



Ruawai Primary

INFORMATION **PACK**



**Ruawai
Primary**

Empowering Learning
Whakamana Akoranga

Aspirational Profile for Ruawai Primary Learners

We aim to become and remain...



Ruawai Primary

Empowering Learning
Whakamāne Aioranga

Ever-Growing Learners

Curious & Inquisitive

Literate & Numerate

Digitally Fluent

Problem Solvers



Engaged Learners

Collaborators

Innovators

Active

Kaitiaki



connected Learners

Sociable & Inclusive

Adaptable

Compassionate

Self-Managing



Individual Learners

Self Confident

Fair & Respectful

Culturally Aware

Located



the **Heru**

The heru symbolizes the uplifted symbol of Ngāti Whātua tribal authority and esteem or mana - something uniquely Ngāti Whātua to draw pride from and aspire to. It was the practice of Ngāti Whātua leaders to be at the forefront of travelling parties. These leaders could be easily recognised by the heru adorning the top knot of their hair.

OUR VISION:

We aspire to develop and nurture

INDIVIDUAL learners who are **ENGAGED**, **CONNECTED** and **EVER-GROWING**.

Ruawai Primary Learners
We aim to become and remain...

Individual Learners

Self Confident
Fair & Respectful
Located
Culturally Aware



Ruawai Primary

Ruawai Primary Learners
We aim to become and remain...

Engaged Learners

Collaborators
Active
Innovators
Kaitiaki



Ruawai Primary

Ruawai Primary Learners
We aim to become and remain...

Connected Learners

Compassionate
Self Managing
Adaptable
Sociable & Inclusive



Ruawai Primary

Ruawai Primary Learners
We aim to become and remain...

Ever-Growing Learners

Digitally Fluent
Problem Solvers
Literate & Numerate
Curious & Inquisitive



Ruawai Primary

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School Description

Ruawai Primary School is a vibrant, well-resourced school catering for children Year 1 to Year 6. We are situated in a beautiful rural location on State Highway 12, 45km west of SH 1 and 20km east of Dargaville. We are a Decile 3 school with U3 status, nestled in beside the mighty Wairoa River and the Kaipara Harbour. Ruawai Primary School is fortunate to be located beside a modern new kindergarten and directly opposite Ruawai College, which caters for students in Years 7 – 13. There are very close ties between us all, forming a vibrant educational community.



Ruawai Primary



Our School

The local population tends to be employed in the farming and horticulture industries in the local area or they commute to Dargaville for work.

The school roll is currently 102 learners.

58% Male

42% Female

56% European

40% Māori

4% other

The 2018 staffing level is 6.21 FTTE and we operate five classrooms that are staffed with dedicated, enthusiastic and committed teachers. The school employs a clerical assistant, kapahaka and Te reo Māori teacher, part time caretaker, and a cleaner. Learning assistants (teacher aides) are employed to assist in the library and to work with children as required.

School History

A school was first built on the grounds in March 1901; then known as Raupo School. In 1913, the main block of the school was built. Then the decision was made in 1927, to consolidate the five area schools: Whenuanui, Raupo, Naumai, and Awaroa, into a District High School on the present Ruawai Primary School site. Being an ex-district High School, the school has unusually large grounds for its roll size. The grounds boast an established native bush area, which was planted around 1929.

Our legend of the Northern Wairoa

Mangaraho, Toka Toka, Kewipahutai, Okiriahi and Motuwheke once lived on the East Coast of Northland. They heard about the scrumptious toheroa on Ripiro Beach. Because of this, they decided to travel across the land to discover this seafood. As they were travelling, the Northern Wairoa River came into sight. They were surprised because they had not heard about the river.

All five mountains were able to cross the river. It was very hard for Okiriahi and Motuwheke, but they swam hard and made it to the other side. The mountains reached Ripiro Beach soon after the toheroa were fat and they had a delicious feed. Feeling fat and very full they began their return journey to the East Coast. Mangaraho led because he was the strongest and Okiriahi and Motuwheke, trailed behind as they were the smallest, they finally reached the river.

Now you know that Mangaraho was the biggest and strongest, so he just strode across the river and Toka Toka was the second biggest and he just strode across too. Now Tekewipahutai was younger than his older brothers but he still took his swimming lessons and he just made it. When he did, he dropped head first into the sand with his feet still dangling in the water. He is still there today.

