

WAITUNA CREEK SCHOOL POLICIES AND PROCEDURES

NAG 5 - Health and Safety Policy

The Board of Trustees of Waituna Creek School will provide a safe, physical and emotional learning environment for its staff and students. It delegates responsibility of the day to day health and safety responsibilities to the principal.

Waituna Creek has an obligation to educate students and staff on best practice in relation to healthy living.

Therefore, 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 regarding the health programme being delivered to students.
- Provide privacy of personal documentation held at school.
- Meet the compliance requirements as laid out in relevant statutory requirements.

This policy is supported by the following school procedures:

PART ONE

The Board of Trustees develops and implements:

- Health and Safety in the School Environment
- Protected Disclosures
- Child Protection
- Complaints Involving Sexual Abuse
- Harassment in the Workplace
- Smoke-free
- Civil Defence

PART TWO

The Principal and Staff (management) develop and implement:

- Internet and BYOD Use
- Accident Notification (Students/Employees)
- Administration of Medication
- Emergency and Evacuation Procedure, including School Closure
- Dealing with Crisis Situations
- Dealing with Sick or Injured Children
- Contact with Blood and Other Bodily Fluid Procedure
- Head Lice Procedure
- Playground Supervision
- Behaviour Management - Code of Behaviour

PART THREE

The BOT in conjunction with the principal and staff (management) develop and implement:

- Privacy Procedure
- Non-custodial Parents' Procedures
- Sun Protection
- Attendance and Truancy Procedure
- Transport Safety
- Visitor Procedures
- Hazard Identification Procedure
- EOTC - Education Outside the Classroom

Date Policy reviewed:	December 2014	Date Policy to be reviewed:	August 2015
Signed BoT:		Signed Principal:	

Health and Safety in the School Environment

1. Induction of new staff will include health and safety expectations and measures.
2. All employees will be provided with basic health and safety practices within school operations.
3. Employees will be advised of hazards in their work and how to avoid or deal with these hazards as they arise.
4. Employees will be provided with information on the safe storage and handling of chemicals.
5. All injuries occurring in the workplace will be recorded in the accident register and fully investigated.
6. There will be effective emergency evacuation procedures to cope with all likely emergencies in line with recommended procedures.
7. Regular inspections will be conducted to identify potential health hazards and take all reasonable steps to remove or reduce them. These will be fully reported to the board through Health and Safety checklists.
8. Sufficient training in the use of equipment or machinery will be provided as required.
9. An accident register will be maintained detailing accidents to both staff and students.
10. The principal will report to the Board any accident involving serious injury which occurs in the school or during an off-site school activity.
11. Contractors on school site will be required to be certified and complete a Health and Safety Checklist.

Protected Disclosures

1. A protected disclosure is a declaration made by an employee where they believe 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.
2. Serious wrongdoing for the purposes of this policy includes any of the following:
 - unlawful, corrupt or irregular use of public funds or resources
 - an act or omission or conduct which seriously risks public health or safety or the environment; or
 - that is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
 - constitutes serious risk to the maintenance of law
3. Those making the disclosure should ensure that:
 - the information is about serious wrongdoing in or by the school
 - the staff member believes on reasonable grounds the information to be true or is likely to be true
 - the staff member wishes the wrongdoing to be investigated
 - the staff member wishes the disclosure to be protected
4. Those who may make a disclosure are:
 - any current employee including the principal
 - any former employee and principals
 - any contractor supplying services to the school
5. Staff members who make a disclosure and who have acted in accordance with school procedures related to disclosures:
 - may bring a personal grievance in respect of any retaliatory action from their employers or supervisors
 - may access anti-discrimination provisions of the Human Rights Act in respect of any retaliatory action
 - are not liable to criminal or civil proceedings or to a disciplinary hearing for having made a disclosure or referred to a disclosure
 - will have their disclosure treated with the utmost confidentiality

6. The protections provided in clause 5 of this policy will not be available to employees making allegations they know to be false or where they have acted in bad faith
7. The procedure for handling disclosures by staff members will include details of:
 - how to submit a disclosure eg 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
8. The procedures for handling disclosures will be publicised to all school employees and will be contained within the school's manual of procedures

