KURA BOOKING POLICY AND PROCEDURE

Te Kura Kaupapa Māori o Ngāti Kahungunu o Te Wairoa

Approved by Te Pou o Te Oranga

Date: 18 March 2024

Next Review: April 2024

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KURA BOOKING POLICY

1. Purpose

The purpose of this policy is to ensure that kaimahi and whanau are aware and understands the expectations when booking kura property.

2. Kura Bookings

2.1. Bookings can only be made by kaimahi whom:

have a key to the kura and;

have an alarm code and;

have been employed at the kura for more than 12 months.

2.2. The Timuaki and Te Pou o Te Oranga reserve the right to decline bookings.

2.3. Bookings are to be made by completing the online Kura Booking form.

2.4. Bookings will be reviewed and approved by the Timuaki or Timuaki Tuarua.

2.5. The booking administrator will respond to your request within 48hrs via email confirmation.

2.6. You are required to vacate the Kura at the time specified in your booking.

2.7. The kaimahi who made the booking must be onsite for duration of the booking.

2.8. The kaimahi who made the booking is liable for any costs associated with missing equipment or damages to Kura property.

2.9. Any damages to Kura property are to be reported immeadiately to the Timuaki or Timuaki Tuarua.

2.10. Relevant checklists are to be completed at the end of the booking and placed in the tray in the ruma kaimahi.

2.11. Tamariki are to be supervised at all times.

2.12. It is the designated Kaimahi's responsibility for maintaining the cleaning standards of our Kura. For all cleaning responsibilities please refer to the checklists at the end of this document.

2.13. All areas that are used are cleaned and left tidy on departure.

2.14. Booking priority is given to our kura roopu.

3. Access and Security

3.1. The designated kaimahi is responsible for access into the kura and for ensuring the kura is secure, all windows, doors are locked and buildings are alarmed at the end of the booking.

3.2. Buildings that can be booked are:

- *WhareAio*
- *Pipiwhaakao*
- *Te Raua*
- *Ruma Kaimahi*
- *Kitchen*
- *Te Hihiri*
- *Te Whakatipu*
- *Te Parekereke*

4. Wahi Rāhui (Restricted Areas)

4.1. The following areas are restricted areas and out of bounds:

- *Tari*
- *Cleaners room*
- *Maintenance Shed*
- *Pool*
- *Pipiwhakao Tari*
- *Te Raua Tari*
- *Te Whakatipu Breakout rooms*
- *Te Parekereke Break out room*

5. Koha

5.1. Koha to the Kura can be made to the following account:

Account Name: ***TKKM o Ngati Kahungunu o Te Wairoa***
Account #: ***03-0785-0326317-00***
Refererence#: ***1210***
Particulars: (***Koha - Your Kaupapa***)

