



EDUCATION REVIEW OFFICE
Te Tari Arotake Mātauranga

Private School Assurance Statement and Self-Audit Checklist

January 2026

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How to fill out the Self-Audit Checklists and Assurance Statement

As part of the review process, the Education Review Office (ERO) asks the school management to complete the Self-Audit Checklist and the Assurance Statement.

The accuracy and validity of the information given in the checklists and assurance statement is important for the focus of the review.

Completing the checklists and the assurance statement is a useful process for your own self-review.

To guide you in preparing for the ERO review, a list of the areas that the review team will seek to verify is included for each part of the checklist. Please note these lists are indicative. The team may wish to follow up other areas to verify in determining its judgements against the criteria for registration of private schools.

How to fill in the checklists

The checklists cover requirements of key interest to ERO in the following areas:

- Premises
- Student numbers
- Staffing
- Equipment
- Curriculum
- Tuition Standards
- Health and Safety
- Managers
- International Students

Please complete and add any further comments or explanations on the sheet of paper provided. Attach any explanations or matters you are unsure about to the relevant sheet.

How to fill in the Assurance Statement

After you have completed the checklist sheet please complete and sign the assurance statement. The second page is for school management to note areas where you are aware that you are not meeting legal requirements. There is space to outline the circumstances and the action you are taking on each issue. This information will be very useful for school management as well as for the review.

Please remember to attach your checklists to your assurance statement.

PRIVATE SCHOOLS ASSURANCE STATEMENT

To: The Chief Review Officer, Education Review Office

From: The School Management

_____ (School Compliance Certification)

Has the school management taken all reasonable steps to meet its legal requirements related to:

	Compliance Area	Yes	No	Unsure
1	Premises			
2	Students			
3	Staffing			
4	Equipment			
5	Curriculum			
6	Tuition Standards			
7	Health and Safety			
8	Managers			
9	International Students			

Areas of self-identified non-compliance and actions to be taken: see next page.

Attestation:

The school management and the principal have taken all reasonable steps to meet their legal requirements and/or adopt efficient good practice as identified in the Self-Audit Checklist. Where non-compliance has been identified, measures are being taken to remedy this.

Management/Chairperson

Name

Signature

Date

Principal

Name

Signature

Date

This page is for you to note areas where you are aware that you are not meeting legal requirements and to advise any action you are taking.

Identified area(s) of non-compliance:

This image shows a full page of white paper with ten horizontal dashed lines, evenly spaced from top to bottom. These lines are typical of primary-ruled notebook paper used for teaching handwriting or basic writing skills. There are no margins, text, or other markings on the page.

Action being taken to address non-compliance:

[illegible]

Self-Audit Checklist

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
1	Premises			
	1. Has school management ensured that the school premises are suitable for a school of its description and the number of students at the school? (note that this applies to all premises used by the school for the regular delivery of courses, whether or not the managers of the school own or lease the premises for the school); (Refer clause 3, Schedule 7 Education and Training Act 2020)			
	2. Has school management notified and obtained approval from the Ministry of Education in the following circumstances that management propose the school is to occupy:			
	a. premises that are in addition to its current premises; or			
	b. different premises that are to replace the premises currently occupied by the school?			
	<u>Suitable premises</u>			
	3. In considering the above under 1 and 2, do the school premises comply with the provisions of:			
	a. The Building Act 2004?			
	b. The Building Regulations (the NZ Building Code)?			
	c. Building warrant of fitness (if required)?			
	d. Health and Safety at Work Act and regulations?			
	e. Fire Safety Evacuation of Building Regulations?			
	f. [Note: the above list is non-exhaustive]			
Items ERO will check/verify as required: • Property management and maintenance documentation • Swimming pool safety • Smoke-free environment • Workplace safety • Evacuation procedures • New buildings, alteration, demolition – Code of Compliance certificate from the local council				
2	Students			
	1. Does the school usually provide tuition for 9 or more students who are of or over the age of 5 years and under the age of 16 years? <u>Criteria for registration as private school</u> (refer to clause 2(b), Schedule 7, E&T Act 2020)			
	2. Has the principal ensured that an enrolment record is kept for each student attending the school in a form and			

