

We will provide a safe physical and emotional learning environment for staff and students. We have an obligation to educate students and staff about best practice in relation to healthy living.



The Board **delegates** day to day health and safety responsibilities to the Principal.

The Principal will:

- take reasonable steps to protect students from unsafe or unhealthy conditions
- ensure a risk analysis management system (RAMS) is carried out where and when appropriate
- consult with the community about our health programme
- provide private storage of personal documentation held at school
- comply with relevant statutory requirements
- appoint a staff member and a Board of Trustees member to be in charge of health and safety in the school.

The school has specific policies (below) that cover:

- School health and safety*
- Protected disclosure*
- Child protection*
- Harassment in the workplace*
- Smoke-free policy*
- Attendance and truancy~
- Transport safety~

This policy statement is supported by the following school procedures.

- **NAG 5: Health and safety procedures**
 - Complaints involving sexual abuse*
 - Civil Defence*
 - Accident notification procedure (for students and employees)^
 - Administration of medication^
 - Emergency and evacuation procedures^
 - Emergency procedures plan^
 - Fire
 - Explosion
 - Earthquake
 - Hazardous substance spill
 - Lockdown
 - School closure^
 - Dealing with crisis situations^
 - Dealing with sick or injured children^
 - Contact with blood and other bodily fluids^
 - Head lice^
 - Playground supervision^
 - Behaviour management^
 - Privacy~
 - Privacy officer role description

- Publishing student information
- Non-custodial parents procedures~
- Sun protection~
- Alcohol on school grounds
- Visitor procedures~
- Hazard identification~
- Education outside the classroom (EOTC)~
 - o Risk levels in EOTC
 - o Risk management
 - o Parental consent

* indicates a policy/procedure developed and implemented by the Board of Trustees.

^ indicates a policy/procedure developed and implemented by the Principal and staff (management)

~ indicates a policy/procedure developed and implemented by the Board, in conjunction with the Principal and staff

Also see:

- Transport safety and driver’s form 2018
- Bus transport code of conduct 2018
- Near miss / incident / accident report and investigation form
- NAG 5: Cybersafety policy
Internet and bring your own device (BYOD) use^
- Cybersafety and technology user agreement for staff and adult volunteers
- ICT user agreement for students

Last reviewed: July 2017	Next review date: July 2018
Signed Principal:	Signed Board of Trustees:
Date:	Date:

School health and safety policy

The Board of Trustees is committed to ensuring the health and safety of all workers (onsite and itinerant), students, visitors, volunteers and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

This policy aims to preserve the long-term health of the Waituna Creek School community by demonstrating care, aroha and concern for self, others and the environment.

The Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace.

We will achieve this by:

- making health and safety a key part of our role
- working with our staff and school community to improve health and safety systems at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents and near misses, and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks, so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who have been injured or ill return to work safely
- making sure all contractors and subcontractors working at the school operate in a safe manner.

We encourage all workers to play a vital and responsible role in maintaining a safe and healthy workplace by:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors understand our safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards.

Others in the workplace

All others in the workplace, including students and visitors, are encouraged to:

- follow all instructions, rules and procedures while on the school grounds
- report all injuries, incidents and near misses to their teacher or another staff member
- wear protective clothing and equipment as and when required to minimise exposure to hazards while learning.

Students are provided with basic health and safety rules, information and training. We encourage students to engage in positive health and safety practices and develop a 'health and safety' mindset by being active and having a voice in health and safety planning.

Health and safety is everyone's responsibility.

We have written management procedures that are actively practised and regularly reviewed for compliance. These include:

- sexual, physical and emotional abuse and reporting
- protection from communicable diseases
- protection from identifiable hazards, e.g. weather, sun, road safety
- emergencies
- EOTC activities, equipment, structures
- adult conduct in the school
- use of digital technologies
- sick bay/medical room
- employment in relation to the Vulnerable Children Act 2014.

We will include risk analysis management systems (RAMS) as part of our planning and management procedures for all EOTC trips and school events where the element of risk is beyond that of a normal school activity.

We will comply with the Ministry of Education's guidelines on:

- the Health and Safety in Employment Act
- Health and Safety Code of Practice for State and Integrated Schools
- the Vulnerable Children Act 2014.

Other information on our health and safety policy

This policy should be read in conjunction with:

- Vulnerable Children Act 2014
- Health and Safety at Work Act 2015.

We will use *Health and Safety at Work Act: A Practical Guide for Boards of Trustees and Officers* as our guide for good practice. This document clearly outlines our health and safety responsibilities.

Management procedures will reference current legislation where appropriate.

Protected disclosure policy

A protected disclosure is a declaration made by an employee who believes that serious wrongdoing has occurred.

Staff members making disclosures will be protected against retaliatory or disciplinary actions, and will not be liable for civil or criminal proceedings related to the disclosure.

For the purposes of this policy, 'serious wrongdoing' includes any of the following.