Complaints Involving Sexual Abuse

1. Where a complaint is received against a staff member the appropriate procedure as laid down in the relevant employment contract and in school complaints policy will be followed.
2. The school's insurance company is to be informed should any complaint be laid against a member of staff.
3. In cases of complaints against the principal the appropriate contract clauses will be involved.
4. Relevant documentation is available to all staff to assist with training in the recognition of abuse.
5. Where available staff member will be trained in recognising signs of sexual abuse.
6. Staff who suspect abuse must report the matter to the principal or to a relevant agency such as CYFS or police.
7. Confidentiality of the informant is protected at all stages.
8. Students/parents who wish to lay a complaint or who wish to alert someone to abuse they or someone they know are suffering, will be made aware of processes to follow.
9. The school's health programme will include aspects of dealing with abuse.

Child Protection

- All students are treated with care, courtesy, and appropriate language.
- Teachers avoid physical contact with students which could be considered intimate, threatening, sexual, or violent.
- Corporal punishment is prohibited.
- All cases of bullying are regarded seriously, investigated, and dealt with through the school's behaviour plan.
- If a child leaves the school without permission or goes missing during the school day, parents are notified immediately, and depending on circumstances the police.
- Teachers take particular care with students who express themselves freely and seek close physical contact. When this is a problem, it is always discussed with the child's parents.
- When staff are counselling or teaching a student one to one, they ensure wherever possible that the space is not closed off from other people.
- If a student cannot be restrained in any other way, all other children are removed immediately and a adult physically restrains the student as appropriately as possible, and seeks other adult support.
- If a teacher is attacked by a student, they protect themselves without causing injury to the student involved, and immediately report this incident to the principal.
- Staff have a professional responsibility to report any allegations of indecency, abuse, or other professional misconduct to the principal or NZEI networks.
- Toileting of special needs students is only carried out by an appropriate teacher or a trained support staff member, and another staff member is informed.

Harassment in the Workplace

1. This school sees sexual harassment as a breach of disciplinary requirements and may involve either staff or students as perpetrators.
2. Sexual harassment occurs:
 - a) where a person in authority tries to use that position to take sexual advantage of a person with implied or overt promises of future preferential treatment
 - b) in sex-related jokes or abuse
 - c) in unwanted, deliberate physical contact
 - d) in offensive gestures, remarks, visual or written material
3. If a person feels they are being sexually harassed and they are able, they should make it clear to the offender verbally or in writing that such behaviour is offensive and unacceptable
4. 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. Public Health Nurse
5. The school will have in place an appropriate complaints procedure to deal with allegations of harassment where the above fails to cause the offensive behaviour to cease
6. Such procedures will have due consideration to any relevant employment contract
7. Confidentiality will be maintained by all those involved
8. Where the principal is the alleged offender the matter will be referred directly to the Board of Trustees
9. Training where available for staff and students will be provided in recognising and addressing sexual harassment.

Smoke-free

1. The school site including the staffroom, workroom and other staff facilities, school grounds and buildings are to be smoke-free environments.
2. No smoking by staff, students or by visitors is permitted in any classroom, foyer or school offices, grounds and buildings.
3. Any person can complain to the Board if they believe that there has been a contravention of the Act
4. The Board will follow procedures to deal with any complaint as set out in the Act.
5. Staff are not permitted to smoke either on school premises or while undertaking school-related activities.
6. Staff or student breaches of this policy will be subject to school disciplinary procedures.

Civil Defence

In the event of a civil defence emergency, each individual household and the wider community needs to action its own preparedness plans. Individuals and organisations must monitor any developing situation by listening to local radio.

Civil Defence Emergency Management (CDEM) is the responsibility of the local Council. Up to date information for households and workplaces relating to Civil Defence can be found at the Civil Defence Website which also has links to your local council information.

Waituna Creek School makes every effort to work co-operatively with Civil Defence authorities, recognising that disaster could strike at any time, and that systems must be in place for such events. Waituna Creek School has emergency planning procedures and an emergency kit for managing emergencies during the school day.

