

KIWITAHI SCHOOL

“Kia Kotahi – Working Together”

Concerns, Complaints and Disciplinary Actions Procedures

- Complaints should be made in written form or in person and be directed to the Principal. In the event of a complaint against the principal, this shall be direct to the BOT Chairperson.
- Other parties (staff / BOT) are to be informed at the principal's discretion and any appropriate action taken as required.
- Immediately following a complaint, recorded documentation shall begin and be filed confidentially.
- The complainant shall be informed by the Principal or the BOT Chairperson of the outcomes in a timely manner.
- Any issues involving staff shall initially be attempted to be resolved informally with the Principal and/or BOT Chairperson.
- If required, mediation services from outside agencies may be required and shall be sought and utilised as appropriate.
- In dealing with any complaint against an employee, the Principal and Board of Trustees must act in accordance with the conditions of the relevant current employment contract.
- Any actions or deliberations of the Board in a disciplinary matter shall be fully minuted 'in committee' and the Chairperson must notify the school's indemnity insurer prior to any action being taken.
- A letter written in consultation with the BOT and signed by the Board Chairperson shall be sent to all parties involved in a disciplinary matter, advising them of any actions to be taken or decisions made. A copy of this letter is to be signed by the party/ies involved as a record of this being seen and understood, and shall be kept in the school's confidential files.
- At no time during or after a disciplinary process is a Board member to discuss the matter with anyone outside those already involved in the matter.