 10 and Curriculum 5) (early review)**

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 28 | **Has the board ensured policies and procedures that relate to students who have special education needs are implemented without discrimination, i.e. they are:** |  |  |  |
| 1. Objective, value diversity and are integrated within the school curriculum; |  |  |  |
| 1. Regularly re-evaluated and developed to enhance effectiveness; |  |  |  |
| 1. Well-communicated to all staff and families, whānau of students and consistently applied; |  |  |  |
| 1. In compliance with: | | | |
| 1. the Education and Training Act 2020 (section 34) that people who have special educational needs (whether because of disability or otherwise) have the same rights to enrol and receive education at State schools as people who do not?; and   [34 Students with special educational needs have same rights to education at State schools as others](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS171367) |  |  |  |
| 1. the NZ Bill of Rights Act (section 19) that everyone has the right to freedom from discrimination on the grounds of disability in terms of section 21(h) of the Human Rights Act 1993?; and |  |  |  |
| 1. the NE Guidelines, NAGs1(c)(iii) and 5, NE Goals 2 and 7, Curriculum Statements, Foundation Curriculum Policy Statements and Special Education Guidelines? |  |  |  |
| 10 | **On the basis of good quality assessment information\* (see above) reported to the school’s community:** | | | |
| 1. on the progress and achievement of groups (identified through NAG 1(c) (i.e. students who are not progressing and/or achieving, or are at risk of not progressing/achieving or who have special needs including gifted and talented students). |  |  |  |
| 5 | **Through the analysis of good quality assessment information\*(refer question 9, Section 1), identified** | | | |
|  | 1. students and groups of students who have special needs (including gifted and talented students)? |  |  |  |

# **Emergencies/Accidents - 17, 18, 19 (early review)**

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
|  | **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** | | | |
| 17 | First aid/notification of accidents, in particular, recording of all accidents [Health and Safety at Work legislation]. |  |  |  |
| 18 | Development of an emergency plan, including emergency/evacuation procedures, notification, duty of care for students, testing procedures?  [National Civil Defence Emergency Plan Order 2015; Good practice].  [Emergencies and traumatic incidents](http://www.education.govt.nz/school/student-support/emergencies/) and [Checking your property after a major incident](http://www.education.govt.nz/school/property/state-schools/day-to-day-management/checking-your-property-after-a-major-incident/). [MOE website] |  |  |  |
| 19 | Management of crisis situations including pandemic planning? [NAG 5; Good practice]. Refer [Student wellbeing](http://www.education.govt.nz/school/student-support/student-wellbeing/) |  |  |  |

# **Work Experience off site - 21, 33 (early review)**

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 21 | **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** | | | |
| Welfare and safety of students in off-site locations (where the school is using premises outside the school to provide education to students on a long-term or full-time basis.  [section 117(5) Education and Training Act 2020]  [11](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS171538)7 [State schools may use off-site locations approved by Minister](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS171538) |  |  |  |
| 33 | Is the school board aware of the conditions under which students may get work experience, and health and safety responsibilities under the HSWA?  [Refer [Work Experience Notice](https://gazette.govt.nz/notice/id/2004-go7907) and [Students on Work Experience: A health and safety guide for schools and employers](http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/risk-identification-assessment-and-management/students-on-work-experience/)]  Write N/A if not applicable |  |  |  |

# **Education Outside the Classroom – 20 (early review)**

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 20 | **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** | | | |
|  | School trips/education outside the classroom – risk management procedures?  [NAG 5; Good practice - EOTC Guidelines].  Evidence to check : Risk Assessment processes |  |  |  |

|  |  |
| --- | --- |
| **Further thoughts** | |
| **Thinking about providing a safe physical and emotional environment for students, does the board see any room for improvements?** | **Comments/notes** |
| **Some things to consider:**  Prevention of bullying  Inclusion  Anonymous surveys (parents, students) analysed and used  Risk management (camps, EOTC, work experience) |  |
| **Space for further comments as needed** | | |
|  | | |

