



## SAFE SCHOOL POLICY

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### OUR WHY

The board is committed to providing a healthy, safe environment for its employees, students and visitors to the College. It delegates responsibility of this policy and the procedures to the principal. This policy is written under the principle that children and young people attending Wesley College have a right to feel comfortable. The board guarantees an environment where students are supported to attend regularly and feel physically, emotionally and spiritually safe.

Wesley College acknowledges the need for a learning environment free of alcohol, drugs and other controlled substances. This allows us to provide a physically and emotionally safe environment for our school community.

The board is responsible to respond promptly and appropriately in the event of a crisis situation occurring within the College community or impacting on the College community.

This policy will provide staff with procedures by which to identify and respond appropriately to concerns, eliminating or minimising physical, verbal and emotional conflict and other negative influences within the college community and thereby make the college a child and young person safe environment where effective learning takes place.

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### OUR HOW

1. In accordance with our Kairangi values and Methodist ethos, the college will function in an environment where the values of respect and dignity are recognised, modelled, and practised at all times and where positive influences prevail.
2. The college will implement programmes and practices that aim to eliminate physical, verbal, and emotional conflict and other negative influences.
3. Behaviour management systems have clear expectations and fair expectations and focus on self-management and the college code of conduct. Emphasis will be on preventing students from disrupting or significantly preventing the learning of themselves and others in the classroom.
4. The college will be a drug, smoke and vape, and alcohol-free environment.

5. The college will monitor student attendance and advise parents and caregivers of absences to ensure that students attend regularly. Absences will be identified and dealt with in ways that will improve attendance.
6. The college will have procedures to prevent and address this policy. They include, but are not limited to the following:

<a href="#">Attendance</a>	<a href="#">Health and Safety at Work</a>
<a href="#">Behaviour</a>	<a href="#">Pandemic</a>
<a href="#">Complaints and concerns</a>	<a href="#">Pastoral Care</a>
<a href="#">Education Outside the Classroom</a>	<a href="#">Privacy</a>
<a href="#">Food and Nutrition</a>	<a href="#">Smokefree</a>
<a href="#">International Student Critical Response</a>	<a href="#">Student Code of Conduct</a>
<a href="#">ICT Digital Cyber Safety</a>	<a href="#">Suspension Meeting</a>
<a href="#">Vetting</a>	<a href="#">Surrender and Retention</a>
<a href="#">Uniform</a>	

7. The Accommodation Policy for International Students is noted.

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## TRAUMATIC INCIDENTS

### DEFINITION:

The MoE broadly defines traumatic incidents as events that:

- cause sudden and/or significant disruption to the effective operation of the college
- negatively affect a large number of students, families and/or staff
- create significant dangers or risks to the physical and emotional well-being of any individual
- attract media attention or a public profile to the college

Traumatic incidents don't always occur on site or during the hours of operation. They can occur during a field trip or sporting event. Examples include sudden death, serious injury, illness, violence, abuse and suicide. Natural disasters such as earthquakes, flooding or fire are other examples.

1. In the event of a traumatic incident the Principal will convene a meeting of appropriate staff to action a response using our Crisis Management Guide.

### CRISIS MANAGEMENT CONTACT LIST

ROLE	NAME	DDI / MOBILE	EMAIL
Principal/ Director of Int School Learner	Dr Brian Evans	(09) 2370224 (021) 544595	<a href="mailto:bevans@wesley.school.nz">bevans@wesley.school.nz</a>
Int School Learner Coordinator	Ms Joanne Ah-Sam	(027)5252140	<a href="mailto:jah-sam@wesley.school.nz">jah-sam@wesley.school.nz</a>
DP	Mrs Charlotte Saunders	(09) 2370224 x 817 (021) 2458887	<a href="mailto:charlottes@wesley.school.nz">charlottes@wesley.school.nz</a>
DP	Mrs Christine Pereira	(09) 2370224 x 844	<a href="mailto:christinep@wesley.school.nz">christinep@wesley.school.nz</a>