Waituna Creek School may be used as an emergency facility by members of the local community if a situation develops. The Civil Defence kit is stored in the office and the civil defence radio linking us with the council is located in the office alcove. Also see <http://www.getthru.govt.nz> and <http://www.whatstheplanstan.govt.nz> for information and resources.

Internet and BYOD Use

This applies to every member of the school community authorised to use the ICT equipment, including staff, students, volunteers, trainees, contractors, special visitors, and board members. It applies to ICT devices/equipment owned or leased by the school and also those privately owned. It applies whether the ICT equipment is used at the school, or any other location for a school based activity. This includes off-site access to the school network. ICT equipment includes digital devices, storage devices, cameras, mobile phones, gaming consoles, video/audio devices, whether owned by the school, or privately.

The school maintains the right to monitor, access, and review ICT use, including email use; and to audit at any time material on the school's equipment. The school may also ask to audit privately owned ICT devices/equipment used on the school site or at any school related activity. The school upholds its information privacy principles outlined in in the Privacy Procedure in this document.

Any apparent breach of cybersafety will be taken seriously. In serious incidents involving staff, advice will be sought from an appropriate source, such NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

The school's cybersafety practices are based on information from NetSafe® for Schools, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.

All students and their parent/caregiver will sign a BYOD and Internet Use agreement.
All School staff and Adult volunteers will sign a Cybersafety Use agreement.

Both are outlined below.



Waituna Creek School

Digital Device and Internet Agreement

I understand that:

- The only purpose for any digital device and other Information Technology resources at school is to support teaching and learning.
- The school will do its best to keep me safe while using devices and the Internet.
- I know that I am **not permitted** to access material through the Internet which is offensive, dangerous, inappropriate at school or illegal and that the sites and apps I visit will be tracked on a daily basis.
- I am forbidden to pass on such material by copying, storing or printing it.
- If I use email at school, I am not permitted to send any message s which are offensive, dangerous, inappropriate or legal.
- I may use the Internet or email at school if there is a staff member supervising me or with teacher permission.
- The school reserves the right to check at any time, documents, activities or data related to digital devices in the school environment.
- I will take care of any digital devices or information technology resources, including:
 - I will not use school devices for arcade-style games.
 - I will not attempt to breach copyright (e.g. by illegal copying software or material).
 - I will not bring software from home to use on Waituna Creek School devices.
 - I will not damage digital equipment and/or furniture and will use all resources with due care.

** Students please ask your teacher if you need any of these terms explained to you.*

I understand how important it is to:

1. Take care of Information Technology resources, such as devices and the Internet.

Be careful with equipment and furniture.

Respect the copyrights on software that prohibit copying.

Use only school software on school devices.

2. Be considerate of other users.

Share available equipment.

Be careful not to waste resources, e.g. paper when printing.

Avoid disruption of the running of any device or network.

Take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to others.

Remove immediately from the screen any material that would not be allowed at school which I accidentally come across, and tell a staff member right away.

3. Be responsible for privacy and security.

I will not give anyone on the Internet information about myself or anyone else - this includes address, phone number or photograph.

I will not use discs on Waituna Creek School devices.

I will tell a staff member if I come across a virus or security problem.



Waituna Creek School

Digital Device and Internet Agreement

Student

I have read the Digital Device and Internet Use Agreement and know the importance of the Waituna Creek School rules for the use of devices and the Internet.

I know that if I break these rules, I might lose the right to use a school device and/or Internet, and the school may take other disciplinary action against me.

Name

Date

Signature

Parents/Caregivers

I have read the Digital Device and Internet Use Agreement and the background information. I understand that my child is responsible for using school equipment, own devices and the Internet as outlined in these documents.

I have gone through the documents with my child and explained their importance and that there may be consequences for breaking the agreement.

I understand that while the school will do its best to restrict student access to offensive, dangerous, inappropriate and illegal material on the Internet or through email, it is the responsibility of my child to have no involvement with such material.

I give my permission for _____ to be given access to the Internet and email.