# **Health and Safety at Work – 32,22 (early review)**

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 33 | **Health and Safety At Work Act 2015 [HSWA]**  **The HSWA imposes a number of duties on the Board of Trustees (as an entity) as they are responsible for controlling risks in the school workplace.**  **The checklist\* provides a means for the Board to assess its performance against the duties specified in the HSWA.**  **Note: When answering the questions, the board needs to ensure that there is evidence of compliance. (e.g. worker training records, risks identified in appropriate register, copy of H/S policy printed at reception)** | | | |
| **Has the school board ensured, so far as is reasonably practicable:** | | | |
| 1. The health and safety of workers while at work, by taking appropriate action? |  |  |  |
| 1. That a healthy and safe working environment is provided for independent contractors and their workers (e.g. cleaners, trades people, repair people) who enter the school premises? |  |  |  |
| 1. That other people (such as students, parents, visitors etc) are protected from risks arising from work and activities at the school? |  |  |  |
| 1. That workers, students, and volunteers are protected from risks arising from activities while away from the school, such as when on excursions, or school camps? |  |  |  |
| 1. The provision and maintenance of a work environment that is without risks to health and safety? |  |  |  |
| 1. The provision and maintenance of safe plant and structures? |  |  |  |
| 1. The provision and maintenance of safe systems of work? |  |  |  |
| 1. The safe use, handling, and storage of plant, substances, and structures? |  |  |  |
| 1. The provision of adequate facilities for the welfare at work of workers in carrying out work for the school, including ensuring access to those facilities? |  |  |  |
| Has the board, ensured that: | | | |
| 1. Notifiable events are reported to Worksafe as soon as possible after the event, such as notifiable injuries or illnesses that would usually require the person to be admitted to hospital for immediate treatment or within 48 hours of the injury or exposure to a substance? [*write N/A if the event has not occurred*] |  |  |  |
| 1. Records of notifiable events are kept for at least 5 years? |  |  |  |
| 1. There is a risk identification and control process that eliminates or minimises the identified risks |  |  |  |
| 1. It receives regular reporting on its compliance with the HSWA |  |  |  |
| \***Note** this checklist is non-exhaustive, for your self-review based on section 36 of the HSWA, and questions under Tool 2 (Toolbox) – Board of Trustees’ Checklist in the Ministry of Education’s publication, *Health and Safety At Work Act 2015, A practical guide for boards of trustees and school leaders*. You can download the publication in the MOE’s website – - [health and safety practical guide for boards of trustees and school leaders](http://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Tools/Health-and-Safety-at-Work-Act-2015.pdf),and [webspace](http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/)  The board should seek professional advice if it is uncertain about specific matters. | | | |
| 22 | **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** | | | |
| Visitors to the school? [Health and Safety at Work legislation] |  |  |  |

# **Management of Complaints – 10 (early review)**

Key reference: [*Good complaints handling by school boards of trustees , Download PDF*](http://www.ombudsman.parliament.nz/system/paperclip/document_files/document_files/533/original/good_complaints_handling_by_school_boards_of_trustees.pdf?1358988178) *299 KB*

| **Please tick all questions including bullet points or write N/A if not applicable.** | | | Yes | No | Unsure |
| --- | --- | --- | --- | --- | --- |
| 10 a | Does the board have a complaints policy that is easily accessible by parents/whānau | |  |  |  |
| 10b | Does the board have a complaints register? | |  |  |  |
| 10c | Does the board discuss complaints in-committee and keep a record of in-committee minutes? | |  |  |  |
| 10d | Does the school have any current complaints that are being managed? | |  |  |  |
| 10e | Has the Ministry of Education or any other crown agency investigated any complaints in the last three years? | |  |  |  |
| 10f | When was the complaints policy last reviewed? | **Please note the date:** |  | | |
| 10g | How does the school manage concerns to minimise issues becoming complaints? | Please comment below: | | | |