Since Okiriahi saw his brother had reached the other side, he thought he could get there too, so he started walking into the river. Just as he reached the middle he fell and drowned. When Motuwheke saw this, he knew he was the smallest and would probably drown too, so he stayed there on the other side refusing to cross.

When Mangaraho and Toka Toka saw what had happened to their two brothers they were sad. They decided to wait until Motuwheke grew older and stronger so that he could cross.

They are still waiting there today.



**Ruawai
Primary**
Empowering Learning
Whakamana Akoranga



Vision, Mission, Values and Beliefs – in consultation with our community



Ruawai Primary School Vision:

To develop and nurture

INDIVIDUAL learners who are **ENGAGED**, **CONNECTED** and **EVER-GROWING**.

Ruawai Primary School Mission Statement:

Whakamana Akoranga—Empowering Learning

Values to be woven into our curriculum:



Responsibility
I am caring



Respect
I am courteous



Resilience
I am positive



Our staff will:

- Be positive role models
- Be innovative and adaptable
- Work collaboratively to promote learning
- Have high expectations of student learning and reflect on outcomes

Our school families and whānau will be encouraged to:

- Participate in school activities
- Support their children's learning
- Support the school to improve learning opportunities
- Assist in the development of ongoing knowledge and value of the local area for our learners

Our school environment will:

- Be safe, friendly and stimulating
- Promote and value our learners' work
- Demonstrate that we are the kaitiaki of our whenua
- Cater for the wide range of our learners' passions
- Be inspiring and attractive
- Support and promote 21st century learning needs.



Our teaching and learning programmes will:

- Prepare our students to participate successfully in the modern ever-changing world
- Use digital and Internet technology to enhance learning
- Promote thinking; creativity, curiosity, collaboration, innovation, problem solving and reflection
- Reflect best practice in teaching and learning
- Incorporate integrated inquiry learning
- Promote student ownership of learning and build confidence in their capacity to learn
- Be inclusive and value cultural differences
- Be stimulating and provide challenge for learners
- Provide opportunities for EOTC, environmental studies, sport and physical activity
- Reflect learner passions
- Promote collaboration and communication skills



**Ruawai
Primary**



STUDENT ACHIEVEMENT

We will provide our learners with high quality learning programmes enabling them to experience success against the key competencies and the NZ Curriculum.

2018 Annual Goals and Targets:

Literacy – The reading levels of all learners will be improved to enable children to be effective readers as a foundation skill of learning to learn. We expect to have **85%** at or above the expected level by the end of the year.

– All learners who are Well Below (**4**, 1=Māori) will progress to Below and all learners who are Below (**19**, 7=Māori) will progress to At by the end of the year.

Mathematics – Learner levels of achievement will be improved particularly in the number and measurement strands of mathematics to enable successful participation in our society. We expect to have **85%** of our learners at or above the expected level by the end of the year.

– All learners who are Well Below (**2**, 1=Māori) will progress to Below and all learners who are Below (**17**, 6=Māori) will progress to At by the end of the year.

(iii) Literacy – The writing levels of all learners will be improved, enabling children to be effective writers in a variety of genres, improving their skills as effective communicators. We expect to have **85%** at or above the expected level.

– All learners who are Well Below (**3**, 1=Māori) will progress to Below and all learners who are Below (**16**, 5=Māori) will progress to At by the end of the year.

1(a) INTRODUCTION

On behalf of the Board of Trustees, staff and pupils of Ruawai Primary, I would like to welcome you and your whānau to our school. I hope your time with us will be enjoyable and rewarding. The following notes provide information on how our school is organised.

1(b) BOARD OF TRUSTEES

There are five elected parents on the Board of Trustees, along with the Principal and the Staff Representative.

1(c) BOARD MEMBERS

Chairperson	Kim Jenyns
Deputy Chairperson	Kelvin Bristow
Secretary	Jewelie Sterling
Property	Hamish Davidson
Parent rep	Eloise Barlow
Principal	Curtis Gaylor
Staff Representative	Adele Slatter

1(d) STAFF

Principal	Curtis Gaylor
Deputy Principal	Janiece McPherson
Teachers	Adele Slatter
	Regina Nengerman
	Denise Hewetson
	Serah Mehrstens
Office Administrator	Michelle Jenyns
Teacher Aides	Fleur Simpkin
	Jewelie Sterling
	Jo Forsyth
	Danielle Wilson
	Natalia Partridge
Part time Caretaker	Craig Mitchell
Cleaner	Sue Mitchell

2 ABSENCES

Please notify the school office before 8.45am if your child is going to be absent from school. We have an answerphone or you can text a message through to 021 0267 4257. The text service is for absences only, and is not checked after 9:30 am each morning. If your child is absent at roll call and we have not been notified, we will attempt to contact you by phone immediately to ensure the safety of your child.