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
	containing information and rules specified by the Secretary for Education? (section 237 Ed and Training Act 2020 and MOE Circular 2013/21 or any amendment – Rules for student enrolment records) Enrolment records			
	3. Has the principal taken reasonable steps to send the enrolment record to the principal of another school when a student moves to the other school? [Write N/A if situation has not arisen] (section 237 Ed & Training Act 2020 and MOE Circular 2013/21 or any amendment – Rules for student enrolment records) Enrolment records			
	4. Has the school management taken all reasonable steps to ensure that the school's students attend the school when it is open? Note: A student attends the school when it has been open for instruction on the day for 4 hours or more and the student has been present (section 36 Education and Training Act 2020)			
	5. Has the principal given written notice of any suspensions or expulsions, and the reasons for those suspensions and expulsions, to the Secretary for Education in accordance with clause 16, Schedule 7 of the Ed & Training Act 2020? (Write N/A if situation has not arisen) Suspensions and expulsions from private schools to be notified to Secretary			
	Corporal Punishment and seclusion 6. Has school management ensured, through policy or notification, that the principal, staff and persons supervising or controlling on behalf of the management are aware of the requirement not to use force by way of correction or punishment towards any student or seclude any student enrolled or attending the school? (Good practice; section 98 Education and Training Act 2020). Prohibition on corporal punishment and seclusion in registered schools			
Items ERO will check/verify as required: • Attendance monitoring • Disciplinary records				

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
3	Staffing			
	Suitable staffing 1. Has school management ensured that it has staffing that is suitable to the age range and level of its students, the curriculum taught at the school, and the size of the school? (Clause 2(c), Schedule 7 Education and Training Act 2020) Criteria for registration as private school			
	Registration/Practising Certificates Has school management:			
	2. Ensured that persons without a practicing certificate are not permanently appointed to a teaching position? (section 92(2) Education and Training Act 2020)			
	3. Ensured that it does not continue to employ in any teaching position, any person— • whose registration as a teacher has been cancelled, and who has not since been registered as a teacher again; or			
	• whose LAT has been cancelled, and who has not since been granted an authorisation again or registered as a teacher; or			
	• whose practicing certificate or LAT is suspended by the Disciplinary Tribunal? [section 93(1) Ed and Training Act 2020]			
	4. Ensured that it does not continue to employ any person in any teaching position who does not hold a practising certificate or LAT for a period of more than 20 half-days in any calendar year; and			
	5. That person is under general supervision of a person who holds a practicing certificate? [Write N/A if not applicable] (section 93(2) and (3) Education and Training Act 2020) Restrictions on appointment of teachers Restrictions on continued employment of teachers			
	Mandatory Reporting 6. As employer has school management reported to the Teaching Council in compliance with the mandatory reporting requirements under the Ed & Training Act 2020 in the following situations: [Write N/A if not applicable]. • When a teacher has been dismissed for any reason (section 489)?			
	• If, within the 12 months before a teacher's resignation (including a fixed-term position) or expiry of the teacher's fixed-term contract, the school manager had advised the teacher that it was dissatisfied with, or intended to			

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
	investigate, any aspect of the teacher's conduct or teacher's competence (section 489)?			
	The board receives a complaint about the teacher's conduct or competence while he/she was an employee within 12 months of after the teacher ceases to be employed (section 490)?			
	The school manager has reason to believe that the teacher has engaged in serious misconduct (section 491)?			
	The school manager is satisfied that despite undertaking competency procedures with the teacher, the teacher has not reached the required level of competence (section 492)?			
489 Mandatory reporting of dismissals and resignations 490 Mandatory reporting of complaints received about former employees 491 Mandatory reporting of possible serious misconduct 492 Mandatory reporting of failure to reach required level of competence				
	Police Vetting			
	7. In accordance with section 104 and Schedule 4 of the E&T Act 2020 has school management obtained a Police vet of every person -			
	whom management appoints or intends to appoint to a position at the school, and			
	who is to work during normal school hours and			
	who is not a registered teacher who holds a current practising certificate or holder of a limited authority to teach [LAT] and			
	before the person's employment or engagement at the school begins? and			
	considered the information contained in the Police vet to assess whether the person would pose a risk to the safety of children if the person were to carry out work at the school; and			
	in carrying out the assessment taken into account any guidelines on risk assessment issued by the MOE*			
	Contractors and their employees			
	8. Has the school management obtained a Police vet of every person:			
	Who is a contractor or their employee who has or is likely to have, have unsupervised access to students at the school during normal school hours? and			
	Ensured that the Police vet is obtained before every contractor or their employee noted above has, or is likely to			