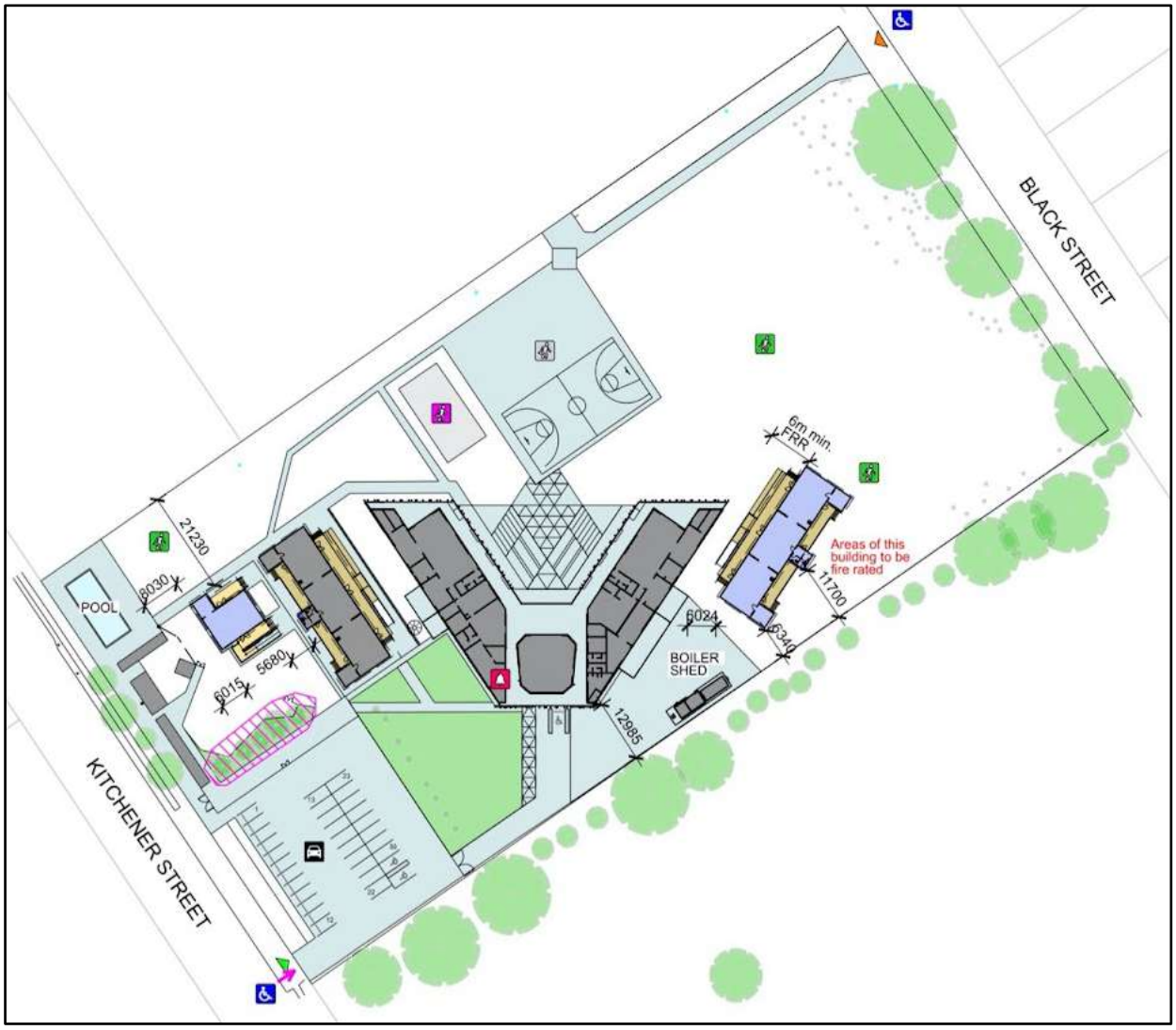
6. Fire and Emergency

6.1. In the event of a fire or emergency please follow instructions from the designated Kaimahi.
6.2. Fire/emergency exit doors must always be kept clear from obstruction.
6.3. The Sprinkler valve entrance is to be keep clear of all vehicles.
6.4. The designated Kaimahi is responsible for ensuring the kura is kept secure and hazard free.
6.5. In the event of a fire, calmly evacute all buildings and meet at the assembly area which is the school courts, await here until given the all clear from the designated Kaimahi.
6.6. The designated Kaimahi will instruct one other Kaimahi or adult to check the toilets and ensure buildings are all evacuated.
6.7. The designated Kaimahi is to check the Fire Alarm Control panel located at the back on the Whareaio to identify which alarm has been set off.
6.8. The designated Kaimahi is to open the main gates, ensure the driveway is clear and meet the fire brigade upon their arrival and inform them of the incident. Only one person (designated Kaimahi) needs to communicate with the brigade.
6.9. If the fire alarm is set off accidentally, the brigade will still arrive on-site to silence the alarm.
6.10. In case of emergency please call 111, for fire, police or ambulance.
6.11. Please refer to the Kura Emergency Management Plan for further information.

Fire Alarm Control panel

Sprinkler Valve System entrance

SITE MAP



7. First Aid

7.1. Kaimahi are responsible for the provisons of first aid facilities during the booking.

8. Hours of Use

8.1. Bookings are unavaible during school hours.

8.2. No bookings will be taken during the Christmas/New years period for 3-4 weeks. Please check the bookings calendar for block-out dates.

