

## Stand downs and Suspensions

[The guidelines from the Ministry of Education are very clear.](#) Principals need to be aware of all the steps to follow. It is recommended you print a copy of the guidelines and go through them highlighting the key steps and processes that you must follow in the case of a stand down or suspension.

[The ministry has guidance for parents and caregivers,](#) which is useful to share with them when a child has been stood down or suspended, so they understand their rights and the steps they need to take.

Principals have a key responsibility to include the Board (especially the Board Chair) prior to initiating either a stand down or a suspension. This ensures the Board, as a good employer and stewards of Health and Safety requirements, is in a position to support the staff should there be a challenge or other repercussions following the decision.

[NZSTA also has advice for boards on their responsibilities in this area.](#)