		(027) 3222573	
<b>DP</b>	Mr Chris Wood	(09) 2370224 x 809 (021) 0714354	<a href="mailto:cwood@wesley.school.nz">cwood@wesley.school.nz</a>
<b>Head of Hostel</b>	Dr Siao Si Vaili	(021) 235 6891	<a href="mailto:svaili@wesley.school.nz">svaili@wesley.school.nz</a>
<b>Director Boarding</b>	Mr Chris Field	(09) 2370224 x 846 (021) 517720	<a href="mailto:directorb@wesley.school.nz">directorb@wesley.school.nz</a>
<b>Presiding Member</b>	Mr David McGeorge	(09) 5355092	<a href="mailto:gmsupport@tamahere.co.nz">gmsupport@tamahere.co.nz</a>
<b>Counsellor</b>	Mrs Janice Collins-Evans	(09) 2370224 x 880	<a href="mailto:icollins-evans@wesley.school.nz">icollins-evans@wesley.school.nz</a>
<b>Chaplain</b>	Rev. Aliitasi Salesa	(09) 2370224 (027) 4971952	<a href="mailto:aliitasis@wesley.school.nz">aliitasis@wesley.school.nz</a>
<b>Business Manager</b>	Mrs Denise Bellette	(09) 2370224 (027) 4525374	<a href="mailto:dbellette@wesley.school.nz">dbellette@wesley.school.nz</a>

#### EXTERNAL AGENCIES TO CONTACT:

##### Agency Link

[MOE](#)

[NZ Police](#)

[Vulnerable Children, Oranga Tamariki](#)

##### Phone

0800 TI TEAM (0800 84 8326)

(09) 2371700

**0508 326 459**

##### **Funeral Director**

[Fountains Funeral Director](#)

(09) 2982975

2. The Presiding Member of the School Board, the Trust Board and the Hostel Council will be advised of the incident as soon as it is practicable and consulted regarding the most appropriate response.
3. Only the Principal or appropriate Presiding Member are authorized to respond to the media (where required). Other staff who are approached for information must refer the enquirer to the Principal or appropriate Presiding Member.

A full report on the incident and the response made shall be made to the Wesley College School Board and/or the Wesley College Trust Board / Hostel Council at their next meeting.

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## ALCOHOL, DRUGS AND OTHER HARMFUL SUBSTANCES

Wellbeing approach to alcohol and drugs

Wesley College believes in a whole-school approach to student and staff wellbeing and will take all reasonable actions to protect our community from the effects of alcohol, drugs, and other harmful substances. We will be guided by a harm minimisation approach that focuses on prevention, early intervention and education.

We will:

- Provide a programme of education about alcohol, drugs, and other harmful substances through our curriculum and other educational programmes
- Keep our students engaged in pro-social activities
- Support our students through a holistic approach to pastoral care, including the engagement of other support services where required
- Engaging with parents and caregivers if concerns arise.

### **Policy Requirements**

At Wesley College, no-one should:

- Use alcohol or other harmful substances during school related activities
- Attend school or school activities when under the influence or impaired by alcohol or other harmful substances
- Possess or supply alcohol, drugs or other harmful substances (including related paraphernalia) whilst on school grounds or on school activities e.g. camps

There may be exceptions for alcohol where it has been approved for a school social event outside school hours, or for staff who reside on site and their guests who use it in a socially responsible manner.

### **Students**

Students must adhere to the requirements of this policy whilst on school grounds, taking part in school activities, and while wearing school uniform.

All staff should be aware of signs of alcohol or substance abuse. There should always be a focus on prevention through the proactive care of our students.

Students are encouraged to seek support or guidance if they think they may have a problem with alcohol, drugs, or other harmful substances. Students who take the initiative to ask for help will not be dealt with as a disciplinary matter but as a student wellbeing issue.

If it is suspected that a student may be under the influence of alcohol or another harmful substance, we:

- Prioritise the safety of students and other members of the school community.
- Take students who are suspected to be under the influence to the Health Clinic for monitoring and care as appropriate.
- If after school hours or during an off-site activity such as a school camp, parents/caregivers may be contacted and required to collect their child for the safety and wellbeing of the student and other members of our community.
- Where reasonable grounds exist, the school may require students to undergo a drug test and/or a property search and/or surrender relevant items
- Contact emergency services if a student or another person is at risk of immediate harm
- Use physical restraint to prevent imminent harm (only by teachers or other authorised staff and if all conditions are met as per the Minimising Physical Restraint guidelines)

We will then follow our behaviour management procedures including the Kairangi Procedure Flow Chart, and stand-down, suspension and exclusion procedures, as necessary.

