



Boarding Staff Starter Booklet

Kia Puāwai Tātou

The Lord's Plans, Jeremiah 29:11

100 Walkers Road, RD7
Palmerston North 4477, NZ

Boarding Director & Senior Girls' Dean:

Mrs Maria Henry

email: boardingdirector@lac.school.nz

mobile: 021 987 161

Senior Boys' Dean:

Mr Jefferson Souza

email: jeffersons@lac.school.nz

mobile: 021 223 4808

Welcome to LAC House

Tena koe. Welcome to Longburn Adventist College, L.A.C House. We praise God for His guidance and thank Him for your presence to serve in this part of His vineyard.

School Mission Statement

IN CHRIST, we Educate, Encourage and Empower

School Motto

'Lead with integrity, Act with respect, Cultivate resilience'.

LAC House Motto

Kia Puāwai Tātou | The Lord's Plans, Jeremiah 29:11

LAC House staff responsibility is to ensure boarders feel safe and spiritually nurtured towards serving our God and Saviour throughout their boarding life at LAC.

Special Character

As a Seventh-day Adventist owned and operated boarding school, we will abide by the Christian beliefs, values and lifestyle of the Seventh-day Adventist Church. That is: A belief that God loves us and desires the best for us – physically, intellectually, spiritually, emotionally and socially.

A belief that God is creator and ruler of the universe, that the Bible is the revealed Word of God, that all truth finds its centre and unity in Jesus Christ who is our only means of salvation and that the Holy Spirit leads us to truth and empowers each believer.

Longburn Adventist College was established in 1908, is a Decile 5 co-educational day/boarding school with a comprehensive programme from Year 7 to Year 13 students.

School Boards

Board of Governors (BoG)

Board of Governors is made up of Seventh-day Adventist leaders - Chairperson: President of NZ Pacific Union (territories of French Polynesia, the Cook Islands and NZ), NZPUC treasurer, LAC School Principal, LAC Administrator, and SDA community representatives.

Board of Trustees (BoT)

The school Board of Trustees Association is a separate entity to BoG and has representatives from the local community and proprietors of the Seventh-day Adventist Church in New Zealand. It is responsible for day school staffing, students and school curriculum development.

Boarders are expected to participate in religious instruction through twice daily worship times, Sabbath observance and weekly church attendance and to conduct themselves in accordance with the ethos of the school and teachings of the Seventh-day Adventist Church.

Important Processes when you first arrive –

1) IT Set-up: (itmanager@lac.school.nz)

See Ryan Gounder (ext. 717) in the IT department to get your LAC email, username, password and internet set-up organised.

2) Volunteer Dean Address Letter:

See Allison Flood (ext. 709) in the finance office, to get a letter which proves that you are working at LAC; at the LAC address (a sample letter is enclosed). You will need this when you set up your bank account. (allisonf@lac.school.nz)

3) Bank account: (Business Manager, Andrew Chen)

You will need to set up a local bank account as you will get paid into this account. Take the 'Volunteer Dean Address' letter with you, as well as ID such as your passport, driver's licence and any other valid documents and information (finance@lac.school.nz).

4) IRD number: (Andrew Chen or Allison Flood)

This is your tax file number. You will need to fill in the IRD number application form which is also in the 'Staff Starter Pack' folder. Try and get this done as soon as you can, as it can take a little while to be processed, and you will not get paid until you have your IRD number. If you are short on cash, the finance office is happy to give you cash advances, which you can then pay back when you start getting paid.

5) Police vetting: (Maria Henry or Sue Budden)

The Police Vetting Forms will be available from the Boarding Director or International students' secretary, Sue Budden (sueb@lac.school.nz).

6) Personal Medical Insurance

See Andrew Chen (ext. 701) for assistance with insurance details.

7) Accommodation

The Boarding Director will assist with settling you into the living areas (mariah@lac.school.nz).

As soon as you have your email address set up, emailing other staff is a quick way of getting other matters sorted out.

Dormitory Staff Guidelines

Appointments

If a student requires a medical appointment, contact a senior dean for the medical service number.

See the 'Frequently called numbers' document in the Staff starter pack.

Charges can be made to the school account if prior arrangements have been made with the business.

Discipline

Minor incidents need to be dealt with in-house (either dean on duty or refer with Senior Dean). Major incidents must be communicated with the Boarding Director. All incidents must be recorded in the staff log book and major incident reports made out and process followed as per form provided.

Dress Code

It is an expectation that dormitory staff wear uniform shirts (provided by the school) during their duty hours. Casual wear to reflect Special Character of the school is expected – if in doubt, see the Boarding Director.

If we want the respect of young people, we have to look the part. When it comes to what you wear and how you behave, remember – you are a Role Model. This is not a choice but a reality – e.g. modest dress wear is encouraged when choosing accessories. We can influence our children and colleagues to achieve at the highest levels. However, they must first visualise us as a picture of success.

Evening Prep. /Study

Staff to supervise study prep in an area other than the dormitory from 7.30 pm to 8.45 pm. During this time, it is expected that staff check homework diaries, and anyone who claims to have no homework must read silently. Ensure that the study room is left tidy, heaters off, windows/doors closed, for teaching staff the next day.

Filing Cabinet

There are separate folders for each boarder located in the filing cabinet in the dorm office. Put every piece of information written by, to or about each boarder into their folder. This folder is for authorised personnel such as boarding staff.

Incidents

Incidents may occur between boarders through misunderstandings or not following proper guidelines as set out in the Boarding Handbook. Incidents are listed on the minor/major incident list and where necessary an Incident Form is filled in and handed to the duty dean for action.

Intercom

To make announcements over the intercom, dial as follows for the different locations:

- **NA** Girls' dorm and boys' dormitories use internal microphone.
- ***6301** Whole school campus

Please do not make announcements over the whole school between 8.15-8.45am, Mon-Fri .

Keys

Bex King (Librarian) will issue your keys for the school buildings, dormitories and school vehicles. Avoid lending your keys to students - ask them to wait or go with them to unlock a door.

Office phone

To make outside phone calls from the office phone, dial: 1, then the number you want to ring. You can get this PIN from Mrs Henry. Students may only use the office phone if it is urgent. The details of the student's phone call must then be written on the call-out sheet.

Parental/Caregiver Contact

When contacting students' parents/caregivers via email, please always 'cc' the Boarding Director (Mrs Henry mariah@lac.school.nz), and Senior Boys' Dean (Mr Souza jeffersons@lac.school.nz) when involving boys. Phone calls and meetings with parents need to be filled out on a 'Communications with Caregivers' sheet and noted in the staff diary.

Professional Code of Conduct

As the adult/supervisor, carer of student boarders at L.A.C. House, you are required to observe the Seventh-day Adventist Christian values and beliefs at all times whether on duty in the boarding house or off duty. Being a 'friend', then the 'disciplinarian' creates a conflict of interest from time to time for student boarders. If in doubt, contact Mrs Henry for assistance.

Punctuality

Staff are expected to know their duty roster times and be ready to carry out their duties within this time frame.

Sickness

If you are feeling unwell and unable to carry out your duty shift, please contact your Senior Dean within a reasonable time frame, to make arrangements for cover for your duty shift. It is advisable to see medical assistance if you are sick for more than one day.

School Vehicles

School vehicles are to be used for all school-related travel. During school hours they can be booked through the front office (ext. 0). At the end of use, fill out the mileage sheet located in each vehicle.

To be able to drive a school vehicle you must have a current full driver's licence. If you are under 25, you must see the LAC Business Manager prior to using the vehicles, for insurance purposes (please see Staff Handbook for the LAC Vehicle Policy).

Student boarders are not permitted to drive school vehicles.

Parking of vehicles

All vehicles are to be parked by the school chapel, away from the driveways to each dormitory.

Personal Vehicle Use

When using school vehicles for personal use, please check with the deans on duty for vehicle availability. The mileage sheet must be filled out at the end of each trip and the personal column marked.

Each volunteer dean has an allowance of 50km a week (this is enough to go to town three times). Any distance over the allowance will be charged at \$0.80c per kilometre. Mileage is calculated and billed monthly.

If you'd like to use a boarding vehicle during the term breaks, please consult with the boarding director before doing so, especially if you plan to travel outside of the region (Manawatu).

Sign-In/Out Register

When student boarders leave the campus grounds, they are expected to write their details in the Sign Out/In Register outside the deans' office. If not done, query the action and/or give a consequence.

Staff Log Book

A staff diary is located in each dormitory office. During your roster, record all facts or information that needs follow-up for the next duty dean. Details such as sickness, transport, commendations, and visitors are very appropriate to record in the staff diary.

Student School Uniform

All boarders must follow the school dress code for school uniform wear – clothing clean, well groomed, laundered regularly and in good condition, shoes polished. Refer to the Student Handbook for queries. Morning staff to check that boarders leave the dorm by 8.35 am, well-groomed in full school uniform. Regulation Phys Ed wear is required and must be taken with the boarder for the timetabled PE class.

All boarders must be in full school uniform for Thursday shopping trip – no accessories/caps, non-regulation jackets or footwear.

Uniform Supplier: **Academy Apparel**, 82 Broadway Avenue, Palm Nth, 4414. Tel: 06 354 0979

Student Attendance

Boardingware iPad is to be marked by staff as follows:

- 7.20 am (Morning watch) and 7pm (Soul Time) worships: students rostered for Morning Watch.
- Weekday and Weekend Meal times.
- Study/evening prep time (locations - cafeteria, library and computer room).
- Town trips (Thursday, Saturday evening and Sunday).

Please ensure this information is entered correctly.

Student Duties

Students are required to complete cleaning and kitchen duties as part of their household chores. These lists are made up by a senior dean and posted at the start of each term. Staff on Saturday evening duty to remind boarders of the new roster starting Sunday morning brunch.

The week's duties/dorm & café can be posted/written on the whiteboard in each dorm chapel.

Supervision

The official time for supervision occurs when staff are on duty – a duty roster is 8 hours with meal breaks and varies from contact- after school hours and weekends to non-contact hours – when boarders are at school.

Weekend Leave

Remind boarders at Wednesday morning worship that they have until the end of the day to hand in weekend leave forms. The following day, dean on duty contact families to confirm leave details.

Weekend Duty

A dormitory staff roster is posted at the start of each school term. Weekend duties involve more contact hours with the boarders than during the week and rely heavily on team building activities. Having a presence around the dorm and campus is reassuring, and offers safety and security to boarders which in turn builds trust and confidence in the staff member and unity within the boarding establishment.

Worships

Morning worships are taken by the boarding students while evening worships are taken by staff. Evening worships are taken by:

Monday - to be advised

Tuesday - Duty Dean

Wednesday - Small group study sheets

Thursday - Duty Dean

Friday - Combined vespers – duty deans

Work Hours

Staff work hours are 8 hours per duty shift from 6am to 2.30pm and 2.30pm to 10.30pm weekdays with weekends at double shift duty per day. Work hours are based on a 40 hour work week with a two day break.

Non-contact hours – student boarders at school during staff on-duty hours. Staff usually tend to dormitory matters or sick boarders absent from school after 9.00am, weekdays.

Contact hours – after 3.15pm weekdays and at the weekends / Friday 3.15pm to Monday 8.30am.

Off duty work hours – two days a week

Work Staff Roster Example:

Girls Dorm at 3 Female Staff.

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
6.00 am- 2.30 pm	Staff A	Staff A	Staff B	Staff B	Staff C 6.00 am	Staff A 7.30 am-	Staff B 9.00 am-
2.30 pm- 11.00 pm	Staff B	Staff C	Staff A	Staff C	Staff C	Staff A 12.00 am	Staff B 10.00 pm

Weekend Roster rotates the following weekend

Eg. Staff B-Friday, Staff C-Sabbath, Staff A-Sunday

Glossary

Appeal	A student or staff may appeal in writing/email to the Boarding Director, decisions made by the committee for any event or activity within 3 days of advertising.
Accident	Report any personal injury, damage or loss of property within 24 hours to the Boarding Director.
Café Foods	Check with catering staff if you would like a special dish or foods added to the menu. If you need ingredients for personal meals while off duty, see Boarding Director to negotiate with catering staff items that can be used from the kitchen pantry.
Churches	There are two main SDA churches within an 8 km radius – big church/Central SDA at 257 Ferguson Street, Palmerston North and Mosaic/QEC Hall, Rangitikei Street, Palmerston North. Outlying SDA churches – Feilding (25 kms, Levin 50 kms from LAC).
Hazard	A situation or thing with the potential to cause death, injury or illness.
Incident	Where a misunderstanding or act of disobedience occurs within L.A.C. House guidelines.
Risk	The likelihood that death, injury or illness might occur when exposed to a hazard.
Housing	Accommodation for volunteer and full time boarding staff is within the dormitory building – girls' dorm: two bedroom flat, located at the end of each hallway, and boys' dorm – in the centre of the H styled building, two bedroom flat. These areas/flats are for staff only and must be kept tidy, clean at all times. Staff protocol would be to inform your roommate if you have visitors to the flat, and for Health & Safety purposes, visitors must not enter the dormitory through the dormitory access doors.
Living	Life on campus can be hectic when on duty and during off duty times; it is important that boarding staff maintain appropriate behaviours as many former students have remained in the district and their families often attend LAC, even though they are not boarders. Your conduct is pivotal outside duty hours, as it is when on duty. Thank you.

Week Day Dorm Routine

Mornings

- 6.00am** Turn on dorm lights and deactivate external doors, turn on PA switch, skim diary notes, go across to the cafeteria for breakfast foods set up.
Morning foods set up is split into two areas, lunch and breakfast. You and other dean on duty will decide on which areas to cover - Breakfast or Lunch table ingredients for each morning.
- 6.30am** PA notice, time to wake up, get moving dial *6301 (both dorms), half hour to 7 am.
- 6.55am** Modest tidy casual dress code: no short shorts, singlets, pj's, dressing gown wear.
- 7.20am** Morning watch – taken by rostered student – all students in uniform (apart from Y13)
- 7.30am** Breakfast served in cafeteria
- 7.55am** Pack up begins, duties may not call 'trays up' until 7.50 am.
- 8.35am** Dorm lock up – forgot something? Pack bag before leaving the dorm or penalty given.

