



Otago Boys'  
High School

# SCHOOL HOUSE POLICIES & PROCEDURES

## CONTENTS

### Name

Preface

Complaints Policy

    Complaints Report Form

Motor Vehicles Use by Students Policy

    Motor Vehicle Permission Form

CCTV Policy

Consultation Policy

Crisis Management Policy

Discipline

Firearms

Medical Care

International Students

Leave

Missing Persons

Misuse of Drugs, Alcohol & Substances

Pandemics

Pastoral Care

Relationship and Protection from Ill-treatment

Search and Seizure

Sexual Harassment



# Otago Boys' High School

## **Preface:**

School House is a function of Otago Boys' High School, and as such is under the jurisdiction of the Otago Boy' High School, School Board. The Management of School House is delegated on a day to day basis to the Rector and Director of Boarding/Assistant Rector.

School House policies are specific policies, related to the function of School House. These policies are in line with the Education (Hostel) Regulations 2005. Other policies, such as Employment, are covered by the Otago Boys' High School policies.

They can be found; <https://obhs.schooldocs.co.nz>

**Username is: 377**

**Password: OBHS377**



## SCHOOL HOUSE POLICY - COMPLAINTS

Complaints can be received from a variety of sources;

- Students
- Parents
- Local residents
- Local business
- Concerned citizens

It is important that all complaints received by the School House Management team are acted on so that students, parents and the community feel that their concerns are valued. Many complaints are solved very quickly to the satisfaction of all concerned, others require more consideration and a resolution is not always possible in the short term.

### Procedures

1. Within 5 working days the Director of Boarding will:
  - Send an acknowledgement letter of receipt to the complainant.
  - Inform the complainant of any relevant internal complaint procedures.
  - Send a copy of all information held by the owner that is or may be relevant to the complaint.
  - Decide whether the complaint is justified in accordance with Regulation 69.
2. Within 10 working days after acknowledging receipt of the complaint the Director of Boarding will:
  - Decide that the complaint is or is not justified or;
  - Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the owner must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the owner is required to decide as soon as practicable whether the complaint is justified.
3. After making a decision the Director of Boarding will:
  - Inform the complainant of the decision.
  - The reasons for the decision that the complaint is or is not justified.
  - Any actions the owner proposes to take.
  - Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owner's decision on the complaint.
  - The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

---

Richard Hall  
Rector OBHS

---

Simon Rhodes  
OBHS Board Chair



# Otago Boys' High School

## Otago Boys' High School School House Complaints Report Form

Manager/Housemaster: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Description of the incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

**Manager to complete follow up**

Complainant contacted Yes/No

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Otago Boys' High School

## SCHOOL HOUSE POLICY MOTOR VEHICLE USE BY STUDENTS

*(Reviewed January 2026)*

The use of motor vehicles by students is a major concern for both School House management and the school itself. The health and safety of all students requires a very stringent set of rules to be enforced by hostel management. The limited parking space available in the area also means that there is a very real security risk for all owners of the vehicles.

### **Policy**

The use of Motor vehicles at School House are a Year 13 privilege. Only these students can apply to have a motor vehicle at School House. Consent must be attained by the management of School House before bringing the vehicle on site. Parents and students must complete the consent form and agree to adhere to the conditions outlined below.

### **Procedures**

The following procedures must be followed, should a student wish to have his car remain at School House:

- All vehicles must be registered, have a current valid Warrant of Fitness and have at least third-party car insurance.
- All students must surrender their keys to School House management when they arrive at School House. These will then be stored in the main office on a key rack with their name tag attached.
- Vehicles are only to be used when travelling from home to School House and back. They are not allowed to be used for anything else unless permission has been granted from the Director of Boarding. This includes evening leave.
- No other student may travel in vehicles unless those parents have given permission for their son to do so. This information will be recorded on a register and kept by the Hostel.
- The School House vehicle permit must always be displayed when parked at School House.
- Parking is not guaranteed. Any parking fines are the responsibility of the students.
- All vehicle permit holders must always comply with traffic laws and parking regulations.
- Motorbikes and mopeds are not permitted.

Failure to follow the procedures above will result in the right to have a vehicle at School House revoked. The vehicle will then need to be returned home.

---

Richard Hall  
Rector OBHS

---

Simon Rhodes  
OBHS Board Chair



# Otago Boys' High School

## Permission to bring a registered motor vehicle to School House

OBHS School House is prepared to give permission for Year 13 boys to have a vehicle while at School House, this is a privilege not a right. The following rules must be strictly adhered to:

- a) I agree to obey all traffic regulations and drive my motor vehicle with the utmost care and consideration.
- b) I will not carry passengers other than siblings, unless specified and authorised by a letter from the caregivers of the driver **and** the caregivers of the passengers.
- c) I understand that leave does not automatically mean leave to drive my car ie hostel boys do not need to drive to school.
- d) I will park my car responsibly in Melrose Street and the adjoining streets around School House.
- e) I understand that I **must** display my OBHS School House vehicle at all times.
- f) I understand that the vehicle is **only** to be used to travel to and from School House unless written permission is given by the caregiver to use the vehicle for a specific reason.
- g) Keys are to be collected by School House staff upon arrival. Keys will be returned when required. Any student found to have an extra key will have their vehicle permit removed.
- h) I understand that my vehicle must be registered, have a current warrant of fitness and that the vehicle must have at least third party insurance.
- i) The Director of Boarding reserves the right to refuse or withdraw a permit to any student that he feels hasn't displayed the maturity for such a responsibility or has breached the above rules.

### **Please Print Student**

Name: \_\_\_\_\_

Year: \_\_\_\_\_

Address: \_\_\_\_\_

Boarder Signature: \_\_\_\_\_

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

I agree to allow my son to have a vehicle at OBHS School House and accept responsibility for his doing so, with the understanding that permission by the hostel may be withdrawn if the Director of Boarding is not satisfied with his observance of the above School House conditions.