A support plan may be put in place to help them engage and succeed at school. This may include engaging with guidance counsellors, a behaviour contract, and support from outside agencies. This will be confidential and only shared with the relevant people.

## **Staff**

Staff must adhere to the requirements of this policy and maintain high standards of conduct whilst on school grounds, taking part in school-related activities, and while representing the school.

Staff are encouraged to seek support or guidance if they think they may have a problem with alcohol, drugs, or other harmful substances. If a disclosure is made at the initiative of the staff member, this may be treated differently from a breach of the policy; however, the school board have a duty of care to ensure the staff member is fit to perform their role.

If it is suspected that a staff member may have breached this policy, Wesley College may:

- Stand-down the employee whilst an investigation is conducted
- Request that the staff member undertake a drug and/or alcohol test
- Undertake a search of school property (desks, cupboards, school vehicles etc.) If there are reasonable grounds for searching personal property (e.g. staff bags, vehicle etc.) this will be conducted with the sole purpose of looking for alcohol, drugs, and/or harmful substances (including related items such as pipes) and will be conducted with due care and consideration of privacy and dignity
- Offer support and rehabilitation
- Take disciplinary action, potentially resulting in dismissal for misconduct or serious misconduct.

All cases of serious misconduct by teaching staff will be reported to the Teaching Council.

Staff residing in accommodation attached to a hostel may use alcohol in a responsible manner inside their residence while off duty, with the permission of the Principal. This permission will not be unreasonably withheld. Staff / visitors to the residence are expected to be responsible in their use of alcohol and not to be under the influence of alcohol at any time.

Hostels may be hired to outside parties during holiday breaks. On application, an exception to the above policy may be made for specified occasions/ locations at the sole discretion of the Principal.

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## **HIV / AIDS / OTHER BLOOD-BORNE and COVID VIRUSES PROCEDURE**

Good practice routines are essential for administering first aid to any person who is bleeding. The established practice is to recognize that there is potential for the person administering first aid to become infected by a blood-borne virus or airborne virus e.g. HIV/Aids/ Hepatitis B and C and Covid viruses. Therefore, in dealing with any injury or illness people should be treated as if they have a blood-borne or air-borne virus.

New Zealand law is clear

- A child's health status should not affect their right to an education.
- Children have a right to privacy.

## **GUIDELINES**

These are the guidelines for infection control of HIV/AIDS and Covid viruses in schools<sup>1</sup>.

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1. Before treating a child, who is bleeding, make sure you cover any cuts or abrasions with a water-proof dressing. Do ask the child if they have been exposed to anyone who has contracted covid or ask questions related to covid symptoms they are presenting with (sore throat, loss of smell and taste, cough or flu like symptoms). This would ensure we have the correct gear to apply when treating the child (Face mask and sterile gown – if available).
2. If the individual presents with “Covid” symptoms of any kind, continue with the procedure and at the end advise student/family to see their General Practitioner. The child must have a “face mask” on prior to leaving the clinic.
3. You must inform any duty manager or senior management that a child has presented with secondary Covid symptoms. This is to ensure safety in our school community. If the child has “tested positive” for Covid, we can track and trace who was involved at the school.
4. Wear gloves and face mask (if available) for all procedures and ensure hand sanitation is done before and after treatment (hand sanitizer is available in all first aid kits & in visible areas in the school).
5. Don't delay treatment of a child who is bleeding, under any circumstances because gloves are not immediately available. Use an absorbent barrier such as a towel, paper towel, handkerchief etc. for an actively bleeding child.
6. Dispose of used gloves, soiled dressings, sanitary towels, tissues, etc., in a place where they will not be handled, e.g. in bags which are burnt or buried.
7. Wipe clean and then sterilize all surfaces and instruments contaminated with blood. Make sure you use an effective disinfectant, e.g. (one volume of household bleach to nine volumes of cold water).
8. Soak surfaces for 20 minutes and then wipe dry. Prepare a fresh solution immediately before you want to use it.
9. Wash hands thoroughly when you have finished. Hand washing is usually adequate for non-blood secretions, but the above precautions (i.e. gloves, etc.) can also be used.
10. Make sure that first-aid kits include disposable gloves, disposable wipes or towels, plastic bags for contaminated waste, a skin disinfectant and a bleach solution (or hypochlorite solution/or granules) with instructions for use.