- Unlawful, corrupt or irregular use of public funds or resources
- An act, or omission, or conduct that:
 - seriously risks public health or safety, or the environment
 - is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement
 - constitutes serious risk to the maintenance of law.

The staff member making the disclosure should make sure that:

- the information is about serious wrongdoing in or by the school
- they believe, on reasonable grounds, that the information is true or likely to be true
- they wish the wrongdoing to be investigated
- they wish the disclosure to be protected.

A disclosure may be made by:

- any current employee, including the Principal
- any former employee or Principal
- any contractor supplying services to the school.

As long as the staff member making the disclosure has followed school procedures relating to disclosures, the following will apply.

The staff member:

- may bring a personal grievance over any retaliatory action from their employers or supervisors
- may access anti-discrimination provisions of the Human Rights Act over any retaliatory action
- is not liable for criminal or civil proceedings or a disciplinary hearing for having made a disclosure or referred to a disclosure
- will have their disclosure treated with the utmost confidentiality.

The protections noted above will not apply to employees who have made allegations they know to be false, or who have acted in bad faith.

The procedure for handling disclosures by staff members will include details of:

- how to submit a disclosure e.g. use of a specific form
- what information is to be contained in the disclosure
- where disclosures are to be sent
- by whom and by when examination of disclosures are to take place and if deemed necessary a full investigation is to take place
- how the name of the staff member making a disclosure is to be protected
- reporting of any investigation conducted
- making disclosures to other authorities

- making disclosures to Ministers and Ombudsman.

The procedures for handling disclosures will be publicised to all school employees.

Child protection policy

This policy outlines the Board's commitment to child protection and recognises the important role and responsibility our staff have in relation to the protection of children. It includes the Board's expectations when child abuse is reported or suspected.

Purpose

All staff members (including contractors and volunteers) are expected to be familiar with this policy and its associated procedures and protocols, and abide by them.

The Board of Trustees has an obligation to ensure the wellbeing of children in our care so that they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children.

The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Persons and Their Families Act, any person in our school who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

Although ultimate accountability sits with the Board, the Board **delegates** responsibility to the Principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents.

The Principal must:

- develop appropriate procedures to meet child safety requirements as required and appropriate to the school
- comply with relevant legislative requirements and responsibilities
- make this policy available on the school's internet site or available on request
- ensure that every contract or funding arrangement that the school enters into requires the adoption of child protection policies where required
- ensure the interests and protection of the child are paramount in all circumstances
- recognise the rights of whānau to participate in decision-making about their children
- ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members, and are able to take appropriate action in response
- support all staff to work in accordance with this policy and to work with partner agencies and organisations to ensure child protection policies are understood and implemented
- promote a culture where staff feel confident that they can constructively challenge poor practice or raise issues of concern without fear of reprisal
- consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the Board or a designated person
- seek advice as necessary from New Zealand School Trustees Association (NZSTA) advisers on employment matters and other relevant agencies where child safety issues arise

- make sure that professional development, resources and/or advice is available to staff to ensure all staff can carry out their roles in terms of this policy
- ensure that this policy forms part of the initial staff induction programme for each staff member.

Related documentation and information

- Further information including frequently asked questions (FAQs) are available on the NZSTA website www.nzsta.org.nz
- Ministry of Education website www.education.govt.nz
- [Vulnerable Children Act 2014](#)
- Further information and sample child protection templates are available in the Children's Action Plan guideline Safer Organisations, Safer Children <http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Organisations-safer-children.pdf>

Harassment in the workplace

Our school sees sexual harassment as unacceptable and a breach of disciplinary requirements. Sexual harassment may involve either staff or students as perpetrators.

Sexual harassment can include:

- a person in authority trying to use their position to take sexual advantage of a person, with implied or overt promises of future preferential treatment
- sex-related jokes or abuse
- unwanted deliberate physical contact
- offensive gestures or remarks, or visual or written material.

If a person feels they are being sexually harassed, if they are able to, they should make it clear to the offender, either verbally or in writing, that such behaviour is offensive and unacceptable.

If a person being sexually harassed feels unable to confront the offender, they should seek contact with another person for advice and support e.g. a public health nurse.

The school has a complaints procedure in place to deal with allegations of harassment where the steps above fail to stop the offensive behaviour. School procedures will have due consideration to any relevant employment contract. Confidentiality will be maintained by all those involved.

Where the Principal is the alleged offender, the matter will be referred directly to the Board of Trustees.

Where training is available, staff members and students will be trained in recognising and addressing sexual harassment.

Smoke-free policy

The school site including the staffroom, workroom and other staff facilities, school grounds and buildings are smoke-free environments.

No smoking is permitted by staff, students or visitors in any classroom, foyer, school offices, grounds or buildings.

Any person can make a complaint if they believe that there has been a contravention of the Smoke-free Environments Act 1990.

The Principal will follow procedures to deal with any complaint as set out in the Act.

Staff are not permitted to smoke either on school premises or while undertaking school-related activities.

Staff or student breaches of this policy will be subject to school disciplinary procedures.