Name

Date

Signature

PLEASE RETURN COMPLETED FORM TO THE SCHOOL OFFICE
If you would like to discuss this document please contact the Principal

All School Staff and Adult Volunteers : Cybersafety Use Agreement

This document comprises the previous page and three sections:

- Section A: Important Cybersafety Initiatives and Rules
- Section B: Some Important Staff Obligations Regarding Student Cybersafety
- Section C: Staff Cybersafety Use Agreement Form.

Instructions for staff

1. Please read the entire document carefully.
2. If any clarification is required, it should be discussed with the principal before the document is signed. Additional background information on use agreements can be found on the NetSafe website (www.netsafe.org.nz/ua)
3. Detach Section C, sign and return it to the office.
4. It is important to retain the remaining pages for future reference.

Important terms used in this document:

- I. The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'
- II. 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- III. 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (IV) below
- IV. The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, iPads, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- V. 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Section A: Important Waituna Creek School Cybersafety Initiatives and Rules

The measures to ensure the cybersafety of Waituna Creek School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Waituna Creek School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

1. Cybersafety use agreements

- All staff, students and volunteers, whether or not they make use of the school's computer network, Internet access facilities, computers and other ICT equipment/devices in the school environment, will be issued with a use agreement.
 - Staff are required to read these pages carefully, and return the signed use agreement form in Section C to the school office for filing.
 - The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. Staff may also use school ICT for professional development and personal use which is both reasonable and appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.
 - Any staff member who has a signed use agreement with the school and allows another person who does not have a signed use agreement to use the school ICT, is responsible for that use.
2. The use of any privately-owned/leased ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. This includes any images or material present/stored on privately-owned/leased ICT equipment/devices brought onto the school site, or to any school-related activity. This also includes the use of mobile phones.
 3. When using school ICT, or privately-owned ICT on the school site or at any school-related activity, users must not:
 - Initiate access to inappropriate or illegal material
 - Save or distribute such material by copying, storing, printing or showing to other people.
 4. Users must not use any electronic communication (e.g., email, text) in a way that could cause offence to others or harass or harm them, put anyone at potential risk, or in any other way be inappropriate to the school environment.
 5. Staff are reminded to be aware of professional and ethical obligations when communicating via ICT with students outside school hours.
 6. Users must not attempt to download, install or connect any software or hardware onto school ICT equipment, or utilise such software/hardware, unless authorised by the ICT Manager.

7. All material submitted for publication on the school website/intranet(s) should be appropriate to the school environment. Such material can be posted only by those given the authority to do so by senior management.
8. Any photographs of students, or examples of their work, published online must meet the school's guidelines for publishing student information. This includes checking that parents have given consent for their child's image or work to be published, and obtaining the child's permission to use their work.
9. All school ICT equipment/devices should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the ICT manager.
10. All users are expected to practise sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, unnecessary Internet access, uploads or downloads.
11. The users of school ICT equipment and devices must comply with the Copyright Act 1994 and any licensing agreements relating to original work. Users who infringe copyright may be personally liable under the provisions of the Copyright Act 1994.
12. Passwords must be strong, kept confidential and not shared with anyone else. A strong password is at least 8 characters in length with a mix of lower case (abd ...) and upper case (ABC ...) letters, symbols (#*@ ...) and numerals (123 ...).
13. Users should not allow any other person access to any equipment/device logged in under their own user account, unless with special permission from senior management.
14. The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the school network or any ICT device. The Ministry of Education guidelines (www.tki.org.nz/r/governance/curriculum/copyguide_e.php) should be followed regarding issues of privacy, safety and copyright associated with student material which staff may wish to publish or post on the school website.
15. Dealing with incidents
 - Staff must follow procedures relating to the school cybersafety incident book.
 - Any incidents involving the unintentional or deliberate accessing of inappropriate material by staff or students, must be recorded in handwriting in the cybersafety incident book with the date, time and other relevant details.In the event of access of such material, users should:
 - **Not show others**
 - **Close or minimise the window, and**
 - **Report the incident as soon as practicable to the cybersafety manager.**
 - If an incident involves inappropriate material or activities of a serious nature, or is suspected of being illegal, it is necessary for the incident to be reported to the principal IMMEDIATELY.
16. Any electronic data or files created or modified on behalf of Waituna Creek School on any ICT, regardless of who owns the ICT, are the property of Waituna Creek School.
17. Monitoring by the school
 - The school may monitor traffic and material sent and received using the school's ICT infrastructures.
 - The school reserves the right to deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data, including email.
 - Users must not attempt to circumvent filtering or monitoring.
18. Breaches of the agreement
 - A breach of the use agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, antisocial activities such as harassment or misuse of the school ICT in a manner that could be harmful to the safety of the school or call into question the user's suitability to be in a school environment.