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## SEXUAL HARRASSMENT PROCEDURE

Under the Human Rights Act 1993, the Employment Relations Act 2000 and the Code of Practice for the Pastoral Care of International Students every person has the right to be treated with dignity and respect and to be free from all forms of harassment in the workplace. Staff and students shall observe common courtesy and considerate behaviour towards each other regardless of position or status.

### PURPOSE:

- To create a safe school and work environment that is free from sexual harassment
- To expect students and staff to role model appropriate behaviour
- To model appropriate standards of conduct at all times
- To encourage the reporting of behaviour
- To treat everyone fairly
- To ensure the well-being of the complainant and the respondent, and be respectful of their legal rights and natural justice
- To seek to resolve issues at the lowest appropriate level of intervention.

### PRINCIPLES:

**Accessible** - the complaint process is readily available.

Information/advice is readily available from any member of the Pastoral Committee.

Students and staff may seek the support of the Chaplain, Pou Manaaki, Guidance Counsellor, School Nurse or any other person they may feel comfortable with when making a formal complaint.

**Fair** - natural justice requires that the person, against whom an allegation is made, is told of the substance of all allegations against them if a decision is made to formally investigate a matter. Putting an allegation does not necessarily require disclosing the identity of the person raising a concern.

**Confidential** - this means that information about a complaint is only provided to those people who need to know about it.

**Efficient** - the complaint process should be conducted without undue delay and dealt with at the lowest appropriate level of intervention. Procedures will observe the principles of natural justice.

## **PROCEDURE**

1. A formal complaint should be made to the Principal.
2. If the complaint relates to the Principal, the complaint should be made to the Chairperson of the School Board.
3. The complaint should detail what happened, what the complainant wants to happen, when and where it happened and the names of any witnesses. This should be detailed enough to enable the respondent to be informed of the conduct and to be able to respond to the complaint.
4. Complaints will be investigated as quickly as possible by the Principal or in the case of a complaint against the Principal by the School Board Chairperson.
5. Complaints are dealt with impartially, without bias and in a timely and sensitive manner.
6. Information about a complaint is only provided to those people who need to know in order for the complaint to be actioned properly.
7. The respondent is formally advised that a complaint has been made and informed of the specific allegations and of the potential outcome of the investigation. They are given the opportunity to formally reply within a specified timeframe.
8. The Principal or the School Board Chairperson will decide what outcomes are appropriate as a result of the report.
9. The complainant is interviewed and the allegations are formally documented. The complainant may be accompanied by a support person. An accurate account of the incident(s) will be obtained from the complainant and the complainant will sign a record of their account.
10. A formal meeting is arranged with the respondent to allow a response to the allegations. The respondent will be encouraged to have an appropriate support person in attendance. The respondent's formal response will be documented by the investigator and the respondent will sign a record of their account.
11. Consideration will be given to whether it is necessary, and appropriate, to obtain statements from any witnesses and other relevant information. That information will be provided to the complainant and respondent who will be given the opportunity to comment on that information.
12. Those involved are informed about the process for resolving complaints.
13. Consideration may be given as to whether the respondent needs to be removed from the environment (or restrictions considered), should the on-going safety and security of the complainant, the respondent and/or other staff be at risk.
14. Those involved are protected against any victimisation or reprisals and students and staff are assured that no action will be taken against them if they speak up.
15. There is a review process to ensure the resolution is working satisfactorily and to confirm that no victimisation has resulted from the complaint.
16. Issues are resolved at the most appropriate level of intervention, subject to the rights of the complainant.

## **OUTCOME OF PROCESS**

Where allegations are admitted or substantiated, the outcomes for the respondent may range from an apology, counselling, and training to warnings and dismissal. Disciplinary action will match the seriousness of the breach. Factors taken into account in determining the level of seriousness include the nature of the conduct and whether or not the person breaching the policy was in a position of trust or authority in relation to the complainant.