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
	have unsupervised access to students at the school during normal school hours?			
	Considered the information contained in the Police vetting to assess whether the contractor, or their employee, would pose a risk to the safety of children if they had unsupervised access to children at the school.			
	In carrying out the assessment taken into account any guidelines on risk assessment issued by the MOE.			
	Under bullet points one and two who still works at the school on or about the third anniversary of the previous Police vet)?			
Reference: Clauses 9, 10, 11, and 12 Schedule 4 Education and Training Act 2020. 104 Required Police vetting Schedule 4 Police vetting *Risk assessments after a Police vet				
	Children's Act 2014 - Safety Checking of Workforce 9. For persons that the school management proposes to employ or engage as a paid children's worker*, the following checks have been undertaken: confirmation of the identity of the children's worker (for example sighting the required documents, or using an electronic service)			
	collection and consideration of a range of information about the person, including:			
	a. a work history,			
	b. a referee check			
	c. an interview of the person			
	d. third party checks with their professional registration body or licensing authority (as appropriate) and			
	e. a Police vet.			
	f. Evaluation of this information and assessment of the risk the person would pose to the safety of children if employed or engaged as a children's worker			
	Periodic rechecking: 10. Has the school management carried out a safety check of existing children's workers within 3 years of the date of the last safety check as follows: verification of identity (including previous identities)?			
	third party checks with their professional registration body or licensing authority (as appropriate)			
	a New Police vet and			
	a risk assessment			
(Ref: section 27 Children's Act 2014)				

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
Note: • *Children's workers who are core workers work alone with or have primary responsibility or authority over children, e.g. teachers, teacher aides or support staff. Also applies to persons undertaking unpaid children's work as part of educational or vocational training course. The above procedures also apply to non-core workers • For details the school management should refer to the relevant provisions of the Children's Act 2014, and regulations 5 – 8 of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015 – www.legislation.govt.nz. • For more information visit: www.childrensactionplan.govt.nz. • Seek independent advice. • Keep accurate records about each aspect of the safety checking process.				
Child Protection Policy				
	a. Does the school management have a child protection policy* that-			
	a. is written, and contain provisions on the identification and reporting of child abuse and neglect in accordance with section 15 of the Oranga Tamariki Act 1989; and			
	b. ensures that every contract the management enters into with an independent person requires the person as soon as is practicable to adopt (and to review in accordance with paragraph (c) a child protection policy if the person is a provider of children's services and some or all of the contract or arrangement is about providing children's services?			
	Note independent person excludes a board member or board employee. (refer section 15 of the Children's Act 2014); and			
	c. will be reviewed every three years? and			
	d. is available on the school's website or is available on the school premises if requested?			
	(Reference sections 18 and 19 Children's Act 2014. Refer to Children's Act 2014 guide for assistance)			
	*Note: the policy is a mandatory requirement.			
Physical Restraint				
	1. Has the school management:			
	a. Ensured that a teacher or authorised staff member does not physically restrain a student, unless the conditions set out in s 99(2) are met and			
	b. follow the practice and procedure prescribed by the Ministry of Education's Rules under section 100 and			
	c. Guidelines on the use of physical restraint and behaviour management under s101 of the Education and Training Act 2020.			

