2022 Review Schedule

SchoolDocs
Policies and Procedures

TERM 1

HEALTH, SAFETY, AND WELFARE

Reviews are open to the whole school community: board, staff, parents/caregivers/whānau. We have indicated the topics boards should focus on (see shaded rows).

HEALTH AND SAFETY MANAGEMENT *(board)*

Risk Management

Health and Safety Induction

Visitors

EMERGENCY, DISASTER, AND CRISIS MANAGEMENT *(board)*

School Closure

Emergency Management *(see subtopics)*

Disaster Management

Crisis Management

BOARD ASSURANCES

At a monthly board meeting, assure the board that the school complies with these policies/procedures, that they are up to date, and that the appropriate actions have been taken. The shaded rows below are assurances that are repeated during the year.

TOPIC(S)	ACTIONS
School Planning and Reporting	Forward your charter and analysis of variance to the Ministry of Education by 1 March. Email your updated charter to SchoolDocs. Prepare the annual report for the auditor by 31 March.
Equal Employment Opportunities (EEO)	Include a statement on EEO in your annual report (including any issues from the previous year).
Medicines, Illness, Managing Minor/Moderate Injury, Reporting and Recording Accidents and Incidents	Complete an internal audit of procedures, and assure the board that staff have been briefed and are implementing the procedures correctly. See the Healthcare section.
Police Vetting for Non-Teachers	Assure the board that all non-teaching staff have current police vets on file.
Risk Management	At each board meeting, assure the board that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy. Check that the board is satisfied with compliance.

TERM 2

HEALTHCARE

Medicines

Managing Minor/Moderate Injury

Managing Serious Injury and Illness

Reporting and Recording Accidents and Incidents *(board)*

Infectious Diseases

BEHAVIOUR MANAGEMENT *(board)*

Bullying and Online Bullying

Surrender and Retention of Property and Searches

Digital Technology and Cybersafety	Assure the board that the policies are being implemented and the school holds copies of signed digital use agreements for all staff and students, as required.
Computer Security and Cybersecurity	Assure the board that the school's computer security/cybersecurity is reviewed and current.
Student Attendance	Assure the board that student absences are correctly recorded, monitored, and followed up. Report on any annual targets for student attendance.
Health Education	Assure the board that the school has completed its 2-yearly consultation with the school community about how the health curriculum is implemented. The board must adopt a statement about the delivery of the health curriculum.
Abuse Recognition and Reporting	Ensure staff are engaged with the abuse reporting procedure and indicators of abuse, and assure the board that this has been done.
Emergency Evacuation / Emergency Kit	Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates).
Staff Usage and Expenditure (SUE) Reports (in Expenditure)	Ensure a board member has checked the processes and authorisations used to make payments to staff members, the principal, and others responsible for the school payroll.
Monitoring and Auditing School Bus	Complete an audit of the school's bus transport compliance.
Risk Management	At each board meeting, assure the board that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy. Check that the board is satisfied with compliance.

TERM 3

Child Protection *(board)*

Abuse Recognition and Reporting

Care and Management of Students

Supporting Student Wellbeing

Food and Nutrition

Sun Protection *(board)*

Staff Wellbeing

Harassment *(board)*

Appraisal of the Principal	Take steps to ensure that this process is completed and reported on to the board by end of year.
School Swimming Pool	Ensure that a full risk management and safety assessment of the pool compound is completed as part of the annual health and safety review. See the Ministry of Education's Swimming pools at schools information. Report to the board.
Safety Management System	Report to the board on the internal audit conducted by the health and safety committee/delegated person of the school's health and safety compliance and practices. Check against the Performance Measurement section of this topic.
International Learners	Conduct a self-review of how the school is meeting Code of Practice requirements and report to the board. The self-review should be documented for the school's records, as well as possible external review.
Surrender and Retention of Property and Searches	Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that all authorised staff have confirmed their status in writing, and that a written record has been kept of all instances of search, surrender, or retention of property.
Physical Restraint	Assure the board that all procedures relating to physical restraint have been followed, and that all requirements to notify, monitor, and report have been met. Confirm that, as relevant, any non-teaching staff have been authorised in writing. Assure the board of the relevant training and support of staff authorised to apply restraint.
Risk Management	At each board meeting, assure the board that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy. Check that the board is satisfied with compliance.

TERM 4

HEALTH, SAFETY, AND WELFARE POLICY *(board)*
Review the main board-level policy in term 4

Alcohol/Drugs and Other Harmful Substances *(board)*

Digital Technology and Cybersafety

School Bus Transport *

School Swimming Pool / Swimming Off Site * *(board)*

Emergency Evacuation / Emergency Kit	Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates).
Staff Usage and Expenditure (SUE) Reports (in Expenditure)	Ensure a board member has checked the processes and authorisations used to make payments to staff members, the principal, and others responsible for the school payroll.
Monitoring and Auditing School Bus	Complete an audit of the school's bus transport compliance.
Provisionally Certificated Teachers	Report to the board on the induction programme of provisionally certificated teachers.
Teacher Registration, Certification, and Police Vetting	Assure the board that all teaching staff are certificated, and therefore vetted.
Appointment Procedure	Assure the board that the appointment procedure, including appointment committee delegations and referee and background checks, is being carried out as stated.
Length of School Year	Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Inform the board of the dates and number of half-days for instruction
Reading Recovery / Literacy Support	Report to the board from the Reading Recovery teacher on the implementation of the Reading Recovery programme.
International Learners	Assure the board that the Code of Practice self-review attestation will be submitted by the due date – 1 December each year.
Risk Management	At each board meeting, assure the board that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy. Check that the board is satisfied with compliance.

* Some topics/sections are optional, such as School Bus Transport. If you don't have an optional topic, you don't need to review it.