- If there is a suspected breach of the use agreement involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.
 - Involvement with material which is deemed 'objectionable' under the Films, Videos and Publications Classification Act 1993 is serious, and in addition to any inquiry undertaken by the school, the applicable agency involved with investigating offences under the Act may be notified at the commencement, during or after the school's investigation.
19. The school reserves the right to conduct an internal audit of its computer network, Internet access facilities, computers and other school ICT equipment/devices, or commission an independent audit. If deemed necessary, this audit will include any stored content, and all aspects of its use, including email. An audit may include any laptops provided by or subsidised by/through the school or provided /subsidised by the Ministry of Education. Please note that conducting an audit does not give any representative of Waituna Creek School the right to enter the home of school personnel, nor the right to seize or search any ICT equipment/ devices belonging to that person, except to the extent permitted by law.
20. Queries or concerns
- Staff should take any queries or concerns regarding technical matters to the ICT manager.
 - Queries or concerns regarding other cybersafety issues should be taken to the cybersafety manager, or to the principal.
 - In the event of a serious incident which occurs when the cybersafety manager and the principal are not available, another member of senior management should be informed immediately.

Section B: Some Important Staff Requirements Regarding Student Cybersafety

- Staff have the professional responsibility to ensure the safety and wellbeing of children using the school's computer network, Internet access facilities, computers and other school ICT equipment/ devices on the school site or at any school-related activity.
- If staff are aware that a student has not signed a use agreement, the student will not be permitted to use school ICT unless there are special circumstances approved by the principal.
- If staff are aware of any students who have not signed a use agreement their names should be reported to the principal, or to the cybersafety manager.
- Staff should guide students in effective strategies for searching and using the Internet.
- While students are accessing the Internet in a classroom situation, the supervising staff member should be an active presence. The cybersafety manager will advise about cybersafety protocols regarding Internet access by students in other situations.
- Staff should support students in following the student use agreement. This includes:
 - Endeavouring to check that all students in their care understand the requirements of the student agreement
 - Regularly reminding students of the contents of the use agreement they have signed, and encouraging them to make positive use of ICT.
- Staff are expected to follow the instructions of the cybersafety manager regarding their role in maintaining cybersafety if students of the school are permitted email accounts. (Student email accounts may involve remote access, or access to private non-school email from within the school or on the school network.)

Section C: Waituna Creek School Staff Cybersafety Use Agreement Form

Please complete, sign, and date this Staff Use Agreement Form which confirms your agreement to follow the obligations and responsibilities outlined in this document. The key obligations and responsibilities are:

- All ICT use must be appropriate to the school environment
- Passwords will be kept confidential
- The principles of confidentiality, privacy and copyright apply.
- If you have any queries about the agreement, you are encouraged to discuss them with the cybersafety manager or the principal before you sign. Once signed, this form should be returned to the school office to be passed on to the cybersafety manager for filing with staff records.
- A copy of the signed form will be supplied to you.
- This year the cybersafety manager at Waituna Creek School is Emma Barker.

You can find additional information on the NetSafe website www.netsafe.org.nz

Please tick one:

- I believe that I have sufficient knowledge to safely supervise the use made by students in my care of the school's computer network, Internet access facilities, computers and other school ICT equipment/devices.
- I require additional training/professional development in order to safely supervise the use made by students in my care of the school's computer network, Internet access facilities, computers and other school ICT equipment/ devices.