### **Please Print Parents**

Name: \_\_\_\_\_

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

Parents Signature: \_\_\_\_\_

Countersigned by Director of

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

—



# Otago Boys' High School

## Vehicle Details:

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Colour: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

Warrant of Fitness Expiry Date: \_\_\_\_\_

Car Insurance Agency: \_\_\_\_\_

*Policy reviewed March 2021*

*Policy reviewed January 2024*

*Policy reviewed January 2026*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY CCTV

*(Reviewed January 2024)*

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at School House Boarding Residence (the **System**), and to ensure the System is managed in such a way that safety and security are enhanced; the privacy rights of the School House community and the public are respected; and applicable laws and policies are complied with.

It also serves as a notice and a guide to data subjects (including students, parents, staff, volunteers, visitors to School House and members of the public) regarding their rights in relation to personal data recorded via the System.

The System is administered and managed by School House, which acts as the Data Controller. This policy will be subject to review from time to time.

All cameras are fixed and are in plain sight on School House premises. School House does not use CCTV for covert monitoring or monitoring of private property outside the grounds. The cameras and areas covered are listed here:

### Inside:

- Hawthorne Dorm Corridors
- Hawthorne Dorm Entrance
- Hawthorne Dorm Stairwell
- Thomson Dorm Entrance
- Campbell Dorm
- Nicholson Dorm
- Games Room
- McCaw Room
- Prep Room
- Foyer Area
- Kitchen Area

### Outside:

- Entrance to Side gate
- Entrance to kitchen
- Basketball Court Area
- Car Park
- Entrance to Nicholson Dorm
- Back entrance to Campbell Dorm



# Otago Boys' High School

## **Purpose:**

School House purpose in using the CCTV system are set out below and having fully considered the privacy rights of individuals, School House believes these purposes are all lawful and connected with a function or activity. Data captured for the purposes below will not be used for any commercial purpose:

- To protect students, staff, volunteers, visitors and members of the public with regard to their personal safety.
- To protect the School House buildings and equipment, and the personal property of students, staff, volunteers, visitors and members of the public.
- To support the police and community in preventing and detecting crime and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the School House site and deliveries and arrivals.
- To monitor staff and contractors when carrying out work duties.
- To monitor and uphold behaviour expectations among students in line with the Behaviour Policy.

## **Procedures:**

### **Positioning:**

- Locations have been selected, both inside and out, that School House reasonably believes require monitoring to address the stated purposes.
- No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities. No images of public spaces will be captured except to a limited extent at site entrances.

### **Maintenance:**

- The CCTV System will be operational 24 hours a day, every day of the year. The System Manager will check and confirm that the System is properly recording and that cameras are functioning correctly on a regular basis.

### **Supervision of the System:**

- Staff authorised by School House to conduct routine supervision of the System may include office staff, the Property and Maintenance Manager, the ICT Manager, the Senior Management team and relevant staff on duty.
- Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

### **Accuracy of Data:**

- School House will take reasonable steps to check CCTV images are accurate, complete, relevant and not misleading before using them.



# Otago Boys' High School

## Storage of Data:

- The day-to-day management of images will be the responsibility of the Director of Boarding and Senior House Master, who will act as the System Managers, or such suitable person as the System Manager shall appoint in his or her absence.
- Images will be stored for no more than 4 weeks and will be automatically over-written unless School House considers it reasonably necessary for the pursuit of the purposes outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
- Where such data is retained, it will be retained in accordance with the Act and our Privacy Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book. Such data will be reviewed at least every 12-24 months by the School House's Privacy Officer. Where such data is no longer reasonably necessary for one of the purposes outlined above, the Privacy Officer will destroy, delete or permanently anonymise it.

## Security of Data:

- Images will be stored on School House's files and databases. School House will take all reasonable steps (including technical, physical and/or organisational measures) to keep images safe and secure and to ensure they are protected against loss or unauthorised access, modification, use or disclosure. Security measures will include maintaining secure passwords preventing unauthorised access to the images contained in the system logbook, and limiting access to images to those who "need to know".

## Access to Images:

- Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).
- Individuals also have the right to access personal data School House holds on them, including information held on the System, if it has been kept. School House will require specific details including at least the time, date and camera location before it can properly respond to any such requests. Some personal data may be withheld where this is authorised by the Act (for example, to ensure safety).
- The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:
  - Where required to do so by the Director of Boarding, the Police or some relevant statutory authority;
  - To make a report regarding suspected criminal behaviour;
  - To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;



# Otago Boys' High School

- To assist School House in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardian will be informed as part of School House's management of a particular incident;
- To data subjects (or their legal representatives) pursuant to an access request under the Privacy Act and on the basis set out above;
- To School House's insurance company, where required, in order to pursue a claim for damage done to insured property; or
- In any other circumstances required under law or regulation.

Where images are disclosed, a record will be made in the students' Boarding ware file including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

### **Correction of Images:**

- Individuals have the right to ask to correct information School House holds about them, for example if they believe they have been mis-identified in CCTV footage.
- Any requests to correct such information should be referred to the Rector in the first instance.

### **Complaints and Queries:**

Any complaints or queries in relation to School House's CCTV system, or its use of CCTV, or requests for copies, should be referred to the Director of Boarding in the first instance.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy adopted 20 June 2021.*

*Policy reviewed January 2024.*

*This policy will be reviewed as required or triennially.*



## SCHOOL HOUSE POLICY CONSULTATION

*(Reviewed January 2024)*

It is important that the School House community have input into the implementation and modification of the policies and procedures that govern their sons while in attendance at School House.

### Policy

School House maintain open lines of communication with parents, students and neighbours so that their concerns can be addressed.

