

Hātepe Kaimahi

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi
Nurture – Include – Engage – Innovate – Lead

What guides us

Living Te Tiriti o Waitangi
Ensuring ākongā are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

ACCESS TO TE KURA PREMISES

Date of approval	: 1 August 2023
Date first created/This version no.	: 2023/1
Next review date (1 year cycle)	: 2024
Owner	: DCE Systems & Support
Who are these procedures for	: All kaimahi and visitors to Te Kura premises

These procedures support the [Health & Safety Policy](#) approved by the Board of Trustees in August 2023.

Scope

The primary aim of these procedures is to ensure everyone attending Te Kura premises is able to do so safely and securely. The procedures set out the mechanisms by which everyone attending Te Kura premises “sign in”, when they are able to do so and the responsibilities of kaimahi when they, or their visitors are in attendance, including ākongā.

Purpose

These procedures have been created to ensure everyone authorised to use Te Kura premises is able to do so safely, securely and with minimum disruption to other legitimate premises users.

Te Tiriti o Waitangi and cultural inclusivity

This Hātepe Kaimahi expects alignment with the Health and Safety Governance Policy statements.

Definitions

Access: the means or opportunity to approach or gain entry to a Te Kura space.

Ākongā: student (Māori).

Approval: written permission by an authorised person.

Authorised person: the Chief Executive or a delegated alternative.

Core hours: 7 a.m. to 9 p.m. Monday to Friday (excluding Public Holidays) and 9 a.m. to 5 p.m. on Saturdays and Sundays.

Kaimahi: staff member (Māori).

Manuhiri: guest or visitor (Māori).

Premises: an office of Te Kura (specifically excludes Huinga Ako sites unless these are located in Te Kura premises).

Visitor: anyone attending a Te Kura premises that is not a kaimahi.

Procedures / Process

All persons attending a Te Kura premises, at any time, must:

- Sign in (using approved attendance software) prior to accessing Te Kura premises.
- If the approved attendance software is not available to use, a suitable alternative can be used. E.g. hard copy register.
- Always comply with all relevant policies and procedures.

Kaimahi Access including requests to change

- Access for kaimahi is provided by way of individual security cards (in some instances, a paper-based mechanism may be utilised when the time to complete software registration is limited).
- All Te Kura offices will have pre-designated periods during which the premises may be accessed by Te Kura kaimahi (and occasionally others under direction, e.g. cleaning or maintenance kaimahi).
- Those periods may be determined locally to suit the needs of kaimahi in that location, provided they meet the following minimum requirements:
 - (i) Core hours are 7 a.m. to 9 p.m. Monday to Friday (excluding Public Holidays) and 9 a.m. to 5 p.m. on Saturdays and Sundays.
 - (ii) With tier 3 managerial approval recorded in writing, access may be reasonably extended.
 - a. Complete the [Request to Extend Access Form](#) including manager approval.
 - b. Send to Facilities.Helpdesk@tekura.school.nz.
 - (iii) If on site during non-core hours (those listed at (i) above) kaimahi are required to inform at least one other person that they are present and again when they have left.
- Only the personnel with “all doors, all hours access”, approved by line manager and CE, are authorised to be on Te Kura premises outside of these hours.
- Employees and contractors may bring family members, such as dependents, to Te Kura premises with the approval of their line manager.

Security Cards

- Requests for kaimahi, agency temps or contractor access cards (including extended access periods) are to be forwarded to the Facilities Helpdesk in a timely manner.
- Kaimahi and, where appropriate, manuhiri are responsible for the safekeeping of their security cards and must not give their access card to any other person. All lost cards must be reported to the Facilities Helpdesk immediately.
- Lanyards to hold access control cards bearing writing or a logo identifying Te Kura must not be used.

Managing Visitor Access including Ākonga Access

- Kaimahi must check with Facilities (email: Facilities.Helpdesk@tekura.school.nz) whether ākonga are permitted to be on site for the purposes of Huinga Ako or other teaching sessions as this varies in accordance with the lease.
- All visitors must be met by a kaimahi. The visitor will remain the responsibility of the kaimahi they are visiting while on the premises and must be accompanied at all times while on the premises.
- Visitors must wear an identifying badge while on site.
- Visitors attending organised events at Te Kura premises (e.g. prizegiving, meet and greet sessions) are permitted on a per event basis, in consultation with Facilities Management and the completion of a documented risk assessment for sign-off by Facilities Management including:
 - the arrangements for the provision of briefings on health and safety and emergency evacuation plans.

- the establishment of satisfactory arrangements for the management of security including access to kaiako/kaimanaaki and kaimahi areas, cafeterias, tea bays and toilet areas.
- Facilities provides a health and safety overview for physical works contractors.
- Where visitors are minors, the kaimahi they are visiting must ensure the following:
 - They are always supervised.
 - They do not disrupt other kaimahi.
 - They are not here for prolonged periods of time, other than in emergency situations and only then after their manager's approval.
- Individual students, and accompanying whānau, attending an office site for purposes other than the provision of teaching, may attend provided all the above requirements are met and with the addition of the following:
 - Appropriate approval has been granted to invite ākongā and whānau to site.
 - Kaimanaaki/kaiako arrange time and date to meet.

Evaluation

Te Kura will monitor access arrangements, especially those where visitors, ākongā and whānau are attending, to ensure compliance with these procedures. Te Kura will seek ways to improve the procedures and incorporate appropriate changes as required.

Additional resources

[Access to Te Kura Premises Request to Extended Access Form](#)
[Premises and Facilities Management Hātepe Kaimahi](#)

Approved by Te Rina Leonard, Chief Executive, Te Aho o Te Kura Pounamu