Use agreement

I have read and am aware of the obligations and responsibilities outlined in this Staff Cybersafety Use Agreement document, a copy of which I have been advised to retain for reference. These obligations and responsibilities relate to the cybersafety of students, the school community and the school environment.

I also understand that breaches of this Staff Cybersafety Use Agreement will be investigated and could result in disciplinary action, and where required, referral to law enforcement.

Name:

Role in the school:

Signature:

Date:

Accident Notification (Students/Employees)

Our school maintains an accident register which includes reports of all accidents and **potential hazards** to students and staff. It is not a separate form, it is the collection of pages of the first aid log, accident investigation forms, and notifications of serious **harm**. At this school the accident register is maintained by the principal and kept in the staff room.

All serious harm incidents **and potential hazards** that could have caused a serious harm, must be reported to the Department of Labour.

The chairperson of the board of trustees must be notified in the event of a death or serious harm injury. Depending on the seriousness of the accident, and its effect on the school community, the school may need to employ the Crisis Management Plan.

Students	
Minor (not reported to parents)	Record in the first aid log.
Moderate (reported to parents)	Record in the first aid log.
Serious (Reported to parents) <i>Reporting to the Department of Labour is the responsibility of the principal.</i>	Record on a Notification of Serious Harm Form, and an Accident Investigation Form. A serious harm must be reported to the Department of Labour by phone (0800 20 90 20) as soon as possible, and the completed forms sent within seven days of the accident.

Employees	
Minor (not reported to next of kin)	Record in the first aid log.
Moderate (reported to next of kin)	Record in an Accident Investigation Form
Serious (Reported to parents) <i>Reporting to the Department of Labour is the responsibility of the principal.</i>	Record on a Notification of Serious Harm Form, and an Accident Investigation Form. A serious harm must be reported to the Department of Labour by phone (0800 20 90 20) as soon as possible, and the completed forms sent within seven days of the accident. <i>Note: This applies whether the employee is at work, or in another place as part of their work, for example, on a school camp or with a sports team.</i>

Visitors and Contractors	
Moderate (reported to parents/ employer)	Record in an Accident Investigation Form
Serious (Reported to parents/ employer) <i>Reporting to the Department of Labour is the responsibility of the principal.</i>	Record on a Notification of Serious Harm Form, and an Accident Investigation Form. A serious harm must be reported to the Department of Labour by phone (0800 20 90 20) as soon as possible, and the completed forms sent within seven days of the accident.

Note: If a hazard is identified through an accident or **potential hazards**, a hazard identification form must be completed. If the hazard is not eliminated, it must be entered on to the hazard register

Administration of Medication

Note: No medication may be administered to a child without parental consent. Paracetamol may be given with verbal consent from a parent.

The school has a responsibility to ensure that if students are taking medication, procedures are followed to ensure that it is kept securely, and taken appropriately. The school administers medication with due care and attention to the instructions, but takes no responsibility for any problems arising from this treatment.

Medication for specific allergies or other needs is stored in the medical cupboard in the spare staff washroom with a complete list of students' conditions. Staff are required to make themselves aware of this list.

All medication is dispensed through the staffroom, and all treatments and the dispensing of medication is recorded. Medication is not the responsibility of the class teacher. Children may not hold medicine in the classroom, with the exception of asthma inhalers.

Some medication, for example, drugs that adjust student behaviour, needs to be carefully monitored so that parents/caregivers can check that it is being taken regularly.

The school will only administer prescription medication to students whose parents have made a formal request. The following guidelines are observed:

- Parents/caregivers complete a Medicine Authority Form, and notify the school in writing of any variation in dose.
- Members of the school administration staff have the authority to administer medication on behalf of parents/caregivers, and ensure that medication is stored safely, and appropriate records kept.
- Medication (e.g. tablets, administered on behalf of their parents/caregivers to a student suffering from a medical condition):
 - must be delivered to school by parents/caregivers, not by students
 - must be stored in a container labelled with the name of the student name of medication, dose required, and the time the dose is to be taken
- To ensure the safety of staff administering medication:
 - all medication is stored in a specific cabinet or fridge
 - all medication given to student is recorded on a card kept with the medication
 - the record shows the name of the student, the dose given, the time and date given, any other action taken, and is signed by the teacher
 - forms from parents/caregivers are stored in a file

When a parent or doctor needs to be consulted, this is done as soon as practicable.