The outcomes for the complainant may include remedies under the Human Rights Act 1993, for example crediting of any leave taken. Outcomes may also include interventions such as supportive counselling, a change in the work environment, or participation in mediation.

Where allegations are not substantiated it may still be appropriate to undertake some action, for example, refresher training or communications training. This should not to single out or punish the respondent if there has been no finding.

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## **ULTRAVIOLET RADIATION PROTECTION PROCEDURE**

The Wesley College School Board recognises that skin cancers are the most common form of cancers in New Zealand. The incidence of melanoma skin cancer is among the highest in the world.

Most skin cancers are caused by excess exposure to Ultraviolet (UV) radiation from the sun. Over-exposure to UV radiation leads to skin damage, which over time can develop into skin cancer.

Even if exposure does not cause obvious sunburn, UV radiation can cause damage to your skin which accumulates over the years.

UV radiation, unlike heat and light cannot be seen or felt. UV radiation levels can still be very high on cool or cloudy days and skin damage can still occur. It is important not to rely on the temperature to indicate whether you need to protect yourself from the sun.

Levels of UV radiation vary during the seasons and throughout the day. In New Zealand, UV radiation levels are particularly high from September to April between hours of 10am and 4pm. It is therefore important to be SunSmart during these times.

### **PURPOSE**

- To ensure that both teaching staff and students are protected from ultraviolet radiation.

### **PROCEDURE**

1. Consideration will be given to the UV Index when organising events outside.
2. Staff will ensure where appropriate the following guideline/advice is followed:

#### a) Sunscreen

Staff and students who are outside are encouraged to apply a broad spectrum sunscreen that has an SPF of at least 30, 20 minutes before you go outdoors. Reapply every two hours or more often if you are swimming or sweating it off. Sunscreen is available from the Health Clinic.

#### b) Shade

Staff and students who are outside are encouraged to sit under the shade clothes, by buildings, trees or other shade structures such as marquees that provide shade from the sun. Shade structures will be made available where possible.

#### c) Clothing

Staff and students who are outside are encouraged to wear sun protective clothing, i.e. a shirt with a collar and long sleeves and trousers or long-legged shorts within uniform requirements.

#### d) Hat

Staff and students who are outside are encouraged to 'Slap On' a Wesley College hat to protect the face, head, neck and ears.

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### **Relevant legislation**

Education and Training Act 2020



Health and Safety at Work Act 2015  
Privacy Act 2020

**Relevant school policies and documents**

[Child Protection Policy](#)

[Public Statement Policy](#)

Safety and Wellbeing Policy

Crisis Management Guide

The Wesley College School Board approved this policy at the April 2024.  
This policy will be reviewed on / before the April meeting 2027.



**PRESIDING MEMBER**

4 April 2024  
**DATE**



### IMMEDIATE ACTIONS

#### IMMEDIATE SAFETY AND SUPPORT

- If the incident involves serious harm or injury, ring 111 immediately and maintain lines of communication.
- Isolate and contain the situation, as appropriate.
- Check all students and staff are accounted for and ensure their safety.
- Ensure any patients are supported by a staff member (preferably a school nurse or first-aider if available).
- Ensure that access routes are cleared for emergency services.

#### ACTIVATE CRISIS MANAGEMENT TEAM (CMT)

- Inform key personnel on the CMT as soon as possible (See CMT contact list below) including the Presiding Member of the School Board.
- Set up a meeting time and place.
- Assess the circumstances, verify the facts of the event and record any actions taken.
- Locate master keys, school site plans, student lists etc. as required
- Set up systems to support the school community.

#### NOTIFY PARENTS/CAREGIVERS OR NEXT-OF-KIN AND OTHER RELEVANT AGENCIES

- In the event of non-fatal incidents, contact and brief parents/caregivers/next-of-kin as soon as possible.
- In the event of a sudden death or serious injury, the police will usually inform parents/caregivers or next-of-kin with Victim Support. The police will advise the school.
- Ensure WorkSafe are advised of a notifiable event.