3 APPOINTMENTS WITH TEACHERS

Teachers are available to discuss your child's progress at any time during the school year outside of the class teaching time. In order that a suitable time can be arranged, parents are requested to phone the school office to make an appointment. Teacher email addresses are available on our school website—www.ruawai.school.nz

4 BUS PUPILS

At enrolment, eligibility to travel on the bus will be discussed and the nearest pick-up point advised. For their own safety and protection children are **not allowed to change buses or get off at any other stop other than their normal one without a signed note from parents.** Several of the buses are fully loaded with no room for extra passengers. Initial contact person for bus arrangements is Michelle Jenyns. If the normal arrangement for your child/children's bus travel is to change, please advise the school office in writing on or before the day that the change will take place, so that daily bus lists can be altered. Inaccurate information, about which bus children are to travel on, can cause confusion and delays in bus departure times.

Bus Rules: Courteous and appropriate behavior is expected at all times.

Students must stay seated while travelling on the bus to and from school. On disembarking they must step back off the road and wait until they have a clear view of the road before walking off. Bus drivers have the authority to refuse to transport students who do not behave appropriately. Mrs McPherson is responsible for bus behaviour.

5 COMMON DISEASES

Periods of exclusion from school:

Measles	Five days from the appearance of the rash.
Chicken Pox	Five days after first spots appear.
Mumps	Until your child has fully recovered and for one week after the appearance of the swelling.
Ringworm	Until appropriate treatment has begun.
Head Lice	Until appropriate treatment has begun. It is important that all family members are treated at the same time. Head lice have a six-week life cycle so it is really important to re-check your child's hair even after treatment has been given.
Hepatitis B	Until your child has recovered. At least a week from the first sign of jaundice.
Scabies	Until appropriate treatment has begun.

Please note: A doctor's advice should be sought in all these matters. The Public Health Nurse visits on a regular basis. Please let staff know if you have any concerns about your child's health.

6 COMPLAINTS

Please direct any complaints on school matters to the Principal who will investigate the matter fully and keep you fully informed of the outcome. If there is still dissatisfaction, the complaint should then be put in writing to the Chairperson of the Board of Trustees. General concerns go to the teacher first, then if you feel the concern is unresolved please come and talk to the Principal. Please see attached complaints policy.

7 DENTAL SERVICES

Please phone the School Office and you will be notified of where the dental nurse is currently working. Generally the Oral Health Van will be here at school for an 8 week block each year.

8 EMERGENCY CLOSING OF THE SCHOOL

In the event of extraordinary conditions, it may be necessary to close the school. Parents will be notified by telephone and Facebook. If parents are unable to be contacted, children will remain in the care of the staff. For this reason, it is important that you notify the school office of any changes to address and phone numbers. If parents are unable to be contacted, the elected emergency contact person will be phoned.

9 EMERGENCY DRILLS

The school emergency drills are practiced once a term to ensure students and staff are familiar with this routine. The school has an Emergency Plan available at school and you are welcome to view this if you wish.

10 ENROLMENT REQUIREMENTS

Please bring your child's **Birth Certificate and Immunisation Certificate** to school when you enroll your child. An enrolment form is to be completed detailing the family's names, phone numbers, address, family doctor and health requirements for the child. **Please remember to notify the school office of any change of address, phone number or emergency contact number.**

11 FIRST AID TREATMENT

If your child is hurt at school, the duty teacher and other First Aid-trained staff will take care of them. If it is felt a doctor's advice is necessary, you will be contacted immediately. If parents are unable to be contacted, children will be taken directly to the Medical Centre or an ambulance called if necessary. Parents will be contacted as soon as possible.

Please advise your child's teacher if your child is on medication that needs to be taken at school. All medication, apart from asthma inhalers, is to be kept in the teacher's care, as it is not safe to leave in school bags. Where children react to bee stings or other allergies, you will need to give the school a supply of the medication on hand so that it can be kept in the sick bay cupboard.

12 HOMEWORK

Homework is generally consolidation, foundation skills, or extension of work carried out at school. If difficulties arise, please let the class teachers know so they can deal with it the next day. We expect children to be reading at home each day.

