



Code of Conduct and Student Safety Statement

RANGI RURU STUDENT SAFETY CODE OF CONDUCT FOR STAFF AND CONTRACTORS

Statement of Commitment

Rangi Ruru is committed to providing a safe and caring school climate to ensure the wellbeing and prevent the harm of students, their families, and staff and contractors. We are committed to embedding children's rights into policy practice, and culture and we promote the empowerment and participation of students and their whanau/families. Equity is upheld, and we seek, value, and respect diverse representation, views, and experiences in students. We provide opportunities for students to actively participate in decisions that affect their lives.

To ensure a safe school environment, Rangi Ruru facilitates the detection, mitigation, and prevention of potential risks to students before they arise. We expect all stakeholders to report any allegations, disclosures or concerns for the safety and wellbeing of students. In addition, a safe school environment ensures that students, staff, and contractors are culturally safe.

Rangi Ruru has zero-tolerance for abuse of any kind. The health, safety and wellbeing of our students is our single greatest priority and responsibility. Students are encouraged to speak up and speak out against abuse, knowing that the adults are listening and will act. We seek to understand what makes students feel safe in our organisation and regularly communicate with students about what they can do if they feel unsafe. Rangi Ruru is committed to informing and involving whanau/families in child safety and wellbeing at school.

We are committed to regular and ongoing education and training on child safety and wellbeing for the Board, staff, contractors, and volunteers. All services provided by Rangi Ruru for the safety and wellbeing of students adhere to the principles of partnership, protection, and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi. All staff across all levels and regardless of working hours (e.g. volunteers, casual, part or full-time, and contractors) must abide by the Student Safety Code of Conduct.

Rangi Ruru is an organisation where child safety is paramount, in line with Oranga Tamariki (1989) and the Children's Act (2014).

Purpose

The purpose of this Rangi Ruru Student Safety Code of Conduct for Staff and contractors is to set out expectations regarding behaviours and boundaries for all employees, board members, volunteers, teacher trainees, contractors and temporary/casual employees working with students. A guideline for these expectations are the Rangi Ruru Values and Christian Heritage. All staff, contractors, and volunteers are expected to be fully supportive of that ideal.

Scope

All paid and unpaid staff, including contractors and volunteers, of Rangi Ruru, are responsible for the safety and wellbeing of all Rangi Ruru students. Therefore, all paid and unpaid staff and contractors are expected to act in accordance with this Student Safety Code of Conduct in their physical and online interactions with all Rangi Ruru students.

Staff and contractors will:

- Promote the human rights, safety, and wellbeing of all students at Rangī Ruru
- Demonstrate appropriate personal and professional boundaries
- Consider and respect the diverse backgrounds and needs of our students
- Create an environment that promotes and enables students' participation and is welcoming, culturally respectful, and inclusive for all students and their families
- Provide positive guidance, using praise and encouragement, and avoiding blame, harsh, language, and belittling or degrading responses.

Exceptional Circumstances

Rangī Ruru appreciates that at times there may be exceptions or exceptional circumstances where aspects within these guidelines may not be able to be adhered to, e.g. due to certain positions, activities/services or during an emergency. However, where applicable, the Student Safety Code of Conduct recognises those aspects.

For circumstances and settings outside of these remits, staff and contractors must seek the Principal's authorisation at least seven days before taking action contravening these guidelines. If not possible, the Principal should be advised as soon as possible, within 24 hours, post any incident breaching these requirements.

Roles and responsibilities Board

Ensure that there are systems and structures in place within the organisation to implement and monitor the effectiveness of the Student Safety Code of Conduct.

Principal/ Senior Managers / Boarding Managers

Ensure the Student Safety policy is appropriate, relevant, understood and regularly reviewed, per Rangī Ruru policy review process;

Ensure the overall welfare and wellbeing of students (duty of care); Manage non-adherence to the Student Safety Code of conduct.

All Staff and Volunteers (including the Board, Principal, Senior Management, contractors, students on placement, temporary/casual staff, and co-located staff from other organisations)

Understand and adhere to the obligations of the Student Safety Code of Conduct.

Report non-adherence to the Student Safety Code of Conduct - see Student Protection Policy

Code of Conduct

Rangī Ruru is committed to protecting students in its care. As part of this commitment, we have developed practice and conduct guidelines approved and endorsed by our Board. All staff (paid, volunteers and contractors) are required to observe our practice and conduct guidelines. A failure to follow our procedures can be considered misconduct and will result in appropriate disciplinary action. In addition to any internal disciplinary proceedings, breaches of law will be reported to the Police and other statutory services as applicable, e.g. Oranga Tamariki (Ministry for Children).

Rangī Ruru staff and Contractors will:

1. Act per Rangī Ruru's safeguarding and wellbeing policies and procedures at all times.

2. Behave respectfully, courteously, and ethically towards students and their families and other staff and contractors.
3. Take all reasonable steps to protect students from abuse.
4. Treat students with respect.
5. Maintain appropriate professional boundaries with students in line with other relevant professional codes of conduct. This includes expectations such as physical contact, language, and appropriate communication with students.
6. Listen and respond to the views and concerns of students, particularly if they communicate (verbally or nonverbally) that they do not feel safe or well.
7. Promote the human rights, safety, and wellbeing of all students at Rangī Ruru.
8. Demonstrate appropriate personal and professional boundaries.
9. Consider and respect the diverse backgrounds and needs of the students.
10. Create an environment that promotes and enables student's participation and is welcoming, culturally respectful, and inclusive for all students and their families.
11. Involve students in making decisions about activities, policies and processes that concern them wherever possible.
12. Contribute, where appropriate, to Rangī Ruru's policies, discussions, learning and reviews about Student Safety and wellbeing.
13. Identify and mitigate risks to student's safety and wellbeing as required by Rangī Ruru's risk assessment and management policy or process.
14. Ensure that adults are not left alone with students, except when unavoidable (for example, in an emergency).
15. Respond to any concerns or complaints of student harm or abuse promptly as required with Oranga Tamariki Act (1989), Children's and Young People's Wellbeing Act 1989 and Children's Act (2014) and in line with Rangī Ruru's policy and procedure for receiving and responding to complaints.
16. Comply with Rangī Ruru's protocols on communicating with students and policies and procedures on record keeping and information sharing.

Unacceptable Behaviour

Rangī Ruru staff and contractors will not:

1. Discipline a student outside of Rangī Ruru's expectations. The School's discipline processes do not include:
 - a. Any form of physical punishment or contact affecting the physical or emotional welfare of a student.

- b. Emotional abuse, including threats, favouritism, swearing, reference to diversity differences and/or withdrawal of care necessities.
 - c. Any form of treatment that could be considered cruel, frightening or degrading.
2. Address negative, violent, or sexually suggestive comments to or about a student.
 3. Undertake any form of sexual behaviour or engagement with or in the presence of a Rangī Ruru student. Doing so is a breach of Rangī Ruru's position of trust.
Sexual behaviour includes contact and non-contact behaviour, e.g. flirting, sexual innuendo, sexting, taking, or exposing students to inappropriate messages, images or nudity (e.g. via text, email, magazines, other). Sexual misconduct, which includes any sexual activity (touching; fondling; oral, anal, or vaginal penetration, voyeurism, exhibitionism), exploitation, inappropriate conversations of a sexual nature.
 4. Initiate or participate in unnecessary or inappropriate physical contact. Whilst not exclusive, this includes:
 - a. Performing unwanted touch and/or touching personal body areas.
 - b. Performing personal care that a student can perform on their own, e.g. changing clothes
 - c. Contact that risks causing pain, distress, or harm.
 - d. Engage in unnecessary affection to a student, e.g. sitting a child on laps, hugging, cuddling, kissing, etc.
 5. Behave in a manner open to perceptions of grooming. Whilst not exclusive, this includes:
 - a. Taking a child to a personal setting (e.g. staff member's home) or encouraging contact outside of Rangī Ruru remits.
 - b. Being 'secretive' with or encouraging students to keep secrets.
 - c. Giving personal gifts.
 - d. Sharing accommodation (sleeping spaces) with a Rangī Ruru student.
 - e. Allowing a Rangī Ruru student to babysit your children.
 6. Permit and participate in games promoting unnecessary physical contact, e.g. play-fighting, tickling
 7. Provide independent support to a Rangī Ruru student or family that is not part of Rangī Ruru's services.
 8. Take individuals or groups of students off-site for meals unless approved in writing by the Principal, or designate, at least seven days before the activity. (EOTC is covered separately)
 9. Use inappropriate language.
 10. Attend work under the influence of or in possession of non-prescribed or illicit drugs or alcohol.
 11. Take photographs and videos which are not in line with organisational policy.
 12. Be alone with students in their classrooms before 8.00 am or after 5.00 pm. Tutorials and/or meetings will have three students or more in attendance and