### Procedures

- Parents receive a copy of all policy documents when enrolling their sons into School House.
- They and their sons are requested to make submissions on these documents so that policies can be updated where required.
- The policies and procedures are also up for discussion at School House Committee Meetings held once a term.
- The policies and procedures are always available to the boys and are routinely posted on the foyer notice board.
- Informal meetings with neighbours over any issues or concerns they have about School House.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed February 2021*

*Policy reviewed January 2024.*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## **SCHOOL HOUSE POLICY CRISIS MANAGEMENT**

*(Reviewed January 2024)*

When a situation arises that threatens the safe physical or emotional health of any student or students in School House it is vital that a plan is in place to deal with the immediate needs of all concerned and that the students are aware of the correct procedures to follow.

### **Policy**

Physical safety includes:

- Safe environment in Dorms
- Fire Safety
- Earthquake Safety
- First Aid
- Security of Premises especially at night

Emotional safety includes:

- Staff accessibility when on duty, visible and checking attendance
- Internal communication available to students
- Clear routines for students
- Clear procedures regarding discipline/leave/prep
- Appropriate role of prefects
- Designated safe areas for all students

### **Procedures**

When a situation arises when the immediate Health and Safety of a student is in danger the following must happen:

- The student makes their way to the designated safe areas ie: the foyer or dining room and remain there until the Housemaster arrives or;
- The student must be brought to either of the designated safe areas ie: the foyer Study or dining room and remain there until the Housemaster arrives or;
- Another student brings the Housemaster to the student concerned,- while someone stays with the student at all times.



# Otago Boys' High School

**Under no circumstances is the student to be left alone while help is sought.**

- The Director of Boarding is to be contacted at the earliest possible time by the Housemaster.
- It is vital that there is no escalation of the incident. A calm, controlled approach by the Housemaster will ensure that all other students feel safe and secure and that the situation is being handled in a confident manner.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed February 2021*

*Policy reviewed January 2024*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## OBHS School House Crisis Report Form

Housemaster: \_\_\_\_\_

Complainant: \_\_\_\_\_

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

Address: \_\_\_\_\_

Description of the incident:

---

---

---

---

---

---

---

---

---

---

Follow up required from Director of Boarding: Yes/No    Signed: \_\_\_\_\_

Housemaster to complete follow up: \_\_\_\_\_

Complainant contacted: Yes/No

Details

---

---

---

---

---

---

---

---



# Otago Boys' High School

## SCHOOL HOUSE POLICY DISCIPLINE

(Reviewed January 2024)

Most of the “rules” governing behaviour in School House relate to particular areas of health and safety and are outlined elsewhere, for example:

- The daily routine
- Prep guidelines
- Leave procedures
- Duties

In general, most of the rules are based on common sense, and on the needs of 140 people living in a community together. All of those living in School House are entitled to basic rights such as security (personal and for their possessions), consideration and well-being. The systems in place enable everyone to enjoy life in School House.

### **Policy**

The disciplinary systems are designed to be simple, practical, manageable and transparent. It is essential that the procedures surrounding disciplinary action are clear to all parties involved (i.e. Housemasters, the boys, parents, management), and are implemented *fairly and consistently*. The board believes that stages of discipline should act as a deterrent for misbehaviour, rather than a solution. We also believe in giving positive reinforcement to acknowledge accomplishments and good behaviour. This is done in various ways, including year group ‘shouts’ and prizes/awards.

### **Procedures**

There are 3 key stages:

- Minor Offences – community service
- Major Offences – Gating system
- Serious Offences/Disciplinary Review – referred to the Rector and/or the Disciplinary Committee



# Otago Boys' High School

## 1. Minor Offences – Community Service System

Respect, self-control and accountability are cornerstones for behaviour at School House. For those who 'lapse', community service is issued. This involves performing duties at School House for the betterment of the hostel. Students will be made fully aware of School House staff expectations and the consequences of any violations. As a guide, community service may be given by any staff member for the reasons outlined in *Table 1*.

**Table 1. A guideline to some of the minor offences worthy of a 'community service'**

Late for roll-call/room checks	Breach of prep rules
Late for or absent from meals	Abuse of van ride privileges
Uniform discrepancies	Untidy rooms
Inappropriate address or disrespect to staff	Not signing in/out and/or late return for daily leave
Not doing or late for duties	Being out of bounds
Foul language	Playing with balls or skating inside
Disobedience or misconduct	Borrowing of personal items
Being in other year groups rooms without permission	Not ready for or not in bed by lights. Talking after lights out
Removal of food from the dining room	Not abiding by School House rules

*Note: If boys receive three community services in the term, they will be automatically gated.*

## 2. Major Offences – Gating system/Stand Down/Reverse Stand Down

There is a zero tolerance to bullying, fighting, vaping, defiance, continued disobedience and willful damage – such offences will result in a gating, stand down or reserve stand down.

These offences (see Table 2) will be dealt with by the Director of Boarding/Rector and reported to the boy's parents.



# Otago Boys' High School

**Table 2. Examples of major offences that are dealt with directly by the Director of Boarding**

Repeated poor behavior at prep	Bullying and fighting
Vaping	Minor breach/deception of weekend leave policies
Repeated minor offences (i.e. issued with three community services)	Damage

Boys 'Gated' in uniform for a set period of approximately 3-7 days at the discretion of the Director of Boarding and/or Senior House Master. As part of being Gated the boy is also required to:

*Check-in with the House Master every hour and have his gated card signed. If any check-in time is missed, then another half day will be added to the gating. The boy in question is totally responsible for this, i.e. at no time is the House Master required to search for the individual. Complete chores at the House Master or Director of Boarding's discretion.*

When the Rector feels that a stand down is warranted, the student may be stood down from School house (not school) for a period of three or five days. A reverse stand down may also be applied, whereby the student is required to return to School House for a day during a school holiday period to perform duties at the hostel.

### **3. Serious Offences/Disciplinary Review – referred to the Rector and/or Disciplinary Committee**

A review of place (disciplinary review) is the most serious School House disciplinary action. A discipline review of place means the students place in School House will be reviewed with three possible outcomes:

1. Student place in School House is maintained with conditions.
2. To remove student from School House for a set period.
3. Remove student from School House permanently.