13 INTERNET AND DIGITAL TECHNOLOGY

At the beginning of each year and upon enrolment, all children and their parents/caregivers must sign an internet agreement related to appropriate use of the internet and digital tools at school.

14 LIBRARY BOOKS

All students are encouraged to take home library books as part of their reading programme. In order to protect these books your child should have a Library (large journal) bag in which to carry these to and from school. The school requires reimbursement for any library books that are lost or damaged.

15 LOST PROPERTY

All unclaimed items are stored in the lost property box. Naming of clothing helps to ensure a prompt return. Students are shown the lost property each week in the hope that misplaced items will be claimed.

16 FACEBOOK, SEESAW, NEWSLETTERS AND NOTICES

The school Facebook page is a vital link between home and school. This is designed to keep parents fully informed of coming events, school policy changes and matters concerning the everyday running of the school. The newsletters will also do this but they will only be sent out during Weeks 1, 5 and 10. These are sent home on Thursdays with the eldest child in the family at school. Newsletters can be emailed, once permission is given from parents and/or caregivers, and are also available from the school website. It is a good idea to check your child's bag for notices, newsletters and messages. The Seesaw parent app provides family with the opportunity to see and experience what their children are exploring at school in an up to date fashion. Notices may also be sent via Seesaw. Visit <https://web.seesaw.me> to download the app.

17 OUT OF BOUNDS AREAS

1. Behind the main classroom blocks unless going to and from the toilets.
2. Parking and Bus Bay area - Front of the school past end of Room 6.
3. Bush area
4. Children are not permitted to leave the school grounds without the permission of the duty teacher.

18 PARENT HELPERS

There are many occasions when parents are able to help at school with various activities e.g. sports day, school visits and camps. Teachers are grateful for this help and support. Parents can gain first-hand experience of children in the school situation and children are enthusiastic about parents taking an interest in their activities. We also welcome in-class help. Please contact your child's teacher if you wish to help in the class room. Parent-helpers should sign themselves in and out of the 'Visitors' book in the office each and every time they are in the school. Confidentiality related to students is very important.

19 PHYSICAL EDUCATION AND SPORTS DRESS

To participate in Physical Education and to gain the most benefit, students need to be dressed appropriately. Having a change of clothes has the advantages of hygiene, freedom of movement, establishing lesson tone and to some extent helps to lessen accident hazards. Covering up during the summer months is essential.

A suggested dress code is as follows:

- * Tee shirt or similar top (that covers the shoulders and upper arms)
- * Shorts (not too short)
- * Soft soled shoes (optional)
- *Togs (rash shirt optional)

For daily Fitness lessons, swimming and P. E., a note is required if children cannot take part for medical reasons.

20 PRE-SCHOOL ORIENTATION

Prior to turning five years old, pre-school children are invited to participate in the Junior Class programme on Friday mornings. These practice sessions have been designed to facilitate a smooth transition between the home, early learning centres, and the school; for parents and their children.

The New Entrant teacher will send a letter of invitation with details of forthcoming visiting dates. There are three visits, at different times of the day. A parent/caregiver must be present with the pre-schooler at these visits.

Please also note that children are not permitted to travel on the school bus until they are officially enrolled at school. For more information, or to attend pre-school orientation, please phone the school office.

Visiting parents are requested to sign in and out of the 'Visitor's Book, located in the school Office each time they visit.

21 PRINCIPAL AVAILABILITY

The Principal sometimes assists in classes throughout the year and may be busy with meetings or away attending seminars. The best time to make contact is during lunch time or after school. Please phone to make an appointment if you would like a meeting with the Principal.

22 RELIGIOUS INSTRUCTION / BIBLE IN SCHOOLS PROGRAMME

This takes place on alternate Fridays from 2:00 to 3:00pm with Junior and Senior seniors having a 30minute lesson each (normally during Terms 2-4).

If you do not want your child to participate in these lessons for a specific reason, please ensure that you have indicated this on the enrolment form or inform the school office.

23 REPORTING TO PARENTS

We are required to report on children's progress against National Standards, twice a year. Up to the end of Year 3, children receive regular reports that are based on how long they have been at school. This means that reports are being completed every month in the junior school, so your child may not get a report at the same time as other children in the class. If you are unsure when your child is due for their next report, please ask their classroom teacher. From Year 4 – 6, reports are sent home in June/July and December. We have an **open door policy** and parents are always welcome to join in with classroom activities or observe after checking with the teacher regarding appropriate times. Visitors must always sign in and out at the office.