Afternoons

- 3.10pm** Unlock external doors so students can return from school. Students must change out of school uniform wear. Mufti clothes required for dorm cleaning duties and recreational activities
- 5.25pm** Teacher on duty in the cafeteria – all seated at a table, awaiting prayer and instructions to line up for the food servers. Those on kitchen duty have first preference to go through the servery, if absent send through rest of the boarders. Footwear required, headwear removed, table manners and etiquette expected.
- 5.30pm** Dinner time - dorm deans mark meals attendance sheet. Sign-up sheets for Study. Teacher staff to direct tables to servery. No queue jumping. Chairs in when leaving table.
- 6.00pm** Student kitchen duties begin. If students don't have a duty they are free to return to the dorms or take part in supervised recreational activities.

Evenings

- 6.55pm** Announce worship time to whole school and in separate dormitories.
- 7.00pm** Evening worship (Mon/combined, Tues/small group, Wed/speaker, Thurs/separate dorms).
- 7.30pm** Evening study time in the cafeteria, library or computer room.
- 8.45pm** End of study time(snrs). Juniors finish 8.30 pm. Shower, hand in IT, prep for bedtime by 9.25pm.
- 9.30pm** Turn junior side lights off. Recommended sleep time - 10 hours. Quiet on junior side.
- 10.00pm** Turn the senior side lights off* and check all students are in their own bedroom. Make sure all doors are shut properly and locked; set door alarms.

****Lamps used for extra study after lights out, must be with permission from duty staff, for 1 hour.***

Weekend Dorm Routine

Saturday

- 7.00am** Turn on lights, PA.
- 8.00 am** Go to breakfast. Food servery closes at 8.25 am. Sabbath dress code applies.
- 9.15am** Bus leaves for Central church – Announce to be at the bus by 9.10 am.
- 9:40am** Bus leaves for Mosaic church – Announce to be at the bus by 9.30 am.
- 9.45am** Make sure all students are out of the dorm, and lock the building. Depart on the buses to church. The two churches are Central Church at 257 Ferguson Street & Mosaic at QEC Hall, Rangitikei St.
Central bus usually returns before Mosaic transport.
- 12.55pm** Announce lunch.
- 1.00pm** Lunch time / mark attendance sheet / volunteer to pray / kitchen roster people go up first.
- 2.00pm** Afternoon activities per weekend sheet programme.
- 5.00pm** Announce closing Sabbath worship and notices, boarders start making their way to the café lounge.
- 5:15pm** Closing Sabbath worship (it may be at a later time depending on sunset times).
- 5.30pm** Dinner time.
- 7.00pm** Evening activities.
- 11.30pm** Bed time. Aim to have boarders return to dorms, and set door alarms.

Sunday

- 9.00am** Announce wake-up time (no staff breakfast preparation, prepare cleaning lists).
- 9.15am** Morning watch taken by Dean and notices for deep dorm/campus cleaning.
Check cleaning equipment available, encourage morning showers before brunch.
- 10.55am** PA – announce ‘make your way over to the dining room for BRUNCH’.
- 11.00am** Brunch / new cleaning roster after 11.30 am. Can rest, read, study, prep for school.
- 2.00pm** Town trip – if boarders go today, no Thursday town trip of the same week (unless Year 13). House Hoodies.
- 4.00pm** Town trip returns. Boarders MUST choose room tidy, complete homework over outings.
- 5.25pm** Announce dinner in 5 minutes. Take food tray to washer when finished. 6 pm-duties team
- 7.00 pm** Separate dorm worship / notices. 8-8.30 pm check uniforms clean, bags packed for school.
Male adults (ex LAC) use school gym for basketball practice until 9.00 pm.
- 9.00 pm** Hand in IT, showered, changed for bedtime at 9.30 pm. Lights out, QUIET IN DORMS
- 9.45 pm** Do room to room check. Write in staff diary book.