#### KEEP STAFF INFORMED

- Brief staff members as appropriate. Where possible, this should be done in person, or by phone.
- Set up a staff-communication platform.
- Inform them of their immediate responsibilities, including confidentiality, and student safety and wellbeing.
- Inform other workers (e.g. itinerant teachers) that they should not come to school.
- Arrange for the school office to be staffed at all times. Brief office staff regularly as the situation develops, particularly on what they can and cannot say.

## **PRIORITIES AND ACTIONS FOR THE CRISIS MANAGEMENT TEAM**

### **COMMUNICATION AND SYSTEMS**

- Hold a CMT meeting as soon as practicably possible to determine:
  - Roles and responsibilities of team members
  - How to inform staff and the school community of the event
  - Whether the school should close and if so, how students should be collected (make a plan for international students and students who live a long way from school)
  - Whether additional staff are required
- Gather the facts (who, what, when and where) and document decisions carefully and in detail.
- Identify vulnerable staff or students who may require additional support and plan for their care.
- Contact the Ministry of Education Traumatic Incident teams (0800 848 326) and consider their advice.

### **MEDIA**

- Appoint a media spokesperson and stress that no one else is permitted to speak to the media on behalf of the school. When speaking to media ensure that:
  - Accuracy is paramount
  - Privacy guidelines are respected
  - Avoid saying 'no comment' - if you don't know the answer, say so
  - Nothing said to the media is ever 'off the record'
- Prepare a written statement to inform the school community, MoE, and media.
  - Notify the families of any victims that this statement will be issued.
  - Ensure the accuracy of the statement and avoid including any distressing details.
  - Outline any intended support for the students and staff.
  - Identify one point of contact for enquiries.
- Consider employing security if media interest is likely to be intrusive.

### **SUPPORT**

- Monitor student and staff wellbeing and maintain communication with families/caregivers regarding any concerns about their child.
- Provide ongoing emotional and spiritual support and offer age-appropriate information and resources.
- Seek cultural advice to ensure all responses are appropriate.
- If the crisis involves an international learner, plan how parents/caregivers will be contacted. Consider the individual needs of the learner.

### **EVALUATION OF RESPONSE**

- Following the incident, evaluate all aspects of the response and consider ways to improve the process (The Traumatic Incidents Team may be able to assist with this).
- Submit a full report on the incident and the response made to the Wesley College School Board and/or Trust Board / Hostel Council.

**CRISIS MANAGEMENT CONTACT LIST**

<b>ROLE</b>	<b>NAME</b>	<b>DDI / MOBILE</b>	<b>EMAIL</b>
<b>Principal/ Director of Int School Learner</b>	Dr Brian Evans	(09) 2370224 (021) 544595	<a href="mailto:bevans@wesley.school.nz">bevans@wesley.school.nz</a>
<b>Int School Learner Coordinator</b>	Ms Joanne Ah-Sam	(027)5252140	<a href="mailto:jah-sam@wesley.school.nz">jah-sam@wesley.school.nz</a>
<b>DP</b>	Mrs Charlotte Saunders	(09) 2370224 x 817 (021) 2458887	<a href="mailto:charlottes@wesley.school.nz">charlottes@wesley.school.nz</a>
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<b>DP</b>	Mr Chris Wood	(09) 2370224 x 809 (021) 0714354	<a href="mailto:cwood@wesley.school.nz">cwood@wesley.school.nz</a>
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<b>Presiding Member</b>	Mr David McGeorge	(09) 5355092	<a href="mailto:gmsupport@tamahere.co.nz">gmsupport@tamahere.co.nz</a>
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<b>Chaplain</b>	Rev. Aliitasi Salesa	(09) 2370224 (027) 4971952	<a href="mailto:aliitasis@wesley.school.nz">aliitasis@wesley.school.nz</a>
<b>Business Manager</b>	Mrs Denise Bellette	(09) 2370224 (027) 4525374	<a href="mailto:dbellette@wesley.school.nz">dbellette@wesley.school.nz</a>

**AGENCY CONTACTS**

<b>MoE</b>	0800 TI TEAM (0800 84 8326)
<b>NZ Police</b>	(09) 2371700
<b>Vulnerable Children, Oranga Tamariki</b>	0508 326 459
<b>Fountains Funeral Director</b>	(09) 2982975

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