Offences relating to bullying, smoking and the use of or possession of non-prescribed drugs or alcohol while under the care of School House will automatically result in the boy being sent straight to Disciplinary Review.

When counselling is a recommendation on the students return to School House, the school or counselor will be made available.



# Otago Boys' High School

Boys who constantly break School House rules will also be sent to discipline review. A report of the major offence will be prepared for the disciplinary committee (made up of school board members) who will meet within 3-7 school days of the boy's parents being notified. Parents may be required to remove their son from School House while the disciplinary review process is undertaken. As a result of the meeting the committee may exclude the student from School House.

**Table 3. Examples of serious offences that are dealt with directly by the Rector and/or Disciplinary Committee**

Smoking and non-prescribed drugs	Sexual offences
Fighting and bullying	Significant breach/deception of leave policies
Alcohol offences	Significant willful Damage

Richard Hall  
Rector OBHS

Mark Kirkland  
OBHS Board Chair

*Policy reviewed December 2020*  
*Policy reviewed January 2024*  
*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY FIREARMS

*(Reviewed January 2024)*

Many School House students have a registered firearm at School House for the purposes of trap shooting. These are kept in a locked cabinet in a storage room (under Campbell dormitory) without any ammunition present on the property.

### Policy

It is the policy of School House that students are allowed to keep firearms at School House for sporting and competition purposes with the knowledge of the NZ Police Department who have checked the premises and facilities for security.

### Procedures

- All students must have their firearms registered with the NZ Police and have current licenses to use them.
- Before bringing a firearm to School House, parents/guardians and students must return a signed consent form. The consent form clearly states the consequences for the student if the correct procedures are not followed at all times.
- No ammunition is to be brought to School House under any circumstances.
- Firearm serial numbers are registered on the firearm register sheet. This sheet hangs under Campbell by the gun safe.
- All firearms are stored in the gun safe under Campbell (see below for key procedure). Under no circumstances may any student remove their firearm unless the Senior Housemaster or Director of Boarding has given approval.
- Only the Senior Housemaster and Director of Boarding have access to the key for the gun safe. These staff are required to have a current firearms license.
- A register recording when the gun safe has been locked and unlocked, and which firearm has been removed from it, must be kept. All entries must record the relevant date and time and must be signed by the staff member who has unlocked the gun safe.
- On receipt of approval, the matron, senior housemaster, or Director of Boarding may unlock the gun safe and give the firearm to the student.
- When unlocking the gun safe the student must be present and the staff member must check the serial number of the firearm.
- When returning the firearm, the serial number is checked before it is locked away.
- Only a housemaster or staff member with a current firearms license is permitted to transport firearms and students to and from the range.



# Otago Boys' High School

- Parents/guardians of students who help with transport to competitions must have a current firearms license. This must be checked by the Director of Boarding Annually.
- All firearms licenses held by students and staff must be checked annually.
- If any student or staff member loses eligibility to hold a firearms license, they must notify the Director of Boarding and the Rector within 3 working days.
- Staff members who do not adhere to the above procedures may face disciplinary action.

## Key Procedure

The following are the 'key steps' to students obtaining their firearm for use at any time.

1. Student approaches Senior Housemaster or Director of Boarding to obtain their firearm licence.
2. Use keypad to open room under Campbell. Only Senior Housemaster or Director of Boarding has the code.
3. Take another key to open gun safe. Gun safe key kept in key safe in office. Only Senior Housemaster, Director of Boarding and Matron have access to this key.
4. Return all keys to their rightful place, ready for the return of the firearm when the procedure will take place all over again.
5. Students must sign that they have a taken a firearm and sign when it is returned. The firearm register is stored in the firearm cabinet.
6. Any student who does not adhere to the above procedures will, at a minimum, be gated and will lose the right to bring a firearm to School House. For the avoidance of doubt, this does not preclude more serious disciplinary steps, including referral to the NZ Police, being taken in appropriate cases.

This procedure was recommended and implemented by the NZ Police. They have checked and verified that all our gun safes are compliant with all relevant safety standards.

Firearm Register Example		
Name	Serial Number	Description

Richard Hall  
Rector OBHS

Mark Kirkland  
OBHS Board Chair

*Policy reviewed July 2020*

*Policy reviewed January 2024*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY MEDICAL CARE

*(Reviewed January 2024)*

The health and well-being of the boys is of paramount concern to the staff at School House.

### **Policy**

At various stages, the students in School House will need some form of medical care. The seriousness of the injury or illness determines exactly what steps are taken. All staff are required to have a current first aid certificate. School House keeps a record and pays for staff to keep their first aid certificate up to date. In the event of a pandemic, the School House pandemic policy overrides this document.

### **Procedures**

#### **SERIOUS INJURY**

- The incident must be reported to the Duty Manager. The student is not to be moved under any circumstances until the seriousness of the injury has been assessed. If an ambulance is required, the Housemaster or Matron will make that decision.
- If the boy is taken to the hospital, the parents must be called immediately. This will give them the opportunity to come to the hospital if they wish.
- The Duty Manager must find someone to cover him while he is gone.
- The Duty Manager must also include the details of this in his daily duty report.
- All paperwork from the hospital will be given to the Matron and/or sent to either Māori Hill or their local GP which in turn will be filed on Reach (boarding software system).

#### **MINOR INJURY**

- The incident must be reported to the Duty Manager.
- He will decide whether or not he will treat the injury himself or consult the Matron.
- The Housemaster will take or organise the Housemaster who is covering to take the injured student to A & E or the Urgent Doctors.
- They will then inform the Matron that this has been done.
- The Matron will follow up and inform the parents if required.
- There is a first aid kit in the foyer that all staff are able to access.
- For a more serious injury there is an extensive kit in the kitchen. The Housemaster, Matron and Director of Boarding can access this – they all have a key to open the kitchen at any time.



# Otago Boys' High School

## Daily Illness Procedure

- All students are to report their illness to either the Matron or Director of Boarding. They then decide whether they need to see the doctor or not and then make the appropriate appointment. The Matron or Director of Boarding also decide if the student needs to stay at School House for the day or if parents need to collect their son.
- All boys who have diarrhea or have vomited **MUST** go home.