24 RUAWAI SCHOOL'S CALF CLUB DAY

Calf Club Day is usually held towards the end of October, after Labour Day, and all students are encouraged to take part in this day. Members of the Calf Club Committee may be contacted if you require an animal or wish to know the costs involved. Ask at the school office for contact details.

Calf Club also involves classroom exhibitions and display of children's work.

25 SCHOOL HOURS

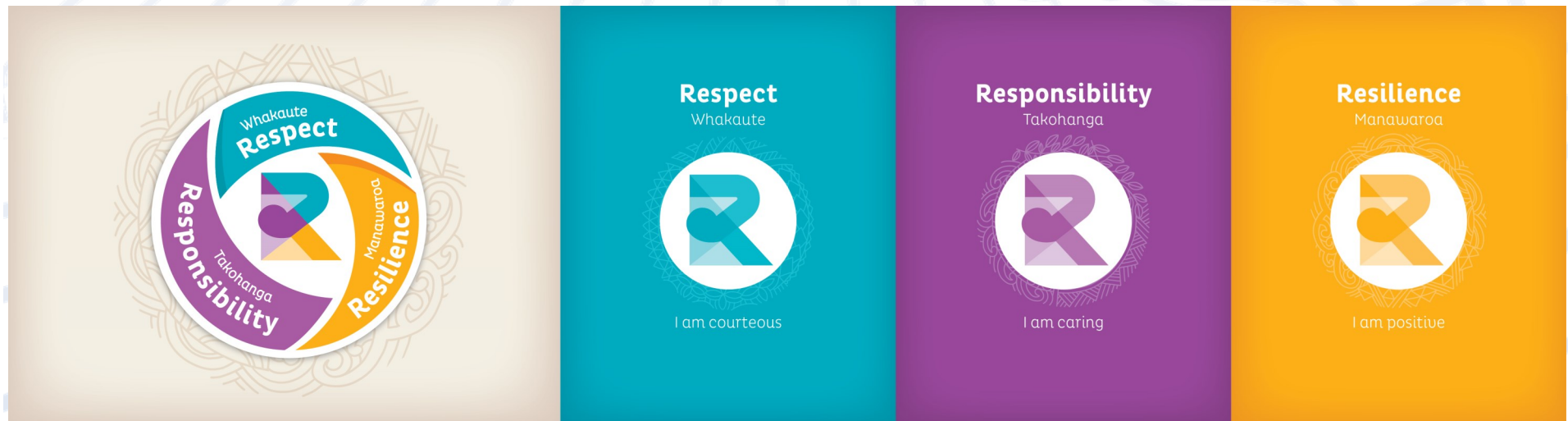
It is Board policy that children do not arrive at school before 8.30 am, except in exceptional circumstances, as teachers are fully involved in meetings and classroom preparation before this time and are unable to supervise the children in the playground.

SCHOOL HOURS

8.50am - 11.00am	Learning Block 1 (There will be a brain food break during this time)
11.00am–11.30am	Morning Interval
11.30am -1.00pm	Learning Block 2
1.00pm - 1.45pm	Lunch Break
3.00pm	School day ends

26 SCHOOL VALUES

The school sees self-discipline and a caring manner in children as being the ideal, and general rules of the school reflect this aim. We believe strongly in embedding our 3 Core Values into our everyday practice. Everything we do at school will relate to at least one of our school values.



27 STATIONERY

Stationery packs are available for children to purchase and use from the first day of the school year. Full payment or payment arrangements must be made before packs are issued to students. The school makes no profit from the stationery and is happy to pass on the savings to families.

28 SUN HATS

Our Sun smart policy states that in Terms 1 and 4, appropriate sun hats are compulsory. School uniform hats are available for purchase from the school office. We actively encourage the purchase of these. Caps without neck flaps and beanies are not acceptable – wide-brimmed hats are.

29 SWIMMING

The school aims to teach students to swim adequately and to be conscious of water safety. During the swimming season each class swims daily for 20-30 minutes. Swimming is part of the school curriculum and all students are expected to participate. Appropriate swimming clothing is essential and swimming caps are compulsory. If for medical reasons (e.g. open sores), your child cannot participate, a signed and dated note is required.

The Board has agreed to open the pool to the public outside school hours. A key is available from the office along with rules and conditions for use of this facility.

