



Otaki College procedures for policy on Health, Safety and Student Welfare

College Ball

1.0 Purposes:

- 1.1 To provide a framework within which safe and enjoyable College balls can be held.
- 1.2 To ensure that College balls and associated events provide good opportunity for student organization and management with appropriate levels of guidance.
- 1.3 To ensure that the integrity and reputation of the school are protected.

2.0 Guiding Principles

- 2.1 The annual College ball is a school event for which the school takes responsibility.
- 2.2 Without compromising 2.1 students will be encouraged to undertake the planning, organization and management of the ball.
- 2.3 The College's policies and procedures in relation to the use of proscribed substances at school events will apply to the College ball.
- 2.4 The College will not be responsible for, or actively involved in the organization of events such as pre-ball and after-ball parties at which alcohol may be available.
- 2.5 Without compromising the intent of 2.4, College senior managers may raise matters for consideration with the organizers of such events with respect to the safety of such events.

3.0 Procedures

- 3.1 The teacher liaising with student organizers will invite Y13 students to form a ball committee with places for Y12 students early in Term One.
- 3.2 The liaison teacher will discuss potential dates with the ball committee and take these to the AP/DP responsible for day-to-day organization for approval.
- 3.3 The ball committee will gain the approval of the AP/DP (day-to-day org) and principal for a ball venue.
- 3.4 The ball committee will organize the ball including any themes, ticket prices, ticket sales, catering, venue decoration, photographers, liaison with police and other security providers.
- 3.5 All financial transactions in relation to the ball will be conducted by way of payment to and by the executive officer who will operate an account specifically for this.
- 3.6 The DP responsible for student welfare and guidance will consult with the ball committee on matters of safety and security.

- 3.7 The principal or DP responsible for student welfare will discuss arrangements of organizers of any after-ball parties with those organizers to assess the need for advice to parents, police or other agencies and to raise matters for consideration in line with 2.5.
- 3.8 The College will make its vans available for safe transport of students from an after-ball event. Drivers of College vans must be approved for this purpose by the principal.
- 3.9 Prior to the ball the principal will speak to students of the College attending the ball regarding care with the use of alcohol prior to the ball and after and other safety issues. Students will be warned that those affected by drink or other substances, in the opinion of College senior managers present, will not be admitted to the ball.
- 3.10 Eligibility for attendance at the ball is as follows:
 - 3.10.1 All current Year 12 and 13 students are eligible to attend the ball subject to review in the case of those students currently on the EOTC Register or subject to major disciplinary proceedings.
 - 3.10.2 Year 12 students may bring one guest to the ball. Year 13 students may bring two guests to the ball.
 - 3.10.3 Guests may include people who are not students of the school of either gender who are people of good character and who are no more than 20 years of age or less than 16, with the exception of those approved under 3.10.4.
 - 3.10.4 Guests may include Y11 students of the College.
 - 3.10.5 Written request must be made to the principal for all guests at least two weeks prior to the ball. The requests will be approved or declined in writing. The requests will include sufficient detail for the principal to make enquiries about the suitability of a guest. This should include full name, school currently or previously attended or place of work.
 - 3.10.6 Year 12 or 13 students hosting guests will take all reasonable responsibility for the conduct of their guests.