## Student Pain Relief

Panadol and ibuprofen are kept in one of two places in School House:

1. Sick bay (this is locked at all times). Only the Matron and the Kitchen Manager have the key).
2. Matron Office (this is also locked at all times). Housemaster, the Director of Boarding and Matron have the key.

The boy who requires pain relief must see Matron, a Housemaster or the Director of Boarding. They will then unlock the room the Panadol is in and record the administration of the pain relief using Reach (boarding software system).

## Prescriptions

If the Doctor writes out a prescription for a sick boy, it arrives late afternoon of that same day from Roslyn Pharmacy. At the end of every term the pharmacy then send us a record of what every boy has been billed and Matron adds it to their School House account to be paid at the end of the term. She also keeps all chemist receipts so that parents may claim on their health insurance at the end of the year. The Matron is responsible for the distribution of the prescription and records it on Reach.

## Student Records

Matron keeps extensive records (using Reach) of all the boys' medical attention they receive for the full amount of time that they are at School House. Medical forms signed by parents (at the time of enrollment) are also kept at School House. Should a student leave School House then the records are forwarded to his family or to the GP that attended to him, before he began at School House. In general, we comply with the wishes of the parents.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed January 2020*

*Policy reviewed January 2024*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY INTERNATIONAL STUDENTS

*(Reviewed January 2024)*

School House welcomes International students into its safe and secure environment.

### **Policy**

There will be an induction process to help meet the needs of these students in accordance with the school international students policy.

### **Procedures**

Through the Director of International Students, students apply for positions at School House. Students/agents and caregivers receive all relevant information to ensure that the transition into School House is as smooth as possible. Boys are accommodated in the dorm of their year group with boys who will be able to support them. The students are made aware of all policies and procedures operating at School House.

There are meetings with the Director of International Students. It is in this environment that any issues or concerns that the students may have, can be aired and actioned appropriately.

All staff and contractors are vetted for their suitability.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed February 2021*

*Policy reviewed January 2024*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY LEAVE

*(Reviewed January 2024)*

Leave is available to students for sport and cultural events and to provide students with the possibility to leave School House to get some balance in their lives. Leave however, is not a right, it is a privilege and boarding staff can remove this privilege at any time due to boarders not adhering to the procedures associated with this policy.

### Policy

Students must apply for leave correctly and abide to School House rules and regulations when on leave. **At no time** may a student be a passenger in a car driven by someone who is not their parent without written permission from that student's parent, when travelling to and from leave destinations. Procedures are in place to ensure the safety of the boarding when they are away from School House. Failure of students to follow leave procedure may see the student removed from School House.

### Procedures

All leave records are electronically kept on REACH, the School House boarding software system. Parents apply for leave via Reach which is an online app that parents can access on their smart phones or any other electronic device. School House staff sign boys in and out (on Reach) using a desktop computer located in the foyer. All boys must see a staff member before leaving School House.

### Leave Permissions

NOTE: LEAVE IS NOT AUTOMATIC – AN APPLICATION FOR LEAVE MUST BE APPROVED BEFORE LEAVE CAN BE TAKEN!

**Boarders who wish to leave school property for any reason must obtain permission from either the Director of Boarding or Housemaster** depending on the type of leave required (see headings below for particulars).

- Leave can be withheld if a boarder has a detention or is gated, or a boarder's behaviour has been unacceptable, or if in the duty staff opinion, it would be unwise to approve the leave being sought.
- Boarders are not permitted to visit private homes unless they have an invitation from a host adult AND permission from their own parents AND the approval of the Housemaster.



# Otago Boys' High School

## Weekend Overnight Leave

Full weekend leave (Fri-Sun) or overnight leave may be applied for using REACH. Students must not return from leave before 2pm. Students must apply for leave using REACH and must be endorsed by a parent/guardian. All weekend leave must be approved by 8pm Thursday night.

## Parental Responsibility

Parents are expected to give their **full support** to School House policies and procedures when considering details of leave for their child. Parents who are not attentive with respect to their child's leave arrangements make the work of staff more difficult. A boarder who has an unsupervised weekend can create unreasonable expectations among other members of the Boarding Community.

Parents are asked to be vigilant when making leave arrangements if their child will not be staying with them; such circumstances must be drawn to the Director of Boarding's attention at the time leave is requested. Similarly, any alteration to leave arrangements after they have been made need to be communicated to the Housemaster as soon as possible.

***Note: Parents and other host adults have a legal obligation to ensure responsible supervision of boarders on approved Weekend Leave and at Exeat Weekends. School House is released of its responsibility for boarders on these occasions.***

## Week Day Leave

### **Town Leave**

Granted for:	Visits to Dunedin CBD
Availability:	Monday – Thursday: Depart 3:30 - 4:30pm / return by 5:30pm
Frequency:	<b>Years 9 - 11: twice only, Monday – Thursday. Yr12/13 unlimited</b>
Restriction:	Yr's 9, 10 and 11 must be in groups of at least two
Actions required:	All Students must sign in and out with approval from School House staff.



# Otago Boys' High School

## **Roslyn Shops Leave**

Granted for:	Visits to Roslyn Shops and Dairy in the Dip <b>ONLY</b>
Availability:	Mon– Fri: Depart 3:30 - 4:30pm return by 5:30pm. <b>Yr 12 only</b> 8-9pm. <b>Yr 13 only</b> 8-9:30pm
Frequency:	Unlimited
Restriction:	Yrs 9 and 10 must be in groups of at least two.
Actions required:	All Students must sign in and out with approval from duty staff.

## **Dinner Leave**

Granted for:	Meals with parents or adult relatives
Availability:	As required, from after school or after sport - return by 9pm
Actions required:	Apply via REACH approved (parental consent required) by 3pm

## **After School Sport Leave**

Leave must be applied for prior to 2:15pm. This applies if a student is not going back to School House straight after school e.g rugby practice. Alternatively, students can inform staff at roll call if they will not be at School House straight after school.