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| **Further thoughts** |
| **Thinking about this area as a whole, how well does the school manage complaints? Can you think of areas where the school could improve?** |
|  |

# Student Wellbeing and Behaviour - 3,4 (and Board Administration 17 on discipline procedures), 27 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** | | | | |
| 3 | Behaviour management?  *[NAG 5; Good practice]*. |  |  |  |
| 4 | Discipline procedures?  *[Good practice].* |  |  |  |
| 17 | Does the board ensure all procedures and practices relating to the stand-down/suspension/exclusion and/or expulsion of any student are implemented in accordance with the relevant provisions of the Education and Training Act 2020, the Education Stand-down, Suspensions, Exclusions, and Expulsion Rules 1999 and guidance issued by the Ministry of Education? [sections 78 to 89 E&T Act 2020].  [78 Purpose of sections 79 to 89](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS203542) |  |  |  |
| 27 | **Has the board ensured that its policies, practices and procedures on surrender and retention of property and searches of students by the principal, teachers and authorised staff members under sections 105 to 114, Part 3, Subpart 4 of the Education and Training Act 2020:** | | | |
| 1. comply with the \*Rules regulating the practice and procedure made by the Secretary for Education under s.113? and |  |  |  |
| 1. have regard to the guidelines issued by the Secretary for Education under s.114 for the exercise of their powers and functions under sections 105 to 114? |  |  |  |
| [Note: refer to [www.legislation.govt.nz](http://www.legislation.govt.nz) for sections 105 to 114 Part 3, [Subpart 4] of the Education and Training Act 2020 and the \*Education (Surrender, Retention, and Search) Rules 2013; [www.education.govt.nz](http://www.education.govt.nz) for guidelines issued by the Secretary for Education]. This Rules continue to apply under Schedule 1, clause 4 of the E&T Act 2020.  [Education (Surrender, Retention and Search) Rules 2013](https://www.education.govt.nz/assets/Documents/School/Education-Surrender-Retention-and-Search-Rules-2013.pdf)  [Guidelines for the surrender and retention of property and searches](https://www.education.govt.nz/assets/Documents/School/Guidelines-for-the-surrender-and-retention-of-property-and-searches.pdf)  [Subpart 4—Searches and surrender of property](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS284386) | | | |