9. Smoking and Alcohol

9.1. Te Kura Kaupapa Maori o Ngati Kahungunu o Te Wairoa school grounds including the car park are all smokefree and vape-free areas. There is a designated smoking area outside the gate at the rear of the building on Kitcherner Street.

9.2. No alcohol is to be consumed on the school grounds or in the car park. Failure to comply will result in a notice being issued to the responsible Kaimahi and a ban on future bookings.

10. Gang Regalia

10.1. No gang regalia ie. gang patches or affiliated clothing are to be worn on the kura grounds or in the car park. Failure to comply will result in a notice being issued to the responsible Kaimahi and a ban on future bookings.

11. Rubbish & Food waste

11.1. All rubbish bins are to be emtiped and put in the skip bin.

11.2. There are yellow pig buckets provided at kura, if a pig bucket is full please put it at the rear of the WhareAio.

11.3. Please do not put nappies in the sanitary bins. Please dispose of nappies straight into the skip bin.

12. Mattresses and Linen

12.1. There are a number of mattresses available for use for overnight stays/wananga.

12.2. Mattresses are to be returned neatly to the correct storage area and stacked vertically after use.

12.3. The kura does not provide pillows or linen. Sheets must be used with mattresses. It is the resposbility of the designed Kaimahi to inform those that are staying to bring their own sheets.

13. Kitchen

13.1. Kitchen equipment including pots and dishes must NOT be removed from the Kura.

13.2. Kitchen checklist must be completed at end of booking.

13.3. Health and safety standards must be maintained always.

13.4. Covered shoes must be worn at all times in the kitchen.

13.5. Kitchen must be left clean and tidy.

13.6. All benchtops are to be cleaned and sterilised,

13.7. Floors to be sweeped and mopped at end of booking.

13.8. All crockery to be sterilised and returned to trolley.

13.9. Children must not be in the kitchen unless fully supervised.

13.10. There are tea towels available for use in the pale blue basket under the bench.

13.11. No food is to be left behind, please remove excess kai from fridge and benchtops. Please bring your own containers to take leftover kai home.

13.12. You will be responsible for supplying your own consumables, kai (including tea/coffee/milk), glad wrap, tin foil etc.

14. Laundry

14.1. There is a washing machine located in the large kitchen.

14.2. This washing machine is only for tea towels, kicthen cloths and table cloths.

14.3. Tea towels are to be hung on the drying rack in staff room.

14.4. Table cloths are be draped over the kitchen island bench for drying.

15. Cleaning

15.1. It is the designated Kaimahi's responsibility for ensuring our Kura is left in a clean and tidy manner.

15.2. Leave it how you find it or better.

15.3. Cleaning equipment is supplied by the Kura ie. vacuum, brooms, mops, buckets, dust & pan. The mops and brooms are named with designated areas.

15.4. Cleaning equipment will be left in the accessible toilet/shower area.

15.5. Cleaning checklists are to be completed upon departure.

15.6. You must remove all personal equipment and belongings immeadiately after your kaupapa.

15.7. All carpet areas are to be vacuumed.

15.8. Floors in the kitchen and toilets are to be washed and cleaned with the brooms and mops provided.

15.9. Rooms are to be set back up the way that you found them, including chairs and tables.

16. WHAT TO BRING

DAY USE ONLY

- ❑ *Kai – coffee/tea/sugar/milk etc*
- ❑ *Glad wrap, tin foil*

ADDITIONAL – OVERNIGHT STAY/WANANGA

- ❑ *Sheets*
- ❑ *Blankets*
- ❑ *Pillows*
- ❑ *Towels*

17. SUPPLIED BY KURA

- ❑ *Vacuum*
- ❑ *2 x brooms (one for kitchen area, one for toilet/shower area)*
- ❑ *2 x buckets (one for kitchen area, one for toilet/shower area)*
- ❑ *1 x dust and pan*
- ❑ *Cutlery, pots & kitchenware*
- ❑ *Tea towels*
- ❑ *Mattresses*
- ❑ *Tables & chairs*
- ❑ *First Aid Kit*
- ❑ *Toilet paper*
- ❑ *Handsoap*
- ❑ *Cleaning supplies*