## **Weekend Day Leave**

### **Sport Leave**

Any school organised leave does not require parental consent. All sport not under the school jurisdiction requires parental consent using REACH.

### **Town Leave**

Granted for:	Visits to Town CBD
Availability:	Saturday– Sunday: depart no earlier than 12:30pm and return by 5:30pm
Restriction:	Yr 10 and 11 must be in groups of at least two
Actions required:	Yrs 9-11 must apply via REACH, and sign out/in using REACH . Parental consent required. Yr12 and 13 must get approval from duty staff, parental consent not required.



# Otago Boys' High School

## **Roslyn Shops Leave**

- Granted for: Visits to Roslyn Shops and Dairy in the Dip **ONLY**
- Availability: Saturday– Sunday  
Depart no earlier than 12:30pm and return by 5:15pm
- Frequency: **Unlimited**
- Restriction: Years 9 and 10 must be in groups of at least two
- Actions required: Yrs 9-11 must get approval from duty staff.  
Yrs 12 and 13 must sign out.

## **Dinner Leave**

- Granted for: Meals with parents or adult relatives
- Availability: As required, from after school or after sport - return in time 9pm
- Actions required: Apply via REACH approved (parental consent required)

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed October 2020*

*Policy reviewed January 2024*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY MISSING PERSONS

(Reviewed January 2024)

To ensure the wellbeing and safety of boys in the care of School House.

### **Policy**

Immediate action shall be taken when a boarder is identified as missing.

#### *Definition:*

“Missing” means a boarder is absent without authorisation or explanation or is late returning from approved leave.

### **Procedures**

1. If a Housemaster identifies a boarder as missing, he/she must inform the Senior Housemaster on duty immediately.
2. When the Senior Housemaster determines that a boarder is missing, he/she will:
  - a. attempt to contact the boarder on his/her mobile phone;
  - b. ask other boarders if they know of his/her whereabouts; check School House;
  - c. check the Leave Register;
  - d. check Leave applications;
  - e. check the list of trips and out of school activities;
3. If they cannot locate or contact the missing boarder, the Director of Boarding will be informed immediately.
4. If a boarder is discovered missing after lights out the Housemaster will immediately do a bed-check to see if other boarders are missing. The Housemaster will then inform **all** Boarding Housemasters who will do an immediate bed-check to confirm whether any of their boarders are missing.
5. The Housemaster will inform the Director of Boarding or in his/her absence, Deputy Director of Boarding and contact the boarder's parents/guardians. In the case of an international student, the Director of International Students shall be contacted instead of the boarder's parents.



# Otago Boys' High School

6. If there is concern for the safety or well-being of the boarder, the Director of Boarding will notify the Police.
7. The Housemaster will update the Director of Boarding and parents/guardians on a regular basis.
8. If/when the boarder is located, the Housemaster will:
  - a. inform the Director of Boarding;
  - b. inform the parents/guardians;
  - c. inform the Police, if they have been involved.
9. The Housemaster will keep a log of times and actions taken.
10. The Housemaster will provide a written report to the Director of Boarding.
11. The Housemaster will keep a copy of the report and record the incident on Reach.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed February 2021*

*Policy reviewed January 2024*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## **SCHOOL HOUSE POLICY** **MISUSE OF DRUGS, ALCOHOL & SUBSTANCES**

*(Reviewed January 2024)*

The board seeks to promote a healthy lifestyle for all boarders and recognises the hazards that misuse and abuse of drugs, alcohol and toxic substances, including cigarettes and vaping are to the detriment of the health and welfare of the young men residing at School House. The Board is committed to ensuring that no misuse of alcohol or other substances occurs at the School House Boarding Residence.

### **Purpose**

1. To promote a healthy lifestyle for all.
2. To provide an avenue for drug education and awareness of the relevant legislation dealing with the unauthorised and/or excessive use of drugs and alcohol.
3. To ensure appropriate role models are provided in the staff and students leaders within the School House community.

### **Policy**

1. No boarder present at School House shall be permitted to have in his possession alcohol or any other substance capable of causing harm to him or to any other person. This includes vaping liquids and devices.
2. No boarder present at School House shall use or be affected by alcohol or any other substance which is a potential cause or source of harm to him or to any other person or both.
3. Permanent staff members shall be entitled to keep alcohol on School House premises but shall take reasonable precautions to ensure that boarders do not have access to it.
4. No staff member present and performing duties at School House shall use or be affected by alcohol or any other substance to the extent that it is an actual or potential cause or source of harm to the staff member or to any other person or both.
5. It is the policy of School House that students may be required to undergo random drug testing.

### **Procedures**

1. The Director of Boarding will ensure that drug and alcohol education forms part of the ongoing formation of the young men at School House.



# Otago Boys' High School

2. Boarders are not permitted to purchase alcoholic beverages from licensed premises or retail liquor outlets while resident at School House or to have any other person make said purchase on their behalf. This includes boarders who are 18 year of age, or turn 18 years of age, while in residence at School House.
3. Using, possessing, supplying or attempting to obtain any illegal substance on School House grounds or while engaged in School House activities away from the property, is considered a serious offence and will be dealt with in accordance to the **School House Discipline policy**.
4. The Director of Boarding will ensure that appropriate advice and counselling is available with parental consent.
5. No boarder is to return to School House having consumed alcohol or drugs.
6. Staff found intoxicated or under the influence of illegal substances, will be summarily dismissed.
7. Staff found supplying alcohol or illegal substances to any School House resident will be summarily dismissed and further action may follow.
8. The Board will seek to eliminate any misuse, possession, trading or use of such substances by boarders while belonging to the School House community.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed November 2020*  
*Policy reviewed January 2024*  
*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY PANDEMICS

*(Reviewed January 2024)*

The health and safety of boarders at School House is of paramount importance to the management of School House. Where a pandemic occurs, School House will follow the Ministry of Education's Health Guidelines

### Policy

A boarder or member of School House suffering from, or suspected to be suffering from, an infectious disease listed in Schedule 2 of the Health (Infectious and Notifiable Diseases) Regulations 1966 (refer Appendix I hereto for copy of that Schedule), will be excluded from School House for the period shown for that disease in the second column of that Schedule or for a lesser period determined by the Medical Officer of Health.