# Physical Restraint - 7, 31 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 7 | **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** |  |  |  |
| Prohibiting the use of force? (corporal punishment)  *[section 98 Education and Training Act 2020].*  98 [Prohibition on corporal punishment and seclusion in registered schools](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS197125) |  |  |  |
| 31 | **Physical restraint Rules\***  **Has the school board ensured that the following documents are available for inspection at the school:** | | | |
| 1. Guidelines issued by the MOE on the practice and procedure to be followed in relation to physical restraint by authorised staff |  |  |  |
| 1. the names and position of authorised staff [Clause 4] |  |  |  |
| **Has the school board taken appropriate steps:** | | | |
| 1. to ensure parents/caregivers are notified if physical restraint is an element in a student’s Individual Behaviour Plan, and how physical restraint will be applied in accordance with the Guidelines, and |  |  |  |
| 1. notified as soon as possible on the same day about any incident of physical restraint, including how it was managed in accordance with the Guidelines [Clause 6] |  |  |  |
| 1. to ensure that for any student who has been physically restrained and for any staff member who used physical restraint, their physical and psychological wellbeing is monitored for the rest of the school day following the incident of physical restraint |  |  |  |
| 1. that records kept under clause 9 are analysed so that trends can be identified |  |  |  |
| 1. checked that documentation about each incident is complete [Clause 7 |  |  |  |
| 1. Has the board reported every incident of physical restraint to the Ministry of Education using the form attached to the Rules (Appendix 1) |  |  |  |
|  | 1. Has every staff member who uses physical restraint completed a staff physical restraint report, and |  |  |  |
| 1. has the board placed a copy of the form in the student’s file and provided a copy to the student’s teacher/s, parents and/or caregivers [Clause 8] |  |  |  |
| 1. Has the board kept written records of every instance of physical restraint of a student that is carried out under the Rules [Clause 9] |  |  |  |
| 1. Has the board ensured that teachers and authorised staff are suitably supported and trained [Clause 10] |  |  |  |
| 1. Does the board have a school policy on managing challenging behaviour and using restraint that is consistent with the Guidelines and (PTO) |  |  |  |
| 1. taken appropriate steps to ensure that parents, students, school staff and the community know about the school’s policies for managing challenging behaviour and using physical restraint.[clause 11] |  |  |  |
| Education (Physical Restraint) Rules 2017- [Download the rules [PDF, 847 KB]](https://education.govt.nz/assets/Documents/School/Supporting-students/Students-with-Special-Needs/2017-Physical-Restraint-Rules-2017.pdf); [Guidelines for Registered Schools in New Zealand on the Use of Physical Restraint (September 2017)](https://www.education.govt.nz/assets/Documents/School/Managing-and-supporting-students/Guidance-for-New-Zealand-Schools-on-Behaviour-Mgmt-to-Minimise-Physical.pdf)   |  |  |  | | --- | --- | --- | | [99](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS375831) | [Limits on use of physical restraint at registered schools](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS375831) |  | | [100](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS376536) | [Rules on use of physical restraint at registered schools](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS376536) |  | | [101](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS376537) | [Guidelines on use of physical restraint and behaviour management at registered schools](http://www.legislation.govt.nz/act/public/2020/0038/latest/link.aspx?search=ta_act_E_ac%40ainf%40anif_an%40bn%40rn_25_a&p=1&id=LMS376537) |  | | | | |

# Food Health and Safety - 24a, 34 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 24a | Does the board meet the requirements under NAG 5 to promote healthy food and nutrition for all students? |  |  |  |
| 34 | Is the school board aware of the new food safety laws which require schools to ensure that food they sell or serve is safe and suitable to eat?  **Note:** depending on the type of food service provided, some schools will have additional obligations.  Please refer to: [Food safety for Schools and Kura (Food Act 2014)](http://www.education.govt.nz/school/running-a-school/food-safety-for-schools-and-kura-food-act-requirements/);  MPI’s school leaflet [Schools - What does the Food Act mean for me? (external link)](https://www.mpi.govt.nz/document-vault/5260) has the full list of food activities that need to be registered or are exempt. |  |  |  |

# Health Management - 5,6,8,12,14,35 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** | | | | |
| 5 | Dealing with smoking, drugs and alcohol?  *[NAG 5].* |  |  |  |
| 6 | Management and recording/administering of medication?  *[Good practice].* |  |  |  |
| 8 | Cross cultural awareness?  [Good practice]. |  |  |  |
| 12 | Ensuring that the requirements of the Health (Immunisation) Regulations 1995 are met? [Write N/A if not applicable] Refer: [Immunisation Guidelines for Early Childhood Services and ...](https://www.healthed.govt.nz/resource/immunisation-guidelines-early-childhood-services-and-primary-schools-%E2%80%93-english-version) |  |  |  |
| 14 | Protection for staff and students from excessive UV radiation exposure over the summer months?  [NAG 5; Good practice]. |  |  |  |
| 35 | Does the school board allow or intend to allow the supervised presence and use of firearms on and off school premises as part of students’ education or sporting activities? |  |  |  |
|  | If the answer to the above is ‘Yes’, does the board comply with the guidelines\* which support boards to understand their roles and responsibilities, and ensure compliance with the appropriate legislation?  Refer\* [Firearms in Schools Guidelines and Tool Kit](http://www.education.govt.nz/assets/Documents/Firearms/Firearms-in-Schools-Guidelines-and-Tool-Kit.pdf) and [Quick guide to the Firearms in Schools Guidelines](http://www.education.govt.nz/assets/Documents/Firearms/Quick-guide-to-the-Firearms-in-Schools-Guidelines.pdf)  Write N/A if not applicable. |  |  |  |

