

2026 Board Assurances

The principal assures the board through regular board reporting that the school complies with key legislative and regulatory requirements, relevant policies are up to date, and appropriate actions have been taken. Two assurances at the top apply **every term**. Other assurances apply to one term only. Policies with an asterisk may not apply to all schools.

EVERY TERM

TERM 1

TERM 2

TERM 3

TERM 4

POLICIES	ACTIONS
Risk Management	Assure the board that hazards are being actively identified, identified hazards are being monitored and controlled (including risks to student safety and wellbeing), and that control measures are being reviewed to ensure these remain appropriate and effective. This includes sun protection and EOTC activities.
Emergency Management	Assure the board that the school has an up-to-date emergency plan, including pandemic planning, emergency/evacuation procedures, lockdowns, notification, duty of care for students, and testing procedures.
POLICIES	ACTIONS
School Planning and Reporting	Assure the board that the current strategic plan has been submitted to the Ministry of Education and published online; the annual implementation plan has been published online by 31 March each year; financial statements have been submitted to the school auditor by 31 March each year; and the annual report (including audited financial statements) has been submitted to the Ministry of Education by 31 May and published online each year.
Learning Support	Assure the board that teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students.
Health Education	Assure the board that at least once every two years, a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.
Health, Safety, and Welfare Policy	Assure the board that school health, safety, and welfare policies and procedures meet legislative and regulatory requirements. See Health, Safety, and Welfare Policy on your SchoolDocs site for more details.
Worker Engagement, Participation, and Representation	Assure the board that workers have the opportunity to participate in improving workplace health and safety.
Health Support	Assure the board that policies and procedures relating to health support are up to date and implemented correctly. See Health Support on your SchoolDocs site for more details.
Digital Technology and Online Safety	Assure the board that Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety.
Boarding House / Hostel Policies *	Assure the board that the boarding house/hostel provides a safe emotional and physical environment that supports the learning of boarders enrolled at the school.
Safety Checking and Police Vetting	Assure the board that all children's workers employed or engaged by the school have been safety checked before appointment. Confirm that children's workers have been safety checked as required within 3 years of the previous check. Assure that any non-teaching staff (who are not registered teachers or hold a Limited Authority to Teach) are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours. Confirm that police vets have been completed every 3 years.
Teaching Staff	Assure the board that all teachers employed at the school are registered with the Teaching Council and hold a current practising certificate, or have a Limited Authority to Teach.
Performance Management	Assure the board that the school manages the performance of staff according to employment agreement requirements. Confirm that the board complies with mandatory reporting requirements to the Teaching Council.
Appointment Policy, Staff Conduct, and Professional Development	Assure the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities. Confirm that supporting policies for induction, staff conduct, and professional development are being implemented.
Employment Policy and Equal Employment Opportunities	Assure the board that the school operates an employment policy that complies with the principle of being a good employer, that the policy (including our equal employment opportunities programme) is available to staff, and that a report on compliance is included in the annual report.
Child Protection and Abuse Recognition and Reporting	Assure the board that the Child Protection policy is in use, is being implemented correctly, and is publicly available. Assure the board that staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.
Curriculum and Student Achievement Policy	See Curriculum and Student Achievement Policy on your SchoolDocs site for the assurance relevant to your school.
Assessing Student Learning	Assure the board that the school monitors and evaluates the progress and achievement of students through the analysis of good quality assessment information, and evaluates the performance of students in relation to foundation curriculum policy statements, and national curriculum statements and any nationally and internationally recognised qualifications system offered at the school.
Cellphones and Other Personal Digital Devices	Assure the board that the school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption.
POLICIES	ACTIONS
Student Attendance	Assure the board that the school meets all legislative and regulatory requirements for attendance and is managing attendance effectively.
Reporting about Student Progress and Achievement	Assure the board that the school meets all legislative and regulatory requirements for reporting on student progress and achievement.
Searches, Surrender, and Retention of Property	Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that a written record has been kept of all surrenders and searches, and retention of any property held for more than 2 nights. Assure the board that authorisation of non-teaching staff is specified in writing, and that staff members receive a copy and acknowledge the receipt in writing.
Minimising Physical Restraint	Assure the board that all procedures relating to physical restraint have been followed, and that requirements to notify, monitor, and report have been met. Confirm that any non-teaching staff have been authorised in writing. Assure the board that staff authorised to apply restraint receive appropriate training and support.
Stand-down, Suspension, and Exclusion	Assure the board that the school complies with the correct procedures and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.
School Records Retention and Disposal	Assure the board that the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records.
Safety and Welfare for Students on Work Experience *	Assure the board that work-based learning and work experience situations for students meet the required welfare and safety conditions.
Food and Nutrition	Assure the board that the school promotes healthy food and nutrition for all students.
Opening and Closing the School	Assure the board that the school has been open for the specified number of half days, terms, and times.
Income (Government donation scheme only)	Assure the board that if the school has opted in to the government donation scheme, parents and caregivers have been advised of this. Assure the board that the school will not ask for donations, except for overnight camps.
Gifts	Assure the board that all gifts can be properly accounted for, and that the nature and value of gifts is reasonable and appropriate.
Protected Disclosure	Assure the board that the school has internal procedures that meet the requirements of the Protected Disclosures (Protection of Whistleblowers) Act 2022 (s 29) and this information is shared with staff members, contractors, board members, and volunteer workers.
School Swimming Pool *	See School Swimming Pool on your SchoolDocs site for the assurance relevant to your swimming pool.
Daily School Bus *	See Daily School Bus on your SchoolDocs site for the assurance relevant to your school bus.
International Learners Policy *	Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date each year.