



# CAMPBELLS BAY SCHOOL

**Not self, but service.**  
*Ko te ratonga te tuatahi, ko koe te tuarua*

Est. 1925

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## Our school

### Roll

The school closely monitors roll numbers. The table below sets out our roll for domestic students to end of May 2016.

The predicted roll number fluctuates throughout the year based on pre enrolments, predicted enrolments and predicted leavers.

December 2016 predicted roll 865		
Actual	2016	2015
Feb	763	738
Mar	770	750
Apr	776	763

## Board of Trustees news

### Board of Trustees elections

It is amazing to think it is three years since the current Board assumed office. During the past three years we have been very fortunate to have a very stable Board with members who have contributed enormously to the continued development of the school. Part way during the three year term long serving and well regarded Board member and chair, Roger Jarrold, resigned to move to new challenges. More recently John Fraser-MacKenzie joined the Board to, amongst other things, bolster the financial expertise at Board level.

Last week was the last meeting for David Campbell and Anthony Ford, Board members who have contributed with their sage advice and knowledge over the previous three years. We thank them for their dedication to the school. Shortly a new Board will emerge from the triennial elections to continue a long line of successful governance of our school.

Thank you to my colleagues for their commitment to Campbells Bay School.

Best wishes to you all for a successful 2nd school term.

Vicki Caisley  
Chairperson

### Vulnerable Children's Act 2014

Keeping our students safe is a high priority for the school. Our Board policy outlines our commitment to the protection of children at Campbells Bay School.

It includes our protocols when child abuse is reported to us or suspected by us. It also includes practice notes on measures to be taken to prevent child abuse.

At our May meeting the Board approved this updated policy and a copy is included as an attachment to this newsletter for your information.

### Education Review Office

By now you will have received a copy of the latest review on Campbells Bay. (If the report did not make its way home to you please do collect a report from the office or go to the ERO website as has now been made public by the Review Office).

It is appropriate to reiterate how pleased we were as a Board with the result of the review, and noteworthy that as a result we received a further 4 – 5 year review; something that happens to only approximately 5% of schools.

Again, thank you to everybody who contributed to this achievement.

# The 'extra mile'

The Board wishes to publicly acknowledge the enormous work done by teachers to ensure the recent camps were so successful. As anybody who has been on a camp will readily attest, these are well organised events that are demanding on those running them given the sheer scale of their responsibilities and the extent of the camps.

Thank you, also, to our support staff who provide unseen assistance with all the medical supplies required as a result of our health and safety policy. We must also be mindful of our parents who provided willing hands on the camps to ensure their success – often over many days and nights!

Of course, it is just not camps that demonstrate that 'extra mile' approach by our school community. The 'Plant to Taste' programme in year four is a stunning example of a learning opportunity that has become established as part of the school's curriculum because of the commitment of so many volunteers. Earlier in the year we had the aquatic programmes that required parent volunteers to operate for the benefit of our children while help in our classrooms is invaluable.

## Property matters

You will no doubt have seen considerable activity about the school this year with work being carried out to ensure the school is wheel chair compliant. In the spirit of inclusion it is important the school is able to accept students who require wheel chairs. All work is paid for by the Ministry of Education. We are hopeful that most of the major work will be completed by the middle of next term.

The Board has plans to extend and refurbish the hall. Built in 1963 and last extended and refurbished in 2001, the hall is now tired while also being too small for the needs of our school.

Hence, we are investigating a project to lengthen the hall as well as giving it a much needed face lift bearing in mind the toilets are currently being upgraded by the Ministry of Education project already mentioned.

The hall development project is partly dependent on Ministry of Education funding. This funding also has to provide for essential maintenance of school property such as roofing, drainage and electrical supply.

We need to await the results of reports on various aspects of the school before seeking approval from the Ministry to use the balance of money on parts of the hall project. Most of the funds for this project will come from locally raised funds. We expect to be in a position to provide more details on this project later in the term or early next term.

We also continue to work closely with the Ministry in relation to the school roll and future property requirements. We will keep you informed as any further details come to hand.

## ANZAC Day ceremony

Our ANZAC Day ceremony was held for the second time and it was a wonderful experience to be part of a formal and appropriately solemn ceremony to commemorate those who have given their lives for our nation.

While this school tradition might be in its infancy it is a tradition that will surely become part of the school's culture where we thank those who really did exemplify our motto of 'Not Self But Service.'

## Finances

The 2015 financial accounts have been signed by the Auditors and will be available on the school website (under the Board of Trustee's page).

We have been informed by our auditors we have an extremely high rate of collection of the school donation.

This has enabled us to ensure there has been no rise in the donation amount for many years. Thank you, as this money does help provide many extras.

We are pleased to confirm the school is in excellent financial health.





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# CHILD PROTECTION POLICY

## Policy summary

This policy outlines the Board's commitment to the protection of children at Campbells Bay School. It includes our protocols when child abuse is reported to us or suspected by us. It also includes practice notes on measures to be taken to prevent child abuse. All staff are expected to be familiar with this policy and to abide by it.

