## **Boarding Discipline Flowchart**

#### Incident

Housemaster becomes aware of incident

Housemaster collects statement(s) from student(s) & staff

### Possible Stand-Down/Removal

Director of Boarding reviews statements & decides the level of the incident

## DoB determines incident is a House

### Disciplinary matter

Housemaster determines consequence & inform Whānau

# Collect further evidence if necessary.

Evaluate all evidence.

Determine possible Stand-Down or Removal.

Stand-Down/Removal

Evaluate evidence to date.

Director of Boarding:

Inform whānau by phone of incident & process to follow. Inform Deputy/Headmaster of incident.

Provide whānau with written documentation summarising

incident.

Interview student(s) & staff (providing support person).

Compile Final Investigation Report & in consultation with
Deputy/Headmaster, decide to either Stand-Down or refer the
Investigation Report to Deputy/Headmaster to consider
Removal.

## Possible Removal

### Deputy/Headmaster

Inform whanau by phone of investigation possible outcome & consequence(s) Provide opportunity for whanau to consider/respond.

Decide final outcome.

Provide whanau/DoB/Housemaster/Dean with final Investigation Report & consequence(s) in writing.

### Stand-Down

Inform whanau by phone of investigation outcome & consequence(s).

Provide whanau/Deputy/Headmaster/Housemaster/Dean with final Investigation Report in writing.

### Application for Reinstatement

An application for reinstatement must be made by the parents within seven days of the boarder/ whanau being notified of the decision to remove.

The application must be made in writing and emailed or faxed to the Headmaster's secretary.

The application will be heard by the Headmaster and members of the Board of Trustees.

The Director of Boarding will be present and speak to the Investigation Report.

The Boarder may have a support person(s) present.

The panel hearing the application has three options:

- a. Reinstate the Boarder no conditions
- b. Reinstate the Boarder conditions
- c. Not reinstate the Boarder

The committee will retire to deliberate. The Boarder and his whanau will be informed in writing of the panel's decision, and the reasons for it, within 24 hours of the hearing concluding.

In this scheme some powers are reserved to the Director of Boarding, and to the Deputy/Headmaster. If either is not available, these powers are delegated to the person acting in the relevant position at the time.