KURA BOOKING PROCESS

1. Need
   - Your group would like book a space within the kura
2. Check the calendar
   - Check the KURA/VAN BOOKINGS google calendar to see if the kura is available
3. Kura Booking Form
   - Fill out the online Kura Booking form
4. Authorise
   - The online form will be sent to the Timuaki & Timuaki Tuarua for approval
   - Your booking confirmation will be sent to you via email within 48hrs
5. Checklist
   - Complete your checklist at the end of your booking and return them to the designated in-tray in the ruma kaimahi.

Kura Booking form:
https://docs.google.com/forms/d/e/1FAIpQLScf2fyNTT6sK__gwTx7MxMatf4g27E3EN3dJ592nDu_EB_P2Q/viewform?vc=0&c=0&w=1&flr=0

P.O. Box 342, 41 Kitchener Street, Wairoa 06-8386813 or 0279747294

KURA BOOKING CHECKLIST

PLEASE TICK THE AREAS OF THE KURA THAT WERE USED:

- ❑ *WhareAio*
- ❑ *Pipiwhaakao*
- ❑ *Te Raua*
- ❑ *Te Hihiri*
- ❑ *Ruma Hauora*
- ❑ *Te Whakatipu*
- ❑ *Te Parekereke*
- ❑ *Ruma Kaimahi*
- ❑ *Kitchen*

WAS YOUR BOOKING FOR:

- ❑ *Day use only*
- ❑ *Overnight stay/wananga*

WHARE/AKOMANGA

- ❑ *All areas of use have been vacuumed*
- ❑ *Tables sprayed and wiped down*
- ❑ *Chairs returned neatly to their original location*
- ❑ *Personal belonings removed from inside whare/akomanga*
- ❑ *Rooms set back up as originally found (pictures can be found on wall inside classrooms)*
- ❑ *Rubbish bins emptied*

TOILETS/SHOWERS

- ❑ *Floors – swept and mopped*
- ❑ *Toilets – disinfected, scrubbed and cleaned*
- ❑ *Rubbish bins – emptied and cleaned*
- ❑ *Hand basins – moped, wiped and cleaned*
- ❑ *Shower cubicles – cleaned and mopped*
- ❑ *All personal personal belongings, towels and toiletries removed*

MATTRESSES (to be confirmed by a Pou)

- ❑ *Mattresses counted*
- ❑ *Mattresses returned to the correct storage area and stacked vertically*

OUTSIDE AREAS

- ❑ *All personal belongings are collected*
- ❑ *Tidy and clear of rubbish*

CLEANING EQUIPMENT

- ❑ *All cleaning equipment returned to the accessible toilet/shower area*

SECURITY

- ❑ *All windows shuts*
- ❑ *All doors locked*
- ❑ *Buildings alarmed*
- ❑ *Gates closed and locked*

Once completed please return this form to the designated in-tray in the ruma kaimahi.

*Completed by:*_____

Date: _____

Signature: _____

KITCHEN BOOKING CHECKLIST

- ❑ *Leftover food removed from fridge and benches*
- ❑ *Empty and clean rubbish bins*
- ❑ *Wipe and sanitise all benchtops*
- ❑ *Wipe inside and outside of oven and stovetops*
- ❑ *Sanitise all door handles*
- ❑ *Wipe and dry out the steriliser*
- ❑ *Sweep floor*
- ❑ *Mop floor*
- ❑ *Crokery sterilised and returned to trolleys*
- ❑ *Pots and cookware sterilsed and returned to correct locations*
- ❑ *Wash tea towels and dishcloths*
- ❑ *Hang out tea towels on drying rack*
- ❑ *Place full pig buckets at the back of the WhareAio*
- ❑ *Mop, broom and bucket returned to caged area outside of kitchen*
- ❑ *Stocktake checked*