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
*Note: the definition “physically restrain” means to use physical force to prevent, restrict, or subdue the movement of the student’s body or part of the student’s body against the student’s will. “Authorised staff member” means an employee of the school who is trained and authorised by the board to use physical restraint in accordance with the section [refer s99(4) E&T Act]				
	Application of the new Physical restraint Rules**: School policies [Rule 4] 2. Does the school management have a policy on reducing student distress and the use of physical restraint that has regard to the guidelines issued by the Secretary under section 101 of the Ed & Training Act 2020, including a process for managing complaints?			
	3. Has the school management taken reasonable steps to ensure that parents and caregivers, students, school staff and the school community know about the school’s policies on student distress and the use of physical restraint?			
	Authorisation of staff members who are not teachers (Rule 5) 4. Has the management authorised an employee, who is not a teacher, and who has been trained in accordance with Rule 12, to use physical restraint in accordance with section 99 of the Act; and			
	5. That every authorisation under sub-clause (1) must be in writing; and			
	6. Has management given the employee a copy of the authorisation; and			
	7. That management may, by written notice to the employee, revoke an authorisation at any time (if the situation arises)?			
	Information to be made available [Rule 6] 8. Has the school management ensured that the following documents are available to the school community:			
	a. Guidelines issued by the Secretary under section 101 of the Act			
	b. the names and positions of any authorised staff members; and			
	c. the school’s policy on reducing student distress and the use of physical restraint under Rule 4.			
	Keeping records (Rule 7) 9. Does the school management keep written records of every instance of physical restraint of a student.			
	10. Is the school management aware that any record must be kept for a minimum period of 10 years from the date of last action?			

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
	Developing support plans for the prevention of physical restraint (Rule 8)			
	11. Has the school management ensured that a support plan for preventing student distress and de-escalating crisis situations is put in place for any student:			
	a. who the management identifies as having a high likelihood of being involved in a crisis situation where the physical restraint may be used on them; or			
	b. who is subject to the use of physical restraint more than once in a term; or			
	c. at the request of the student's parents or caregivers?			
	12. Has the school management ensured that the student's parents or caregivers provide written informed consent if a section on physical restraint is appended to the student's support plan?			
	Notifying the use of physical restraint (Rule 9)			
	13. Has the school management ensured that when a student has been physically restrained the student's parents or caregivers are:			
	a. notified as soon as possible about the incident of physical restraint; and			
	b. provided with a reasonable opportunity to actively participate in a debrief about the incident, including how it was managed with regard to guidelines, within three working days of the incident or later by mutual agreement?			
	Monitoring the use of physical restraint (Rule 10)			
	14. Has the school management taken reasonable steps to ensure that:			
	a. any student who has been physically restrained, and			
	b. any staff member who has used physical restraint, has their physical and psychological wellbeing monitored so that appropriate support can be provided if adverse impacts from the restraint occur? (write N/A if the situation has not arisen)			
	15. Has the school management ensured that records kept under Rule 7 are analysed so that trends including increased use of physical restraint can be identified, and appropriate responses to minimise physical restraint developed?			
	Reporting on the use of physical restraint (Rule 11)			
	16. Has the school management reported every incident of physical restraint to the Ministry of Education, including the information in Appendix 1, using the online form.			

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
	17. Has every staff member who uses physical restraint completed a staff physical restraint incident report. Has management placed a copy of the form in the student's file and provided a copy to the student's parents and/or caregivers?			
	Training and support for staff (Rule 12) 18. Has the school management ensured:			
	a. that teachers and authorised staff members have completed the online module on the content of the Guidelines issued under section 101 of the Act within 10 weeks of starting employment at the school?			
	b. that from 7 February 2025, teachers and authorised staff members are supported and trained in identifying stress triggers, understanding unmet needs and preventing, minimising and responding to student distress;			
	c. teachers that management identifies as having a high likelihood of needing to use physical restraint are trained in appropriate physical holds by accredited physical restraint practitioners?			
	d. that every authorised staff member (who is not a teacher) has been trained in appropriate physical holds by accredited physical restraint practitioners prior to their authorisation.			
**Education (Physical Restraint) Rules 2024 For further information including the new online reporting form refer to MOE website: Minimising the use of physical restraint in New Zealand schools and kura Relevant sections of the Education & Training Act 2020: 99 Limits on use of physical restraint at registered schools 100 Rules on use of physical restraint at registered schools 101 Guidelines on use of physical restraint and behaviour management at registered schools Items ERO will check/verify as required • Teacher registration • Authority to teach • Mandatory Reporting • Police vetting • No Corporal Punishment • Staff Appraisal and PMS documentation • Safety Checking of Workforce and Child Protection Policy • Documents as required under the Education (Physical Restraint) Rules 2024 and any amendments to the Rules.				