Weekend Outline Example




Term 1, 2018

Friday 9 to 11 March

Weekend Outline



**Weekend Leave Forms must be completed and handed in by Wednesday Evening*

Friday Evening  19:47	Girls' Dean: K Zoch	Boys' Dean: K Amoah
	Teacher/Staff: 7-9pm	
	Time	Activity
	17:30	Dinner & clean up
	19:30	Soul Time: Student Led in cafeteria , supper afterwards
	22:00	Lights out and alarms set
Sabbath March 10  07:08 19:46 	Girls' Dean: M Henry	Boys' Dean: R Henry / A Hales
	Teacher/Staff: 3-5pm Mr Paul	
	Teacher/Staff: 7-9pm	
	Time	Activity
	07:30	Wake up, make bed, shower
	08:00	Breakfast served in cafeteria
		Dress for church - collared shirt for boys, check hem lengths for girls
	09:15	Transport to Central SDA Church
	09:45	Transport to Mosaic Community Church
	13:00 to 14:00	Central Church - lunch at Church. Mosaic return to campus for lunch
	14:30	Movie in cafeteria - Sabbath movie suggestions to Mr Paul
	17:30	Dinner & clean up
	19:15	Soul Time: Close Sabbath at cafeteria
20:00	Everyone board vehicles for Relay for Life - town trip after.	
22:00 - 23:15	Gym & Cafeteria Open	
23:30	Everyone back in dorms - lights out	
Sunday March 11	Girls' Dean: M Rasmussen	Boys' Dean: K Amoah / R Henry
	Teacher/Staff: 3-5pm	
	Time	Activity
	08:30	Wake up to be on time for worship notices
	09:00	Morning Watch - separate dorm worship
	09:30	Deep cleaning - tidy rooms, own washing, etc.
	11:00	BRUNCH - be showered and dressed appropriately
	13:00 - 15:00	Town Trip, Sunday or Thursday not both for year 7-12
	15:00 - 17:00	Study supervision in Library (dependant on Teacher availability)
	17:30	Dinner then clean up
19:30	Soul Time: Separate Dorms	
21:30	Lights out, bedtime, quiet in both dormitories	

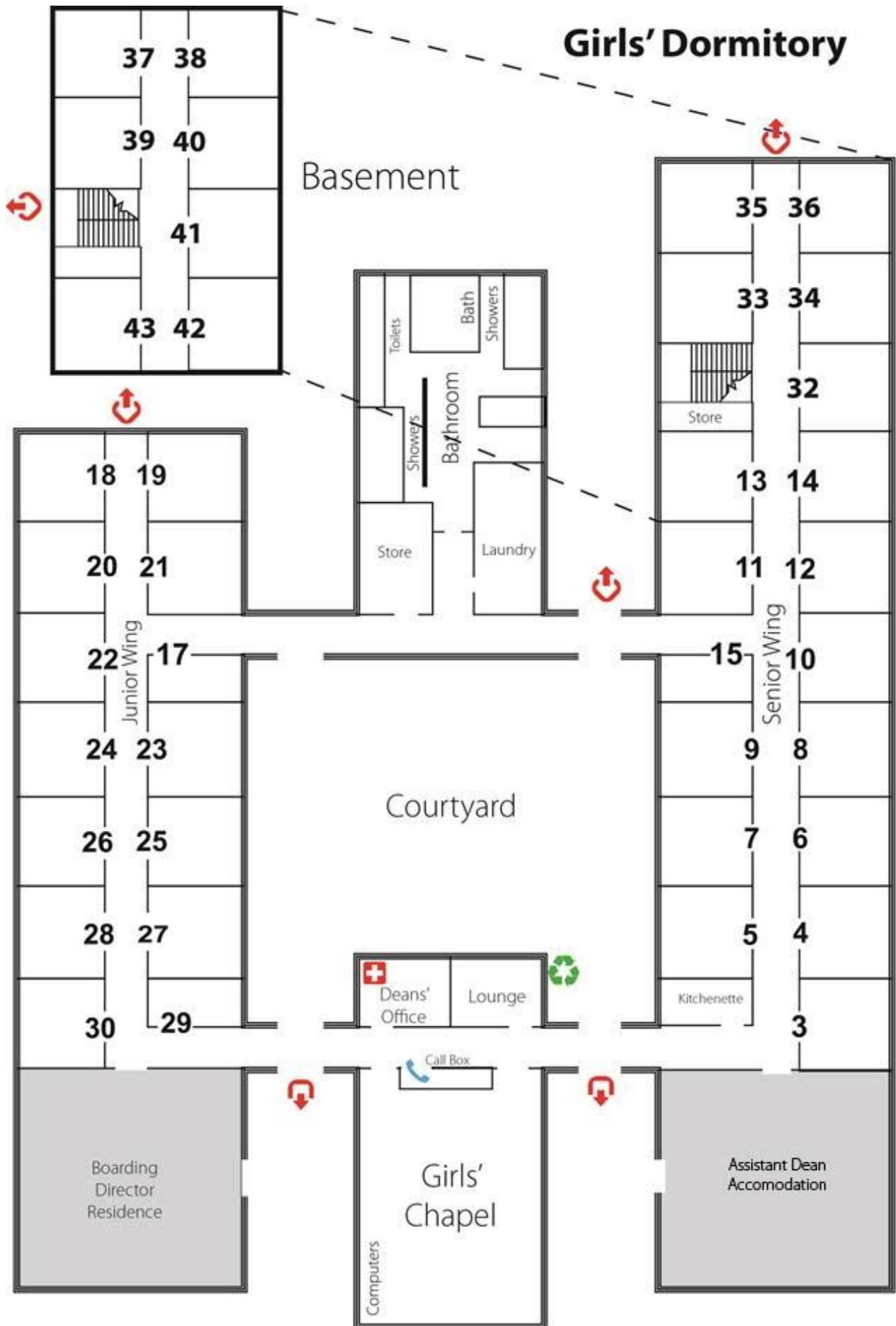
Weekend leave boys: Malachi, Markus, Jotham, Ryan C,

Weekend leave girls: Rachel, Naomi, Emily,

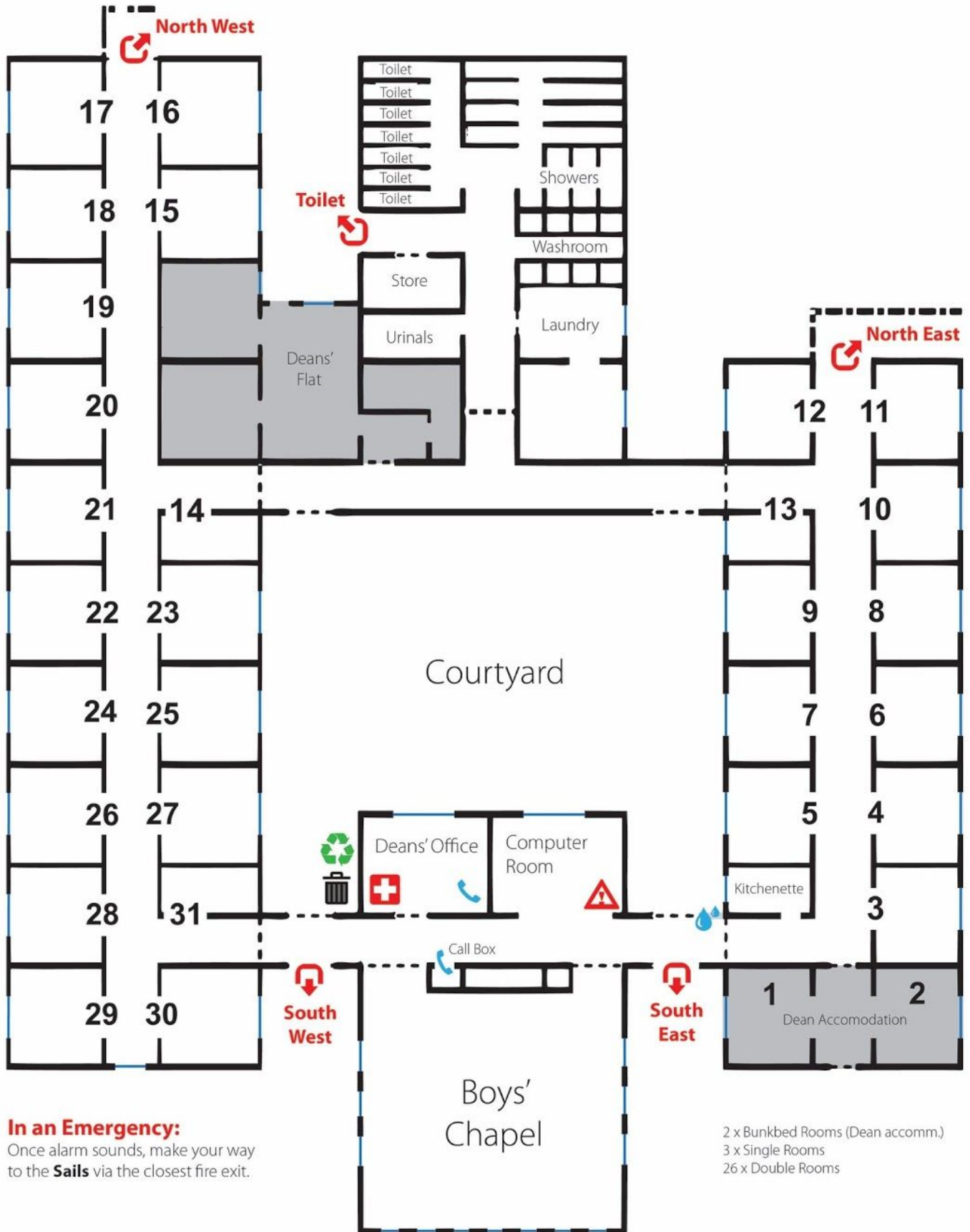
Total Girls:

Total Boys:

Girls' Dorm Plan



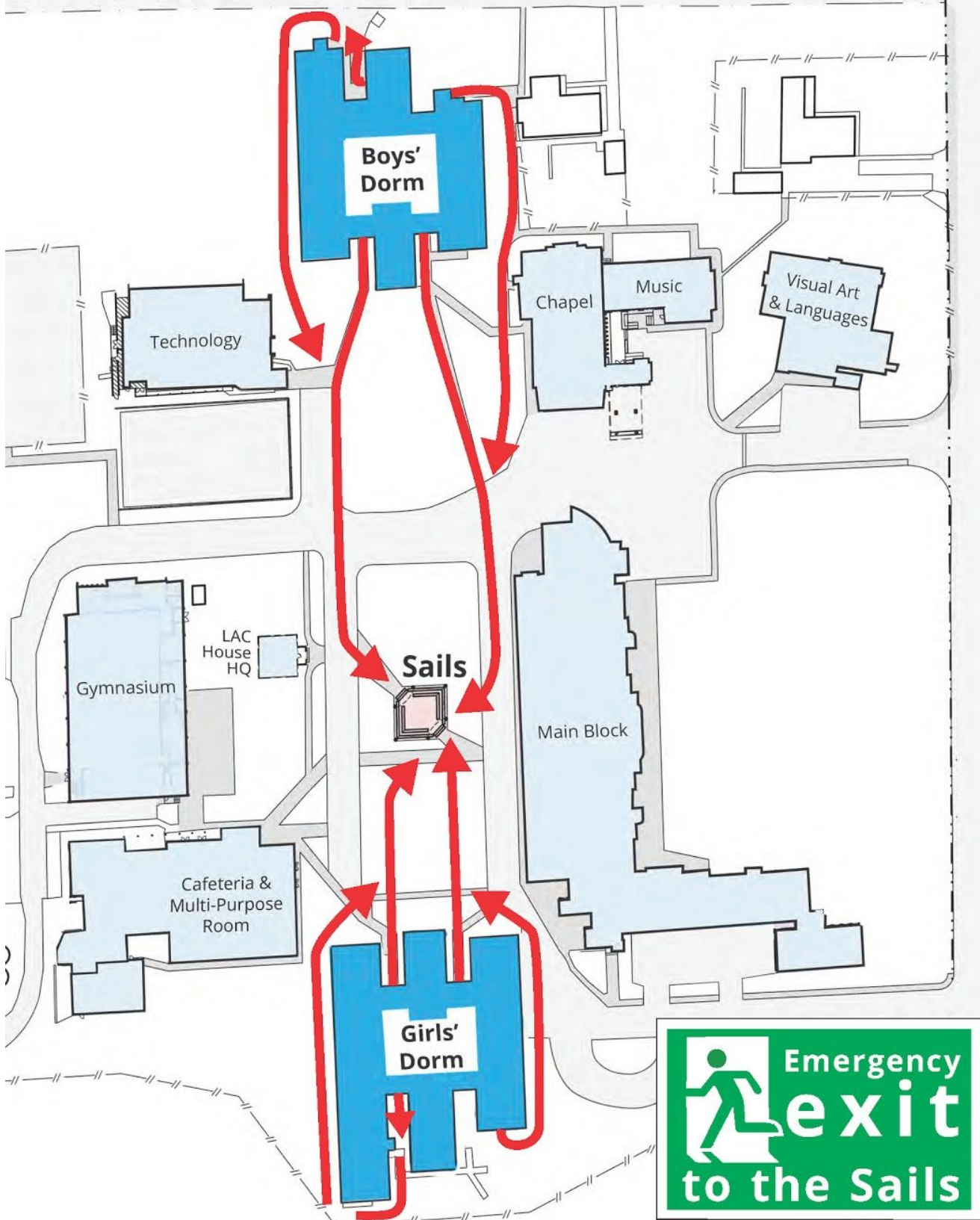
Boys' Dorm Plan



In an Emergency:
Once alarm sounds, make your way to the **Sails** via the closest fire exit.

2 x Bunkbed Rooms (Dean accomm.)
3 x Single Rooms
26 x Double Rooms

LAC House Evacuation Map



School Bell Times

All boarders in full uniform with day books and lunches. Exit the dorms 8.30am

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Warning Bell	8.40AM	8.40AM	8.40AM	8.40AM	8.40AM
Rollmark	8.45 - 9.00AM	8.45 - 9.00AM	8.45 - 9.00AM	8.45 - 9.00AM	8.45 - 9.00AM
Period One	9.00 AM Marketing	9.00 - 10.00AM	9.00 - 10.00AM	9.00 - 10.00AM	9.00 - 10.00AM
Period Two	10.00 - 11.00AM PM-DEANS' @ HQ	10.00 - 11.00AM	10.00 - 11.00AM	10.00 - 11.00AM	10.00 - 11.00AM
1st Break	11.00 - 11.25AM	11.00 - 11.25AM	11.00 - 11.25AM	LUNCH 11.00 – 12.00PM DEANS' WEEKEND MTG @ Principal Office / leave forms	11.00 - 11.25AM
Warning Bell	11.25AM	11.25AM	11.25AM		11.25AM
Period Three	11.30 -12.30PM	11.30 -12.30PM	11.30 -12.30PM	12.00 - 1.00PM	11.30 -12.30PM
Period Four	12.30 -1.30PM	12.30 -1.30PM	12.30 -1.30PM	1.00PM – 2.00PM	12.30 -1.30PM
2nd Break	1.30 - 2.30 PM	1.30 - 2.10PM	1.30 - 2.10PM	End of School Day 2.00PM	1.30 - 2.10PM
Warning Bell	2.10PM	2.10PM	2.10PM	Boarders' town trip. Full school uniform Roll check 2.20 pm, on to bus	2.10PM
Period Five	2.15 - 3.15PM	2.15 - 3.15PM	2.15 - 3.15PM		2.15 - 3.15PM

LAC Contact Details

Postal Address: PO Box 14001, Longburn, 4866

Residential Address: 100 Walkers Road, RD 7, 4477, Palmerston North

Website: www.lac.school.nz **Email:** info@lac.school.nz

Phone: (06) 354 1059 school office, Boys' Dorm: (06) 354 6306 Girls' Dorm: 354 6304

Fax: (06) 355 1350

Heads of Department	Extension
Bible - Tamar Aiono	707
Boarding Director - Maria Henry, LAC House HQ	729
Boys' Deans office	702
Boys' dormitory phone booth	762
Boys' Deans Flat	744
Chaplain/ASPIRE - Kofi Amoah	739
English & Mathematics - Christine Matthews	719
International Student & Counsellor - Francis Aiono	706
Girls' Deans office	703
Girls' dormitory phone booth	762
Girls' Deans flats - Senior Dean	759
Volunteer Assistant Deans	743
Gymnasium - Olivia Korte	716
IT Manager - Ryan Gounder	717
Kitchen - Erni	728
Library - Rebecca (Bex) King	724
Marketing - Eifion Paul (LAC House HQ)	734
Music - Sandy van Wyk	731
PE Classroom	735
Photography - Juliana Paul	753
Reception - Sue Budden	700 or 0
Science - Gavin Cornford	723
Special Needs - Marie Carter	741
Staff Room	708
Hospitality Suite - Priscilla Tooley	745
Wood Workshop - Nigel Wright	727

F.A.Q. – Frequently Asked Questions

What do I do during end of term holiday breaks?

Assist with dormitory tidy up before going on holiday break - personal arrangements

How can I help with boarders at day school – what involvement does the boarding dean have with the boarders at day school?

Each boarding dean will be allocated a year level (Year 7 to Year 13) to oversee in the dormitory and communicate with school year level deans and teachers of boarders for updates/progress reports.

Am I expected to attend church on my days off – e.g. I would like to explore the outdoor environment around the Palmerston North district?

There are two main churches that boarders attend each Sabbath – when off duty it is personal preference to attend church, however fellowship with adults of similar age groups at the churches is encouraged – participation in Praise & Worship teams is available.

What is the school policy on families or overseas friends visiting and staying in the dorm school flat?

The school policy on families or friends visiting for a period of time is to negotiate with the Boarding Director.

How far is the school campus from town?

Palmerston North shopping centre/The Plaza is 7 kilometres from town and there is no public transport available. Most transport is carried out via school vehicles which must be booked in advance due to availability if vehicles are booked for medical appointments, transport, sports or other arrangements.

What is the procedure if a boarder confides in me personal ‘sensitive’ information?

When a boarder confides in a dorm staff members ‘personal sensitive information’ it is considered best practice to inform the Boarding Director who will advise discretionary procedures or follow up so that the student-staff confidentiality is maintained under the Ministry of Education Young Persons Act 1989, and Vulnerable Children’s Act 2015.

What is ‘best practice’?

Best practice is described as the manner in which Duty of Care for all boarders is maintained and demonstrated with the ‘What, Where, How, Why and For Whom’ statements, e.g. student-perceived favouritism of individuals or a group of boarders.

What are your areas of interest and how can they be offered at LAC?

- Coaching a sports team
- Tutoring: individuals, study group
- Praise & Worship singing
- Playing a musical instrument
- Group discussion coordinator
- Pastoral Leadership

Advice from Previous Deans

Don't let your relationship with God suffer. Even if you are busy – you need to set aside time with God.

- Ezequiel Silva

Sort out your necessities as quickly as you can such as your IRD number, bank account, and whatever other things you see as necessities.

- James Topp

Make sure that you have your own get-away time because you are always on duty if you are around on campus.

- James Topp

Always remember that you are a role model to the students, and that your actions have an impact on them. Try and be a positive role model, and always push them to reach their full potential.

- Carly Fletcher

Keep a professional distance from the students, but also let them know that you care about them. Don't try and be buddy-buddy with them, as they will not respect you as an authority figure – but still show them that they matter, and that you like them.

- Carly Fletcher

Don't take anything personally, good or bad. If you take it personally you might have problems with them or have favourites.

- Ezequiel Silva

You may not ever really know to what extent you've actually had a positive influence on the kids, so don't be disheartened. Only be concerned if they are all completely hating on you.

- James Topp

Make sure that your relationship with God stays strong, as this will impact on how you relate to the students. Stay close to God and He will give you the patience, the love and the endurance that you need.

- Carly Fletcher