Attendance and truancy

- Electronic attendance registers are used to document attendance and non-attendance.
- The school will have an enrolment procedure, inline with the Education Act and school guidelines.
- The Truancy Handbook outlines the procedures that will be followed when students are identified as truant.
- The school has emergency closure procedures in place.
- The school will have a consistent system for marking attendance registers.
- Suspension procedures are in line with the Ministry of Education's requirements and school guidelines.
- School management will carry out detailed analysis of student attendance each term and will the Board with information on trends and issues each year. These may include details of ethnicity, year level, and gender.
- When an issue is identified, where needed, other agencies may be involved.

Ministry of Education guidelines on absence from school

Under the Education Act 1989, parents are legally obliged to:

- enrol their children in school from the age of six to sixteen
- ensure that their children attend school every day the school is open for instruction, unless there is a justifiable reason for their absence (e.g. illness, family bereavement).

It is an offence for parents to refuse or fail to do so.

If your child is going to be absent for reasons other than medical, you need to send a formal letter or email addressed to the Principal, which states the reason and the dates the student will be absent. This should be received at least a week before the absence takes place.

If the reason for the absence is to participate in a sporting or cultural event, please include official documentation from the organisation/club with your letter. (This may be a letter of invitation or confirmation sent to the student).

Documents should be given to the school office in an envelope or emailed to the Principal/office.

The Principal is cannot justify the absence without this official documentation.

To minimise the impact absences have on a student's education, we appreciate holidays being scheduled during term breaks.

Definitions

Justified absence is approved by the Principal. It covers :

- national or local representation in a sporting or cultural event in New Zealand or overseas
- bereavement leave or exceptional family circumstances, at the Principal's discretion.

In the case of justified absence, teachers have a responsibility to assist the student to catch up on missed work or assessments.

Unjustified absence is where the Principal has been notified by the parent/guardian that the student will be absent, but the reason for the absence does not fit within the school's policy as a justifiable reason to take the student out of school.

In the case of unjustified absence, the responsibility to catch up rests with the parent and student. Teachers are not required to make special arrangements for students to catch up on missed work or assessments.

Absence due to medical reasons

If your child is absent due to illness, please email or phone the office, or provide a hand-signed note the day your child returns to school. If your child is absent for three or more days, we will require a doctor's letter outlining the reason/s for absence, which we will keep on file.

Transport safety

Parents must sign a consent forms each year to give permission for their children to travel locally (Waimate) in either another parent's vehicle or by bus. The school will notify parents about when these trips will occur, either via the school newsletter or with a specific notice.

For all other trips (i.e. outside Waimate) specific permission forms need to be signed and held at school while the trip takes place.

All drivers and vehicles will comply with New Zealand Transport Agency laws.

Private cars

All staff, parents and volunteers providing transport must sign a form to confirm they understand and will adhere to the following.

- The driver has a full car licence
- The vehicle is roadworthy and has a current warrant of fitness and registration
- The vehicle to be used is covered by third party property insurance or comprehensive insurance
- Each passenger will use a seat belt
- The seating capacity of the vehicle will not be exceeded.

They are also asked to confirm their understanding that:

- parents/caregivers of children under 148 cm tall must supply a booster seat of an approved standard for use on school related trips
- the back seats are the safest place for children to sit but if these seats are occupied the tallest child will be seated in the front passenger seat.

Refer to our transport safety and driver form.

School bus

The Waituna Creek bus run is contracted by the Ministry of Education to an outside agency. All reasonable checks are made by the school to ensure that the bus and contractor are of a reasonable and appropriate standard. All children will sign a bus code of conduct.

Refer to our bus transport code of conduct.

Bicycles

The police recommend that no child under the age of ten should cycle to school unless accompanied by an adult.

Students cycling to and from school are expected to observe the road rules – hand signals, looking behind, mounting/dismounting, keeping well left etc. Each student must wear a Standards Approved cycle safety helmet and have a roadworthy bicycle.

Students may not "double" other students to school, and may not cycle in the school grounds during school hours.

Students must place their cycles in the cycle stands.

Appendix

Our health and safety policies and procedures are divided into three groups.

The Board of Trustees develops and implements:

- School health and safety
- Protected disclosure
- Complaints involving sexual abuse
- Child protection
- Harassment in the workplace
- Smoke-free
- Civil Defence

The Principal and staff (management) develop and implement:

- Cybersafety: Internet and BYOD Use
- Accident notification procedure (for students and employees)
- Administration of medication
- Emergency and evacuation procedures
- Emergency procedures plan
- School closure
- Dealing with crisis situations
- Dealing with sick or injured children
- Contact with blood and other bodily fluids
- Head lice
- Playground supervision
- Behaviour management

The Board of Trustees in conjunction with the principal and staff (management) develop and implement:

- Privacy
- Non-custodial parents procedures
- Sun protection
- Attendance and truancy
- Transport safety
- Visitor procedures
- Hazard identification
- Education outside the classroom (EOTC)