Emergency allergy medication is kept in the medical room with the first aid kit.

Emergency and Evacuation

1. In the event of a disaster or fire the school electronic alarm system with voice commands, sounds to warn everyone to vacate the buildings.
2. In the event of an earthquake, pupils and teachers will seek refuge under desks until appropriate time enables buildings to be vacated.
3. Teachers, with attendance registers will lead classes to a designated assembly point using sign posted egress. A roll must be taken once at the assembly point.
4. Those with designated responsibility will check specific building areas closing fire stop doors after them before themselves going to assembly areas for calling class roll.
5. Any absences must be reported immediately to the principal and whereabouts, if known, listed for checking.
6. All visitors to the school must sign in at the school office. On evacuation visitors must be checked off this list. Any person in the school having disabilities will also have that noted any assistance required and details of their whereabouts in the school.
7. Each classroom, office etc must have posted in a prominent place by an egress details of evacuation procedures and assembly points.
8. At the conclusion of an emergency or drill an all clear bell will sound a continuous alarm to signal return to class.

A whole school drill will be undertaken each term to familiarise students, staff and visitors to this procedure.

Emergency Procedures Plan Also refer to **Civil Defence**

Type of emergency covered in this plan

- Fire
- Explosion
- Earthquake
- Hazardous Substance Spill

Staff Members:

Make it your business to know the following points and how to react should an emergency arise.

1. Building or emergency exits
2. Location of the fire extinguishers
3. Location of the fire alarms
4. Nearest telephone
5. Check on how the phone system works (you may need to dial another number to obtain an outside line)
6. Where the evacuation assembly area is and who to report to

When calling the emergency services:

Remember

tell the operator the service you require

wait until the service answers

state exactly where you are, the nature and situation of emergency

arrange for somebody to meet the service and direct them to the emergency

Note

- That some telephone systems may require you to dial another number to get a line out. i.e. 1 for a line out, then 111
- 111 calls will still go through if you dial more than the three 1's required. i.e. if you dial 1111 and only 111 is needed it will still work OK
- 111 calls made from cell phones do not require you to dial the area code. Simply dial 111 as you would on a normal phone

Emergency Services phone numbers (both urgent and non urgent) are listed on the first pages of your phone book.

Emergency Procedures :

1. Fire

- Raise the alarm
 - dial 111 for the emergency required
 - follow the correct procedure and advise operator carefully
- Evacuate the area
 - check other pupils/visitors in the area are evacuated
 - shut any doors as you leave
- Proceed to assembly area
 - see the evacuation notices displayed for your assembly area
- Ensure that you tell the Principal that you are safe
- Stay in the assembly area until you are advised that you can leave
- Do not re-enter the area until the all clear is given

2. Explosion

Raise the alarm

- Dial 111 for emergency service required
- Follow correct procedure and advise the operator carefully
- You may need all three emergency services

Secure the explosion area

- To avoid further injuries
- Water, Gas and electricity supplies are likely to be ruptured.

Make victims (if any) as comfortable as possible

- Cover to keep warm

Do not attempt to move any victims if they are unable to tell you their condition.

Arrange for immediate first aid

If fire follows the explosion evacuate area as set out under the Fire procedure.

3. Earthquake

Safety Measures Indoors

- Do not evacuate the area
- Take cover beneath a strong desk or table or a doorway
- Remain calm and give reassurance
- Evacuate the area **ONLY** when instructed to do so or if the
- Building is obviously structurally unsafe.
 - Check others in the area are evacuated
 - Shut any doors as you leave
 - Ensure all electrical or gas supplies are turned off
- Proceed to assembly area
- Ensure that you tell the warden that you are safe
- Stay in the assembly area until you are advised that you can leave
- Do not re enter the area until the all clear is given

Safety Measures Outside

- Move clear of all buildings and potentially dangerous structures
- 20 paces is a safe distance for a single storey building
- