



HOSTEL DISCIPLINARY PROCEDURES

PURPOSE

This document establishes the procedure to be followed when it is necessary to take formal disciplinary action in relation to a boarder resident in one of the Wesley College boarding hostels.

BACKGROUND

The Wesley College Trust Board is the governing authority for the boarding hostels at Wesley College. This governance is delegated to the Wesley College Trust Board Hostels Council.

The management and operation of these hostels is delegated to the Principal of Wesley College and further delegated by the Principal to the Deputy Principal Boarding, or in the absence of the Deputy Principal Boarding, the Duty Manager or a Relief Duty Manager.

One of the Deputy Principal Boarding, the Duty Manager or a Relief Duty Manager is always “on call”.

The House Parent(s) of Te Paea Hall (the Girls’ Hostel), Te Whare Taina, Te Whare Maia, Te Whare Pakeke; Denton, Caughey and Harding Halls are accountable to the Deputy Principal Boarding for the care of boarders resident in these hostels.

Boarders attend school at Wesley College.

The Wesley College Board of Trustees is the governing authority of the school.

These procedures use the same terminology and are based on the requirements of the Stand down and Suspension Regulations, issued by the Ministry of Education, that are followed by the Wesley College Board of Trustees.

This is to avoid confusion in the use of terms.

The Wesley College Trust Board appoints a Discipline Committee to consider any appeal following a suspension from the hostels and to determine the outcome.

ACTIONS THAT MAY BE TAKEN BY THE DEPUTY PRINCIPAL BOARDING AND HOUSE PARENTS PRIOR TO A STAND DOWN OR SUSPENSION

It is acknowledged that there will be times when a House Parent wishes to seek the approval of the Deputy Principal Boarding, or the on-duty Duty Manager, to request that a parent or guardian who lives in the greater Auckland area take a boarder home temporarily.

This may be appropriate in circumstances such as when a boarder:

- is intoxicated, or under the influence of alcohol or drugs and because of this is exhibiting irrational behaviour and / or not responding to direction; or
- has been involved in an action where the boarder remaining in the hostel places that boarder or other boarders at risk; or
- is abusive to the extent that (s)he is out of control and is not responding to direction.

In these circumstances the House Parent concerned will advise the Deputy Principal Boarding or the on-duty Duty Manager which of the above circumstances exist and seek approval to contact the Parents to request the temporary removal of the boarder from the hostel.

Before agreeing the Deputy Principal Boarding, or the on-duty Duty Manager must consider whether placing the boarder concerned in another hostel or under the care of another member of staff for the time being is a viable alternative to requesting that a parent or guardian comes to take the boarder home temporarily.

An investigation in to the circumstances will be conducted by the on-duty Manager and the result of the investigation submitted to the Deputy Principal Boarding as soon as practicable.

The result of this investigation will determine any follow-up action.

The outcome of the investigation may be a stand down or a suspension from the hostel concerned.

The on-duty Duty Manager or Deputy Principal Boarding may request that another appropriate staff member undertake this investigation.

In all investigations the principles of natural justice must be followed:

- The boarder will be offered the opportunity for having an adult support person present during the investigation.
- The person completing the investigation, wherever possible, will not be the person who was involved in initiating the disciplinary action.

STAND DOWNS

The Principal or Deputy Principal Boarding may stand a boarder down where the Principal or Deputy Principal Boarding is satisfied on reasonable grounds:

- that the boarder's gross misconduct or continual disobedience is a harmful or dangerous example to other boarders; or
- that because of the boarder's behaviour it is likely that that boarder or other boarders in the hostel will be seriously harmed if the boarder is not stood down.

It is recognised that standing a boarder down from the hostel may mean that the boarder is deprived of the opportunity to attend school. This is particularly true when the boarder's family live outside of the greater Auckland area. The Deputy Principal Boarding and / or the Principal will take the effect of a stand down meaning that the boarder may not be able to attend school into account prior to making the decision to stand down.

Should a stand down be imposed the Deputy Principal Boarding will arrange for a suitable educational programme to be provided for the boarder during the stand down period.

FURTHER INVESTIGATION / REVIEW

During the stand down further investigation may be initiated by the Deputy Principal Boarding and / or Principal. This investigation may result in further information about events related to the stand down becoming known.

The Principal may also review the circumstances of the stand down and / or take other previous incidents that may have occurred into account.

These investigations may lead to:

- the boarder(s) concerned being suspended; or
- the stand down being withdrawn.

Stand Down Period

A boarder may be stood-down more than once during the term or year.

A boarder cannot be stood-down for more than five days in any one term, and the total number of stand-down days for a boarder must not exceed ten days in one year.

The day in which the boarder is stood down is not counted in the stand-down period.

The Deputy Principal Boarding must ensure that suitable travel arrangements have been made for the boarder to leave the school at the beginning of the stand down.

Notifications

All stand downs and the reason for them should be recorded. A copy of any material related to the stand down will be given to the Principal.

The Principal will file this material on the boarder's individual file.

When the boarder is stood down the parents / guardians must immediately be notified of the decision and the reason for the stand down. This notification will be made by the Deputy Principal Boarding.

The Principal will write to the parent(s) / guardian(s) of the stood down boarder confirming the stand down and the reason for it.

The Principal will advise each member of the Discipline Committee by email of the stand down.

Effect of a stand down

The effect of the stand-down is that the boarder cannot reside in the Hostel until a date determined by the Principal.

The boarder may attend school while stood down from the hostels.

SUSPENSIONS

Only the Principal, or in his absence the person appointed as the Acting-Principal, may suspend a boarder from the Hostel.

The word may means that the Principal (or Acting-Principal) will review all available information related to the events that took place prior to determining that a suspension is justified on the grounds:

- that the boarder's gross misconduct or continual disobedience is a harmful or dangerous example to other boarders; or
- that because of the boarder's behaviour it is likely that that boarder or other boarders in the hostel will be seriously harmed if the boarder is not suspended.

FURTHER INVESTIGATION

After the suspension is made further investigation of the events leading to the suspension may take place.

These investigations may lead to:

- the suspension continuing; or
- the suspension being withdrawn; and / or
- a stand down period being imposed; or
- the boarder being reinstated.

Notification

The Deputy Principal Boarding will notify the parent(s) / guardian(s) of the suspension prior to the boarder leaving the College.

Before the boarder leaves the College the Deputy Principal Boarding will ensure that suitable arrangements have been made for the boarder to return home.

The Principal will write to the parent(s) / guardian(s) of the suspended boarder confirming the suspension and the reason for it in writing.

The parent(s) / guardian(s) of the suspended student will be advised that a request for reinstatement may be made to the General Secretary of the Wesley College Trust Board.

The Principal will advise each member of the Discipline Committee by email of the suspension.

Effect of a suspension

The effect of the suspension is that the boarder can no longer reside in the Hostels.

The boarder may attend school while suspended from the hostels, unless the boarder has also been suspended concurrently from the school.

The effect of a hostel suspension and attendance at school

It is noted that a hostel incident that results in a suspension from the hostel does not automatically result in a concurrent suspension from school. A hostel incident is deemed to have happened 'at home'.

When considering all the available information that is available the Principal may consider that there is an undue threat to another pupil's physical or emotional safety if the boarder continues to attend school.

Should the Principal determine that this is the case the Principal may consider suspending the boarder from the school.

This suspension from the school would be under the terms of the Education Act 1989 section 14(1)(b) – “that because of the student’s behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood-down or suspended.

In these circumstances the Board of Trustees and the Wesley College Trust Board will each follow their separate processes for determining an outcome to the suspension.

It is noted that a Board of Trustees decision to exclude or suspend from the school would automatically mean that the excluded or expelled student’s place in the hostel would be withdrawn.

Report and Discipline Sub-Committee Meeting

The Principal will write a report on the decision to suspend. This report will be provided to the Secretary of the Discipline Committee.

Reconsideration of the Suspension

The Parent(s) / Guardian(s) of a suspended student may seek his / her reinstatement to the hostels by making this request in writing to the General Secretary, Wesley College Trust Board, P O Box 58682, Greenmount, Manukau City, 2141.

Where the parent(s) / guardian(s) of the suspended boarder seek reinstatement the Discipline Committee has, after reviewing the circumstances leading to the suspension, the option of:

- (a) agreeing to a meeting, or
- (b) confirming the suspension, or
- (c) directing the Principal to work towards the reinstatement of the boarder without a meeting being held.

Note:

The option (c)

- may only be exercised where there is no concern that another boarder may be adversely affected or made to feel unsafe by the reinstatement.
- can not be exercised when the suspension is the result of an act of physical violence.
- may use a “restorative justice” approach to work towards a resolution of the situation that led to the suspension.
- may be used where the Committee deems that the situation is best resolved through the intervention of the Chaplaincy team.

The Principal would report to the next meeting of the Discipline Committee and / or Hostel Council on how this direction has been followed.

Confirming the suspension has the effect of excluding the boarder from the hostels.

Should a meeting be agreed to, the Parent(s) / Guardian(s) of the suspended boarder will be notified of the date, time and place of the meeting. The Parent(s) / Guardian(s) of the suspended boarder, the suspended boarder, together with a support person(s) are entitled to attend the meeting, and to speak to the report of the Principal and to make any other representation(s) in relation to the suspension to the Committee.

Information for Parent(s) / Guardian(s)

At least 48 hours before the Discipline Committee meeting the Parent(s) / Guardian(s) of the suspended boarder must be given:

- The procedures for the meeting deciding on the suspension.
- The Principal's report to the Committee on the events that led to the suspension.
- Any other material about the suspension to be presented at the meeting. This may include statements taken about the events from those involved, the boarder's most recent hostel and school reports, and a report from the Deputy Principal Boarding [made after consultation with the relevant House Parent(s)] in relation to the impact on the dormitories that may result from the possible outcomes of the suspension review.
- Notification of the options available to the Committee

The meeting of the Discipline Committee

The purpose of the meeting is for the Discipline Committee to receive and discuss the report presented by the Principal, to consider any submission made by the boarder or the boarder's family or their representative, and to decide the outcome.

The Discipline Committee meeting will follow the following agenda:

- The Chairperson will welcome those present to the meeting and arrange for all to be introduced
- The meeting will be convened with prayer
- The Chairperson will confirm that all parties have received and had the opportunity to read the documentation
- The Chairperson will ask the boarder, the boarder's family or their representative if there are any questions related to the documentation, whether the documentation has any material that the student wishes to challenge or to have amended.
- The Chairperson will ask the Principal to respond to any matter raised.
- Board members may seek clarification of any of the points raised by the Principal, the boarder, the boarder's family or their representative. The Principal, the boarder, the boarder's family or their representative(s) may also seek clarification of points raised.

At the conclusion of this section of the meeting the Discipline Committee will leave the room to deliberate; or ask the Principal and the boarder, the boarder's family and their representative(s) to leave the room to allow the Committee to deliberate.

The Committee will consider the documentation and any representations made to them and decide on the outcome.

The Committee will then convey their decision to the Principal.

Following advising the Principal, the decision will be conveyed to the boarder, the boarder's family and their representative(s).

Discipline Sub-Committee Decision

The Discipline Committee will report one of the following decisions to the Wesley College Trust Board Hostel Council:

That it has:

- lifted the suspension without conditions.
- lifted the suspension with reasonable conditions.
- extended the suspension with reasonable conditions for a reasonable period (This extension may be to allow further information to be obtained and reported on to the Committee.)
- excluded the boarder from the hostels.

Decision to Reinstate

Where a boarder is reinstated with conditions, these conditions will be clear, and, if appropriate, will specify who is to monitor that the conditions are complied with or put into effect and the timeframe required.

Once reinstated the boarder may return to the hostels as soon as practicable.

The Principal may request some time to advise others who had been involved in the incident(s) that led to the boarder's suspension of the decision, or to ensure that any condition placed on the boarder has been put in place and able to be implemented.

As soon as possible after the meeting the Secretary of the Committee will convey this decision to the parent(s) / guardian(s) of the boarder in writing.

Decision to extend the suspension

Where the Discipline Committee determines to extend a suspension

- the reason for the extension;
- the length of the extension; and
- the date for a review of the extension will be stated.

If the extension is for the purpose of obtaining further information, or for the suspended boarder to obtain professional help, the nature of this information / help, and who is charged with organising this information / help will be stated.

As soon as possible after the meeting the Secretary of the Committee will convey this decision to the parent(s) / guardian(s) of the boarder in writing.

Decision to exclude

The Secretary of the Wesley College Trust Board will confirm the decision to the Parent(s) / Guardian(s) in writing as soon as practicable after the meeting.

This procedure was agreed by the Wesley College Hostel Council at their meeting on 10 June 2009.

This procedure will be reviewed on or before the June meeting of the Hostel Council 2012.

Signed:

C Telford
Chairperson

Date: 10 June 2009