- a. Classroom doors must be open
 - b. The teachers must inform their line manager about tutorials and meetings before 8.00 am or after 5.00 pm.
13. Travel alone with or transport in own vehicles, a Rangī Ruru student before, during or after a Rangī Ruru School event. Exceptions may apply when:
 - a. Difference is reflected in position descriptions
 - b. An exceptional circumstance (e.g. emergency)
 - c. Permission has been granted from the Principal
 14. Work/volunteer for Rangī Ruru if additional hours, either via Rangī Ruru or secondary employment, will impact staff or contractors' capability and competence to perform Rangī Ruru duties or breach professional boundaries.
 15. Use electronic communication or have out of hours or unauthorised contact with students and/or their families, in person, by social media or by phone. (See Resources).
 16. Develop friendships with the student and/or their families outside school hours.
 17. Use, possess or supply alcohol or illicit drugs to or with students.
 18. Breach privacy or confidentiality.
 19. Discriminate or disrespect students or their families.
 20. Share inappropriate personal information with students.
 21. Ignore students who raise concerns or disregard any suspicions of child abuse or inappropriate conduct towards students.

Camps and/or overnight stays

While accompanying students on camps and/or on overnight stays, staff and contractors will adhere to the Student Safety Code of Conduct for Staff and Contractors. Parental consent must be sought for a student to attend an off-site, overnight trip of any description. Staff and contractors sleeping arrangements are to be separate from the student's sleeping arrangements. Students have the right to contact parents/caregivers in times of distress.

Use of electronic communications and online behaviour

Employees of Rangī Ruru may not undertake any direct on/offline correspondence (includes social media) with a student or their family, when doing so is:

- Without any required Principal and/or Parental consent.
- Unrelated to any Rangī Ruru matter.
- Fails to use Rangī Ruru designated resources, e.g., using a personal social media account instead of Rangī Ruru's Teams or email accounts.
- Breaches Rangī Ruru's policies and procedures.

Breaching of the Student Safety code of conduct

With regards to breaching the Student Safety Code of Conduct for Staff and Contractors, which may lead to instant dismissal, the following procedure will be invoked by the Board:

1. The staff member or contractor will be appraised of the allegation and be given a reasonable period to respond to the allegation.
2. Until the staff member or contractor responds to the allegation, he/she may be suspended from duties on full pay.
3. Once the staff member or contractor has responded (or failed to respond within the agreed time), the Board will investigate the allegation before making any decision. The employee may then be disciplined, including dismissal, or reinstated without any break in service or loss of earnings.
4. In some cases, a single written warning may be given that will stand as a permanent warning. These warnings have no time limit; they do not expire and will last for the length of the employee's employment. Any repetition of the behaviour for which it was issued shall result in dismissal.
5. The purpose of issuing a warning is to ensure employees are well aware of the concerns with their performance or conduct and what is required to rectify such matters. Repeated warnings may result in dismissal.

Understanding and Acceptance

Rangi Ruru is committed to providing effective Student Safety induction and training for all new and existing staff and contractors as it constantly strives to deliver a student safe environment.

Within their first week, new staff and contractors will know the requirements of and how to access the Rangi Ruru Student Protection Procedure and Student Safety Code of Conduct, including identifying and reporting concerns. Requirements include:

- Rangi Ruru defines a student as a person up to and including the age of 18 years.
- Accessing electronic copies and information via Staff Teams and Staff Handbook.
- In identifying concerns Rangi Ruru recognises the following as categories of abuse:
 - Physical
 - Sexual
 - Emotional
 - Verbal
 - Cyber
- Indicators of abuse may be both physical and/or behavioural.
- Rangi Ruru operates a mandatory reporting process.

(See [Teaching Council NZ Mandatory Reporting](#). All new staff participating in their induction program will be guided through all Student Safety aspects, standards, and regulatory criteria specific to their working environment.

All employees, volunteers, contractors, and students on placement to sign the Student Safety code of conduct. By signing, employees, volunteers, contractors, and students on placement acknowledge they have read and understood the Student Safety code of conduct and their obligations.

Resources

Rangi Ruru Policies, Procedures and Guidelines and Staff Handbook

Student Protection / Protected Disclosures

Bullying & Harassment

Disciplinary Rules and Procedures

LGBTQIA+ Policy
Recruitment and Staffing
Digital Citizenship Agreement
EOTC Guidelines
Search and Seizure
Physical Restraint
Student Code of
Conduct
Contractors' Code of Conduct

Glossary of terms

For the purpose of this Policy -

Abuse is the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person.

Emotional abuse occurs when a child or young person's emotional, psychological, or social well-being and sense of worth is continually battered.

It can include a pattern of criticising, rejecting, degrading, ignoring, isolating, corrupting, exploiting, and terrorising a child. It may result from exposure to family violence or involvement in illegal or anti-social activities.