## Purpose statement

The Board has an obligation to ensure the wellbeing of children in our care and are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority when investigating suspected or alleged abuse.

We support the roles of the New Zealand Police (the Police) and Child, Youth and Family in the investigation of suspected abuse and will report suspected/alleged abuse to these agencies.

We support families/whānau to protect their children.

We provide a safe environment, free from physical, emotional, verbal or sexual abuse and we (and the school) behave in accordance with our "Harassment, Bullying and Cyber Bullying" policy.

## Policy principles

- The interest and protection of the child is paramount in all actions.
- We recognise the rights of family/whānau to participate in the decision-making about their children.
- We have a commitment to ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response.
- We are committed to supporting all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are consistent and high quality.
- We will always comply with relevant legislative responsibilities.
- We are committed to share information in a timely way and to discuss any concerns about an individual child with colleagues or the Person in Charge (the Principal).
- We are committed to promote a culture where staff feel confident that they can constructively challenge poor practice or raise issues of concern without fear of reprisal.

## Definitions

Child abuse: Includes physical, emotional and sexual abuse as well as neglect which is the direct consequence of a deliberate act or omission by an adult and which has the potential or effect of serious harm to the child.





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### Identifying possible abuse or neglect

To download the Child, Youth and Family 'Signs of abuse and neglect' chart [click here](#).

For information about identifying child abuse see

<http://www.cyf.govt.nz/documents/aboutus/publications/27713-working-together-3-0-45ppi.pdf>

This resource produced by Child, Youth and Family is for people in social service agencies, schools, healthcare organisations, community and other groups who have close contact with children and families/whānau. It includes useful information about identifying possible child abuse and an assessment framework. Copies are also available in the office.

### Responding to suspected abuse or neglect

To download the 'Child Abuse Reporting Process' flowchart [click here](#).

All suspicions or observed incidents or reports of incidents should be reported directly to the Person in Charge as soon as possible, who will immediately take steps to protect the child(ren), record the report and report the concern to Child, Youth and Family.

If there is clear evidence or reasonable cause to believe an instance of child abuse having taken place, the Person in Charge shall notify Child, Youth and Family. The Person in Charge shall promptly inform the Board when such notification has occurred.

In addition to guiding staff to make referrals of suspected child abuse and neglect to the statutory agencies (i.e., Child, Youth and Family and the Police), this child protection policy will also help staff to identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.

In many of these cases the involvement of statutory agencies would be inappropriate and potentially harmful to families/whānau. Throughout New Zealand statutory and non-statutory agencies provide a network of mutually supportive services and it is important for our organisation to work with these to respond to the needs of vulnerable children and families/whānau in a manner proportionate to the level of need and risk.

Staff members will discuss suspicions with a senior staff member.

Where appropriate, the person making the allegation will be given a copy of this policy.

### Allegations or concerns about staff

When a staff member is suspected, the same processes apply.

If there is a need to pursue an allegation as an employer, consult with Child, Youth and Family or the Police before advising the person concerned, informing them that they have a right to seek legal advice and providing them with an opportunity to respond. They should also be informed of their right to seek support from the relevant union/representative body. It is vital to follow ordinary disciplinary policies, guided by the employment contract/collective employment contract and relevant statutory obligations.

We commit not to use 'settlement agreements', where these are contrary to a culture of child protection. Some settlement agreements allow a member of staff to agree to resign provided that no disciplinary action is taken, and a future reference is agreed. Where the conduct at issue concerned the safety or wellbeing of a child, use of such agreements is contrary to a culture of child protection.



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### **Confidentiality and information sharing**

The Privacy Act 1993 and the Children, Young Persons, and their Families Act 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Note that under sections 15 and 16 of the CYPF Act, any person who believes that a child has been, or is likely to be, harmed physically, emotionally or sexually or ill-treated, abused, neglected or deprived may report the matter to Child, Youth and Family or the Police and, provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

### **Recruitment and employment (safety checking)**

Safety checking will be carried out in accordance with the Vulnerable Children Act 2014. This will include: a police vet; identity verification; references (at least 1 and that referee must be contacted in person) and at least 1 interview (preferably in person but can be conducted by phone or Skype/face time) with 2 or more people. A work history will be obtained and considered (covering the preceding 5 years) and previous employers will be contacted. If there is any suspicion that an applicant might pose a risk to a child, that applicant will not be employed.

Safety checking will be conducted for existing employees every 3 years (staggered) which shall include: a police vet, identity verification, updating the checks with the relevant professional registration body or licensing authority and doing a risk assessment based on these checks.

The school will keep accurate records of all safety checks conducted.

### **Training, supervision and support**

Training, resources and/or advice will be available to ensure that all staff can carry out their roles in terms of this policy, particularly:

- Understanding child abuse and indicators of child abuse.
- How to reduce the risk of child abuse.
- Understanding and complying with legal obligations in regard to child abuse.
- Working with outside agencies on child abuse issues.
- Planning of environment and supervision to minimise risk.
- Dealing with child/parents/family/whānau.
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This policy will be part of the initial staff induction programme.

**REVIEW DATE:** May 2019