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KITCHEN ITEMS STOCKTAKE

- ❑ 1 x XL Pot + Lid
- ❑ 2 x L Pots + 2x Lids
- ❑ 2 x Sml Pots + 2 x Lids
- ❑ 1 x L Frying Pan
- ❑ 1 x Sml Wok
- ❑ 2 x Sml Pans
- ❑ 1 x Medium Pot
- ❑ 2 x Extra Small Pots + Lids
- ❑ 6 x S/s Bowls XL/L/M/S
- ❑ 3 x Graters L/S
- ❑ 2 x S/s 1ltr Jug
- ❑ 1 x 5ltr Plastic Jug
- ❑ 1 x 2ltr Plastic Jug
- ❑ 5 x S/S Flat Oven Trays
- ❑ 8 x Black Flat Oven Trays
- ❑ 5 x S/s Low Oven Trays
- ❑ 5 x S/s Deep Oven Dish
- ❑ 6 x Grey Deep Oven Dish
- ❑ 4 x S/s Square Tubs
- ❑ 7 x S/s Wire Racks
- ❑ 4 x Black Wire racks
- ❑ 2 x Wooden Rolling Pin L/S
- ❑ 1 x Board Rack
- ❑ 6 x Colour Chop Boards
- ❑ 1 x Thermometer
- ❑ 9 x Muffin trays
- ❑ 1 x Mullet
- ❑ 1 x Infrared Temperature Gun
- ❑ 1 x L Sift
- ❑ 4 x L/S Masher
- ❑ 1 x Scraper
- ❑ 2 x Whisks L/S
- ❑ 2 x Zester Grater
- ❑ 1 x Measuring Spoon
- ❑ 10 x L/S Wooden Spoon
- ❑ 2x Can Opener
- ❑ 1 x Gong Brush
- ❑ 2 x Measuring Cups
- ❑ 2 x S/s Peeler
- ❑ 3 x Spatula
- ❑ 4 x Serve Spoon
- ❑ 10 x Tongs
- ❑ 2 x Cook Knife
- ❑ 5 x Butcher Knife
- ❑ 1 x Veg Knife
- ❑ 2 x Bread Knife
- ❑ 2 x Spread Knife
- ❑ 2 x Pastry Brush
- ❑ 1 x Silicone Spatula
- ❑ 59 x Melamine White Mug
- ❑ 40 x Melamine White Plate
- ❑ 138 x Melamine White Bowl
- ❑ 200 x Table Knife
- ❑ 200 x Table Fork
- ❑ 200 x Table Spoon
- ❑ 6 x Grey HeavyDuty Container
- ❑ 2 x 8ltr Clear Container
- ❑ 1 x 12ltr Clear Container
- ❑ 1x 6ltr Rice Cooker
- ❑ 1x Food Processor
- ❑ 1x Veg Slicer
- ❑ 1x Puree Whiz
- ❑ 1x Electric Beater
- ❑ 8 x Yoghurt Maker
- ❑ 1 x Microwave
- ❑ 2 x Bain Marie L/S
- ❑ 1 x Commercial Mixer
- ❑ 1 x Dishwasher Sterilizer
- ❑ 1 x Washing Machine
- ❑ 5 x Trolley
- ❑ 1 x Rubbish Bin
- ❑ 2 x Broom (1 for in 1 for out)
- ❑ 2 x Mop
- ❑ 2 x Bucket
- ❑ 1 x FirstAid Kit

Once completed please return this form to the designed in-tray in the ruma kaimahi.

*Completed by:*_____

Date: _____

Signature: _____

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EQUIPMENT BOOKING PROCESS

To ensure that we are able to fairly distribute resources and also ensure they are protected and maintained to a high standard, we have established a booking system.

1. Need

- Your group would like to borrow kakahu, devices, equipment or furniture from the Kura

2. Check the Register

- Check the Equipment Register[1] to ensure that the resources you require are available

3. Equipment Request Form

- Complete an Equipment Request Form[2], detailing / coding each item requested

4. Authorise

- Contact the appropriate "Authoriser[3]" to approve your request. Once approved, fill in the Equipment Register

5. Return

- Ensure that all equipment is accounted for and returned in the same condition that you received it. Contact your "Authoriser" to sign off the Register.

[1] *Equipment Register*

[2] *Equipment Request Form*

[3] *List of Authorisers*

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EQUIPMENT BOOKING REQUEST FORM

Complete the form below, detailing all items requested. Contact the appropriate "Authoriser" to approve your request.

- To access the list of "Authorisers", select the second tab on this spreadsheet

Please note that the "Borrower" is responsible for ensuring that all items / equipment are returned in the same condition as when they were borrowed.

Name of Borrower:

Rationale
[reason for request]**:**

Date Items Needed: **Date Items to be Returned:**

Item	Description	Code / Size	No. Requested	Comments

Approved By: **Date Approved:**

KURA VAN POLICY

The School Van policy can be found under 4. Te Ao Policies – 4.4 School Van

Te Kura Kaupapa Māori o Ngati Kahungunu o Te Wairoa
TE AO
Policies

Ka tere Rauā, ka tere
Pīpīwhākao

4.4 SCHOOL VAN

The School Van is owned and operated by Te Kura Kaupapa Māori o Ngāti Kahungunu o Te Wairoa primarily for the purpose of transporting:

- Students and supervising adults to attend school programs
- Students to and from school where needed

RESPONSIBILITIES:
The Tumuaki shall be responsible for ensuring that the Van:

- Has a current warrant of fitness.
- Is regularly serviced and maintained in good running condition.
- Is garaged at Te Kura Kaupapa Māori o Ngāti Kahungunu o Te Wairoa.
- Is washed regularly and polished as necessary to maintain its original appearance.
- Has a log record of vehicle movement.

The van will be used for Kura business only. The van will not be hired out to outside parties at any time.

The Tumuaki shall ensure that any driver that operates the van has a full current drivers licence for that class vehicle and has held it for over 2 years. The Driver shall not use the van in an unsafe manner. A copy of your licence will be kept on file.

Only Te Kura Kaupapa Māori o Ngāti Kahungunu o Te Wairoa employees or persons on school business to operate the bus unless prior consent of the Tumuaki.

The Tumuaki shall not permit any person to operate the van under the influence of alcohol or drugs. Should this occur and an accident results where the kura insurance cover is required, the kura reserves the right to claim all of the repair or restoration to the bus or any other vehicle(s) or property from the offending operator or user.

Should the van be involved in an accident, it shall be the driver's responsibility to ensure an insurance claim form is completed and handed into the Tumuaki before 12.00pm on the next working day for filing with the insurer.

When taking the van and using parent's cars, the van must be filled with students first.

The driver of the van is responsible for any fines or infringements incurred during their use of the van.

KURA VAN BOOKING PROCESS

1. Need
- You need to book the Kura Van for your tauira

2. Check the calendar
- Check the KURA/VAN BOOKINGS google calendar to see if a van is available

3. Van Booking Form
- If a van is available, fill out the Van Booking Form and get approval from the Timuaki or Timuaki Tuarua

4. Add to calendar
- Give the approved form to tari to enter into calendar
- The calendar subject will be written as follows: **VAN 1 or VAN 2 - NAME - KAUPAPA**
- Collect the van key from the tari

5. Collect and Return
- Collect the key from the tari
- Clean the van inside and outside before returning the key to the tari
- Report any accidents or damange immeadiately to the tari and Timuaki

Van 1 = White Van (Registration KYM827)

Van 2 = Silver Van (Registration KEJ876)

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VAN BOOKING REQUEST FORM

Please note that the "Borrower" is responsible for ensuring that the van is cleaned inside and outside before returning the key to the office.

Please ensure that the office has a copy of your divers licence on file.

Name of Borrower: .....

Designated Driver/s: .....

Number of Vans required: .....

Rationale
[reason for request]**:**

Pick up Date: **Pick up Time:**

Return Date: **Return Time:**

Approved By: **Date Approved:**

Please give this form to the Timuaki or Timuaki Tuarua for approval. Once approved hand form to the tari to add to the KURA/VAN BOOKINGS calendar.

Office Use Only

- ❑ *Added to KURA/VAN BOOKINGS calendar*

Van allocated:

- ❑ *White Van (KYM827) or*
- ❑ *Silver Van (KEJ876)*