# Hazardous Substances for teaching Science and Technology 13 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 13 | Does the board have health and safety policies, and procedures/guidelines/practices linked to:  The Code of Practice for School Exempt Laboratories approved by the NZ Association of Science Educators, about the use of hazardous substances for the teaching of science and technology?  [Refer [*Code of Practice for School Exempt Laboratories (WorkSafe website) (external link)*](https://worksafe.govt.nz/topic-and-industry/hazardous-substances/guidance/hazardous-substances-cop/) *.* [*HSNOCOP 15-1: School exempt laboratories (PDF 556 KB)*](https://worksafe.govt.nz/dmsdocument/2248-hsnocop-15-1-school-exempt-laboratories) |  |  |  |
|  | The Code of Ethical Conduct for the use of Animals in research and teaching in schools?  **[refer** [***Use of Animals in Teaching and Schools***](https://nzase.org.nz/animal-ethics/use-of-animals-in-teaching-and-schools/)**]** |  |  |  |

# Privacy and Court Orders 16,9 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| **Does the board have health and safety policies, and procedures/guidelines/practices linked to:** | | | | |
| 16 | Collection, storage, use, access and disposal of personal information?  *[Privacy Act 1993]*. |  |  |  |
| 9 | Dealing with parents who are subject to court orders affecting day to day care of, or contact with, a child at school?  [NAG 5; Good practice]. |  |  |  |

# Self-review - 23 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 23 | Has the board regularly reviewed the policies and procedures/ guidelines/practices linked to health and safety and |  |  |  |
|  | Satisfied itself, through reports that these policies and procedures/ guidelines/practices have been implemented appropriately?  [Good practice] |  |  |  |

|  |
| --- |
| **Further thoughts** |
| **Thinking about these areas as a whole, how good are the self- review processes within the school with specific reference to the review of health and safety?**  **Has the board identified areas for development?** |
|  |

# International Students - 29, 30 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 29 | Has the board documented and implemented policies and procedures to ensure compliance with the Code of Practice for the Pastoral Care of International Students 2016? [Write N/A if not applicable]. |  |  |  |
| 30 | **Ensured that it is complying with the Code of Practice for Pastoral Care of International Students \* particularly in terms of:** | | | |
| 1. Support services for students |  |  |  |
| 1. Information on international students |  |  |  |
| 1. Communicating with parents for students under 18 years |  |  |  |
| 1. Students with additional needs |  |  |  |
| 1. Monitoring attendance to ensure student welfare |  |  |  |
| 1. Accommodation Provisions |  |  |  |
| 1. Homestays |  |  |  |
| 1. Boarding Establishments |  |  |  |
| 1. Designated caregivers |  |  |  |
| 1. Temporary accommodation |  |  |  |
| 1. Residential caregivers |  |  |  |
| 1. Police vet of residential caregiver for students under 18 |  |  |  |
| 1. Complaints procedures   \* Refer [2019 amendments to the Code of Practice 2016 (PDF, 736KB)](https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf) |  |  |  |

# Hostels – 26 (over time review)

| **Please tick all questions including bullet points or write N/A if not applicable.** | | Yes | No | Unsure |
| --- | --- | --- | --- | --- |
| 26 | Has the board satisfied itself, through reports from hostel management, that the hostel provides a safe emotional and physical environment that supports the learning of boarders enrolled at the school?  [NAG 5; Education (Hostels) Regulations 2005]. |  |  |  |

Please see further information on reviews of schools with International Students and Hostels on ERO’s website

[www.ero.govt.nz](http://www.ero.govt.nz)