30 TAKING CHILDREN FROM SCHOOL DURING THE DAY

If you are collecting your child during the school day, please ring or call into the school office first and sign the withdrawal book. You will then be given a red slip, which must be given to the class teacher before taking your child.

31 UNIFORMS

Ruawai Primary has a school uniform. The uniform consists of navy blue or black shorts/skirts and polo shirts. And during winter - navy or black long pants and jacket. Please contact Michelle in the office on 09 439 2307 for further information.



Prices as follows:

T-shirt.Polo shirt—\$34.50

Polar fleece/Jersey—\$46.00

Jacket—\$65

Hat (Terms 1 & 4)

Bucket hat—\$8.00

Full brimmed—\$12.50

Please tie children's long hair up to protect them from head lice and also to prevent it from becoming caught in playground equipment. Over-large clothes also cause safety hazards as they can easily become hooked up and caught on playground equipment.

Students are able to wear watches and stud ear rings at school as the only form of jewelry. However, the school acknowledges and makes allowances for established cultural traditions in clothing and adornment. Please notify the school if your child will be wearing adornments of cultural significance.

Please remind your children to leave all electronic devices at home. They can be very tempting to others and are easily damaged or misplaced.

I hope you all enjoy your association with the school. Please do not hesitate to contact me if you have any concerns or queries. We have an open door policy at school and look forward to working with you and your children.

Curtis **Gaylor**

Principal



**Ruawai
Primary**

NAG 3 **COMPLAINTS POLICY**

Introduction

Complaints will be dealt with as speedily as practicable in a way that is fair to all parents, caregivers, pupils and staff. Every effort will be made to resolve the complaint to the satisfaction of all parties. Any collective or individual employment contract will be abided by.

Guidelines

If any member of the school community desires to make a complaint these are the steps to follow:

1. See the person involved to discuss the complaint and try to resolve it.
2. Refer the complaint to the Principal personally or in writing. The Principal, or a person delegated by the Principal, will meet with those involved.
3. If a satisfactory understanding cannot be arrived at with the Principal, the complainant should submit the complaint in writing to the Board Chairperson. The Board Chairperson shall immediately forward a copy of the complaint to the Principal who shall place it before the person complained against and the written complaint will be put on the agenda of the next Board meeting.
4. The Chairperson may request further specific clarification from the complainant if required.
5. The complainant will be given written or verbal acknowledgement that their complaint has been received. This is likely to come from the Chairperson.
6. The Board may refer complaints back to the Principal to resolve or investigate. The Principal will report back to the Board with details and possibly recommendations.
7. The result of any board decision, in relation to a complaint, should be forwarded to the relevant parties in writing. A meeting may be required to explain the Board's decision.

Resolving complaints: Advice for the Board

The Board will ensure complaints are dealt with at the appropriate level.

- The Principal's role of manager and professional leader requires that the Principal will have a key role in complaint resolution. He/she will ensure that procedures are conducted in accordance with policy.
- Complainants must be acknowledged within five working days after receipt of the letter of complaint.
- The Principal will inform the Board Chairperson of complaints that are unable to be resolved satisfactorily or have potential disciplinary considerations. If the Chairperson and Principal can resolve the matter, the Board will be informed of the matter and the outcome. However, If the Chairperson and Principal are unable to resolve the matter the Board should be informed. The Board will determine what further action to take, which may include further investigation.
- Board members are to regard complaints against individuals made to the Board as confidential and will be discussed "in committee".
- Potential employee disciplinary matters will be addressed in accordance with relevant disciplinary provisions in the various laws and employment contracts. Employees will then be advised of their right to representation.
- Reflection on possible courses of action is necessary; including remedy and/or redress, strategies to prevent repetition of the situation and constructive alternative actions if the situation reoccurs.
- Work for agreement between the parties. Work for acceptable remedy or redress and evaluate the action taken.
- Provide copies of agreement, where appropriate, to the complainant, others involved and the Principal.
- At any stage the Board or persons involved may engage outside agencies for assistance or advice.

Child Protection Policy

This policy outlines the board's commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children. It includes the board's expectations when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The board of trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We 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. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our school/kura who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

Although ultimate accountability sits with the board, the board delegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school
2. Comply with relevant legislative requirements and responsibilities
3. Make this policy available on the school's internet site or available on request
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required
5. Ensure the interests and protection of the child are paramount in all circumstances
6. Recognise the rights of family/whanau to participate in the decision-making about their children
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person
11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise
12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
13. Ensure that this policy forms part of the initial staff induction programme for each staff member