### Procedures

1. The Director of Boarding shall supply to the Medical Officer of Health all information which he or she may request concerning cases of infectious disease and contacts with them.
2. The Director of Boarding or Rector may exclude from School House for a reasonable period of time determined after consultation with a suitably qualified medical practitioner, a boarder who is suffering from a disease not listed in Schedule 2 to the Health (Infectious and Notifiable Diseases) Regulations 1966 or from an ailment, illness or other condition affecting the boarder's health.
3. All persons working in School House in any capacity, shall be encouraged to maintain good health. Any person working in School House in any capacity who is suffering from or is suspected to be suffering from any infectious disease listed in Schedule 2 of the Health (Infectious and Notifiable Diseases) Regulations 1966 (refer Appendix I hereto for copy of that Schedule as at the date these Procedures were written) will be excluded from School House.
4. The Director of Boarding shall at regular intervals, communicate to all School House staff that it is their responsibility to take all steps reasonably practicable to ensure that boarders do not come into contact with a member of the staff or any other person on the School House premises, who is suffering from a disease or condition capable of being passed on to boarders and that is likely to cause them serious harm if passed on to them.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed December 2020, Policy reviewed January 2024, This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY PASTORAL CARE

(Reviewed January 2024)

Positive relationships with other students and with staff members, and protection from ill-treatment is especially important for the physical and emotional wellbeing of boarders.

### Policy

1. To ensure every student is treated with respect and dignity.
2. To ensure every student is given positive guidance to promote appropriate behaviour.
3. To ensure positive guidance includes praise and encouragement but not blame, harsh language and/or degrading responses.
4. To ensure students are not subjected to any form of discrimination, physical ill-treatment or deprivation (e.g. food, drink, shelter, privacy).
5. Physical restraint of students will be used only in exceptional circumstances where the student is a danger to themselves or others.

### Procedures

- Students are encouraged to share their concerns with Prefects, Housemasters on duty, Matron or the school staff Deans and Counsellor.
- On-duty staff (Housemasters and Matron) should be the first point of contact for any immediate relationship issues or problems.
- The Director of Boarding acts as a second step for pastoral and or relationship issues and problems.
- Personal Safety audits are conducted randomly throughout the year (by School House staff) with different year groups. Those who are bullies or victims will be counselled and parents will be contacted if necessary.
- Group Relationship audits are conducted randomly for each year group. Those at the extremes of the audits (high or low) will be interviewed. If necessary, the School House Disciplinary Procedures may be invoked.
- When staff have concerns about the mental health of boarders, they will refer the matter on to the school counsellor and parents.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed October 2020, Policy reviewed January 2024, This policy will be reviewed as required or triennially.*



## **SCHOOL HOUSE POLICY: RELATIONSHIP PROTECTION & SAFEGUARDING**

In Compliance with Regulation 58, Education (Hostels) Regulations 2005

### **1. Policy**

School House is committed to providing a safe, supportive environment where the rights, privacy, and security of every boarder are upheld. We maintain a zero-tolerance approach toward abuse, harassment, and serious neglect.

It is the responsibility of every member of the boarding community to alert staff to any issues, and for staff to lead a process in line with the procedures, resulting in a communicated outcome.

Issues can be raised through the School House Complaints Procedure, or through communication with boarding staff.

Standard of Care:

- Respect: Every boarder and staff member is treated with dignity.
- Positive Guidance: Staff must use praise and encouragement. The use of blame, harsh language, or belittling responses is prohibited.
- Prohibited Practices: Solitary confinement (except for medical purposes), discrimination, and the deprivation of food, drink, warmth, shelter, or privacy are strictly forbidden.

### **2. Definitions (Regulation 58)**

This policy is triggered when there are reasonable grounds to believe that a person (staff, boarder, or visitor) has:

1. Harmed a boarder (physically, emotionally, or sexually) or ill-treated them.
2. Subjected a boarder to discrimination, solitary confinement, unauthorized physical restraint, or deprivation of basic necessities.
3. Abused, harassed, or seriously neglected a boarder.

### **3. Immediate Response Procedures**

Upon forming a belief on reasonable grounds that abuse or neglect has occurred, the Director of Boarding or Rector (as the Owner's representative) must:

- **Ensure Safety:** Immediately ensure the accused person has no contact with the affected boarder.
- **Exclusion:** If necessary to ensure safety, require the accused person to stay off the hostel premises.
- **24-Hour Reporting (Mandatory):** Within 24 hours of forming the belief, the hostel staff or school must:
  1. Provide written notice to the parents of the boarder.
  2. Provide written notice to Oranga Tamariki and/or the New Zealand Police.
  3. Notify the Licensing Authority (Ministry of Education) that the above notices have been given and provide the Authority with copies of those notices.

#### **4. Investigation & Support**

- **Internal Investigation:** A sub-committee will be formed to investigate the matter promptly, following the school's protected disclosures and complaints procedures.
- **External Guidance:** The school will follow all instructions from outside agencies (Police/Oranga Tamariki). If the school believes the advice is not in the best interests of the child, independent legal advice will be sought.
- **Pastoral Care:** The School House Counsellor and medical team are available for immediate and ongoing support for all affected parties.

#### **5. Preventative Measures**

- **Education:** All boarders are trained in the Stymie anonymous reporting tool. Cornerstone programmes include *Positive Behaviour for Living* and *Above the Hoops*.
- **Staff Training:** All staff receive mandatory training on identifying signs of abuse and their reporting obligations under Regulation 58.

#### **6. Licensing Implications**

Failure to manage incidents of abuse or neglect effectively, or failure to comply with Regulation 58 reporting requirements, may result in a formal direction from the Ministry of Education or the cancellation of the School House hostel license.

This checklist is designed to ensure the Director of Boarding or Rector meets every legal requirement of Regulation 58 within the mandatory 24-hour window.

Note: In New Zealand, the "24-hour clock" begins the moment you have "reasonable grounds to believe" an incident of abuse, harassment, or serious neglect has occurred.

## SCHOOL HOUSE: 24-HOUR REPORTING CHECKLIST

Incident Date/Time:

Discovery Date/Time:

### PHASE 1: IMMEDIATE SAFETY (Hour 0–1)

- Isolate the Risk: Ensure the accused person (staff, boarder, or visitor) has zero contact with the victim.
- Exclusion: If the accused is a staff member or visitor, have they been legally required to leave the hostel premises?
- Medical/Pastoral Support: Has the boarder been seen by the School Nurse or Counsellor? (Prioritize physical and emotional stabilization).
- Evidence Preservation: If physical or sexual abuse is suspected, have you advised the boarder not to wash/change until Police arrive? Has the scene been secured?

### PHASE 2: MANDATORY NOTIFICATIONS (Hour 1–24)

*All notifications below must be completed in writing within 24 hours.*

- Parents/Guardians: Have the parents been notified in writing of the incident and the actions taken?
  - *Method:* \_\_\_\_\_ *Time:* \_\_\_\_\_
- Statutory Authorities: Has a report been filed with Oranga Tamariki or the NZ Police?
  - *Case Number/Contact:* \_\_\_\_\_ *Time:* \_\_\_\_\_
- Licensing Authority (Ministry of Education): Have you notified the Ministry of Education that the above reports were made?
  - *Recipient:* \_\_\_\_\_ *Time:* \_\_\_\_\_
- Documentation Exchange: Have copies of the notices sent to parents/Police been forwarded to the Ministry of Education?

### PHASE 3: INTERNAL GOVERNANCE

- Rector & Board Chair: Has the Rector been briefed? Has the Board Chair been informed of the potential licensing risk?
- Staff Briefing: Has a "need-to-know" briefing been held for relevant staff to ensure the boarder is supported and privacy is maintained?
- Sub-Committee Formation: Has a small team been appointed to lead the internal investigation and manage ongoing communication?



---

Richard Hall  
Rector OBHS



---

Simon Rhodes  
OBHS Board Chair



# Otago Boys' High School

## SCHOOL HOUSE POLICY SEARCH AND SEIZURE

*(Reviewed January 2024)*

To provide guidelines for search and seizure in situations where there are reasonable grounds to suspect wrongdoing. A search may be carried out to recover stolen property, detect prohibited or illegal substances or weapons, or uncover anything that is reasonably believed to be a threat to the maintenance of good order in the School House Community or the School. The contract with parents contains an understanding that the enforcement of major School rules includes an obligation to cooperate in search procedures.

### **Policy**

School House has a search and seizure policy in order to safeguard the possessions of boarders and their physical safety and also to protect their rights to privacy and respect.

### **Procedure**

It is the procedure of School House to follow these steps regarding student searches and seizure of items:

1. In the first instance the search or seizure should be carried out under the guidelines for the surrender and retention of property and searches published by the Ministry of Education January 2014. The searches or seizure and retention of property is governed under the Education Act 1989 Sections 139AAA and 139AAB. Staff need to be aware of the restrictions under the Act.
2. Procedures where a staff member has reasonable grounds to suspect a student is carrying or hiding an illegal or illicit item. An illegal or illicit item is defined as an item that is illegal under statutory law in New Zealand, an illicit item is one which has the potential to cause physical or emotion harm to student(s) and is likely to detrimentally affect the learning environment.
  - a. If you suspect a student has an illicit item, you can request they surrender the item. If they refuse to surrender it, you can request their school bag or an outer layer of clothing (jersey, jacket, hat, footwear, socks or glove) to be removed and given to you to search for the item.
  - b. Searches of school bags or surrounded clothing must be undertaken by a staff member of the same sex as the student, with both the student and another staff member (preferably of the same sex as the student) also present.



# Otago Boys' High School

- c. If the student refuses to comply with the above requests, then they need to be brought to school Senior Management (Assistant Principal, Deputy Rector or Rector).
- d. A staff member cannot search a student's person at all, which includes a strip or rub down search.
- e. A staff member cannot search a group of students' property together unless you believe each student in the group has an item for surrender (no full class searches of student school bags).

The best advice is if you have any concerns about a student and an illicit item in their possession and they refuse to surrender the item to you, please contact the Director of Boarding.

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed March 2020*

*Policy reviewed January 2024*

*This policy will be reviewed as required or triennially.*



# Otago Boys' High School

## SCHOOL HOUSE POLICY SEXUAL HARASSMENT

*(Reviewed January 2024)*

The Otago Boys' School House regards sexual harassment as a serious offence and it will not be tolerated under any circumstances.

### **Policy**

Sexual harassment is offensive, unasked for behaviour. Sexual harassment generally occurs when a person is subjected to unwelcome verbal or physical conduct of a sexual nature.

### **Procedure**

All complaints of sexual harassment will be taken seriously, investigated quickly, privately and fairly whether committed at school or at School House. The Board will ensure that all members of the school community are informed of the nature and implications of sexual harassment, and will act to reduce the risk of its occurrence.

If anyone wishes to make an enquiry or a complaint about sexual harassment, they should contact one of the following:

- The Director of Boarding or Rector
- Matron (for parental contact)
- A contact person or friend
- Union representative
- Human Rights Commission, Ph: Toll Free 0508 505 808, PO Box 6751, Auckland

---

Richard Hall  
Rector OBHS

---

Mark Kirkland  
OBHS Board Chair

*Policy reviewed January 2021*

*Policy reviewed January 2024*

*This policy will be reviewed as required or triennially.*