

Tōku Ara

Tōku Ara (My Path) is a residential localised curriculum specifically designed for Whangamatā Area School Year 10 students at the Wharekawa campus in Ōpoutere.

STAFF ON DUTY (SOD)

OUR MISSION IS...

To set students on a path of personal growth, and support them to discover and develop their potential, through challenging experiences within our local environment.

Areas of Operation

Wharekawa Lodge, Opoutere

Campus Management Team (CMT)

Director

Operational Director

Lead OP

RATIOS

A minimum of three Poutama mentors will be rostered on each day.

A minimum of three PM staff on duty, including one CMT or Poutama mentor, will be rostered on each evening/night.

Standard Operating Procedures

1. The CMT will review the SOP's for general operations annually.

GENERAL INFORMATION

SODs are responsible for the duty of care of students during their rostered hours. There will be three Poutama mentors (AM SOD) and three evening (PM SOD) staff rostered on days where the Toki Ara Programme operates on site. One member of the Campus Management Team (CMT) will also be rostered on.

Sick or injured students

If a student is sick or injured, staff are able to call for help by contacting the Director or Operational Director. Staff on duty are responsible for rendering immediate first aid or ensuring that the student

receives medical help and ensuring that it is documented in the Student incident book located in the first aid room. Staff must then log this information onto the Thinksafe app, and inform either the Operational Director or the Director.

The following staff must be informed of any major injuries especially when an ambulance is called:

- Director
- Principal of Whangamata Area school

All Toku Ara Staff

Standard Operating Procedures

1. AM Staff on duty - Poutama mentors

- Three Poutama mentors and one CMT will be rostered on each day Mon - Thurs.
- Staff are required to be up at 6.30am each morning.
- CMT to write up a daily programme on a whiteboard in the Whare ako.
- A head count is to be performed at the start of breakfast to ensure all students are accounted for.
- Kitchen Duty group should present at the kitchen 45 minutes before the set mealtime. Oversee students preparing breakfast.
- Facilitate breakfast in the kitchen. BREAKFAST 7.30am
- Oversee duties or prepare for whanaungatanga.
- Facilitate the administration of after breakfast medications if required.
- Facilitate whanaungatanga, including karakia (Whakataka te hau).
- Teach a curriculum lesson once a week to students. 9-10am.
- Teach and oversee a campus duty (kaitiakitanga) with students. There must be high expectations during duties. Students are not to be released from their duty until the mentor has inspected and has passed the checklist.
- Inspection of cabins - beds made, laundry in basket, vacuumed, clothes folded and put away, rubbish emptied. See Kaitiakitanga cards.
- Teach and oversee a **service project**. This must be well prepared and organised 2 weeks before the programme starts. Your project should take 6-9 lessons to finish. Your teaching plan should be shared with the director 2 weeks before the programme begins. All resources or equipment should be organised and ordered 2 weeks before the programme within budget.
- Organise and manage the **Poutama wero** with the other mentors. These challenges are twice a week.
- Facilitate a **leisure time activity**. If this activity is outdoors and recreational you must prepare and share with the students the RAMs. You must follow the SOP's of your activity. E.g. Mountain biking - you must carry a radio, first aid kit, puncture repair kit with you. All bikes must be checked before leaving.
- During **connection learning lesson**, mentors can have a break in the staff house.
- Check that dinner is ready and table set. Lead karakia with your poutama whanau. Oversee that the table is cleared and that the dinner duty group is ready for clean up.
- One Poutama mentor to oversee dinner duty. The other mentors are to oversee the students.
- Poutama mentors may leave campus after the handover is finished with the CMT and the PM staff.

PM STAFF ON DUTY

- Up to three PM Staff will be rostered on each evening up to 30 students.
- The PM Staff is required to be on duty by 5.30pm.
- Oversee dinner and duties
- Supervise (keep check) the post-dinner shower routine.
- Facilitate the administration of pre and post dinner medication as per instructions.
- The PM Staff are responsible for supervising students during any free time activities in accordance with the Grounds Supervision protocols. (Grounds Supervision).
- Mail is to be handed out to students in your poutama whanau during 'Feet off Floor' time – 8.30pm.
- Conduct evening programme as per schedule.
- Facilitate and support with debrief and shout outs.
- All students are in their room by 9.20pm. Stand by their dorm door and take a quick check of all students present.
- Lights out at 9:30pm. PM staff are not to enter student dorms, and can chat at their door to them
 - Students may continue reading using a booklight/headlamp as long as they are not disturbing other students.
- PM Staff should monitor dorms until students have settled and conduct an after lights out check of the dorms.
 - PM Staff should check the kitchen to be sure all ovens are off.
- PM Staff will perform random dorm checks during the evenings, when they suspect that the students might not be in their bed.
- Staff debrief will be held in the staff lounge at 9.45pm
- Concerns around student wellbeing or discipline matters should be recorded in the Pastoral Care and Discipline doc – Pastoral and discipline folder – Health and safety folder.
- PM Staff should ensure the breakfast duty group is awake at 6:30am the following morning and hand over to the incoming AM Poutama mentor any issues or concerns from the night before.