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
Any staff under investigation by the Police and/or the TC				
4	Equipment			
	1. Has school management ensured that the school has equipment that is suitable for the curriculum being delivered at the school? (Clause 2(d), Schedule 7, Ed & Training Act 2020) Criteria for registration as private school			
Equipment Items ERO will check/verify as required: - Equipment inventory - Property management policies/practices - Equipment for practical classes - Curriculum statements* - Laboratory equipment				
5	Curriculum			
	1. Does the school have a curriculum for - Teaching - Learning, and - Assessment? and			
	2. Does the school make details of the curriculum and its programme for delivery available for parents? [Clause 2(e), Schedule 7, Ed & Training Act 2020]			
	3. Does the curriculum enable students to leave school able to participate in and contribute to their own community and New Zealand society as a whole? (Refer page 20, Private Schools and the Law, Law Commission Report September 2009) Criteria for registration as private school			
Curriculum Items ERO will check/verify as required, and also note question 10 below. - Curriculum statements - Curriculum programme - Achievement expectations - Availability of curriculum information to parents (school prospectus)				
6	Tuition Standards			
	1. Does the school have suitable tuition standards which include giving students tuition of a standard no lower than that of the tuition given to students enrolled at State schools of the same class level?			
(Clauses 2(f);and 5, Schedule 7 Ed & Training Act 2020) Note: in assessing the standard of tuition, the mode of curriculum delivery and the regularity of instruction will be considered by reviewers (Refer Clause 5(2) Schedule 7 Ed & Training Act 2020)				

Please tick all questions including bullet points or write N/A if not applicable.		Yes	No	Unsure
Criteria for registration as private school Tuition standards				
Items ERO will check/verify as required • Teacher and school-wide planning • Student assessment and reporting • Curriculum review • Classroom observation • Attendance monitoring • Classroom management • Regularity of instruction				
7	Health and Safety			
	1. Has school management ensured that the school is a physically and emotional safe place for students?			
	2. Does it have suitable health and safety policies that enable it to meet its obligations, including regular review? Have these policies been implemented?			
Items ERO will check/verify as required • Child protection policy/procedures under Children's Act 2014 • Safety checking of staff under the Children's Act and regulations • No seclusion • Police vetting • Policies/procedures under Health and Safety at Work Act • Compliance with Fire Safety Evacuation Procedures and Evacuation Schemes • Internet safety policy including cyber bullying. • EOTC guidelines				
8	Managers			
	1. Have the school managers been assessed by the MOE that they are fit and proper persons as set out in clause 6, Schedule 7 of the Education and Training Act 2020? 6 Managers to be fit and proper persons			
Items ERO will check/verify as required • Completed attestation forms (please see separate template for this) • Assessment records/information by the MOE that managers are fit and proper persons				
9	International Students			
	1. Has school management documented and implemented policies and procedures to ensure compliance with the Code of Practice for the Pastoral Care of International Students? [Write N/A if not applicable]. Refer: The Tertiary and International Learners Code of Practice			
Items ERO will check/verify as required				

<i>Please tick all questions including bullet points or write N/A if not applicable.</i>	Yes	No	Unsure
• The school’s self-review of its implementation of the Education (Pastoral Care of Tertiary and International Learners Code of Practice 2021). • Please see the information sheet International Students Information for Schools			

For further information on any of the items above, please refer - [Code of Pastoral Care for international students](#)

Is there any further information you would like to provide in relation to the Self-Audit-Checklist?

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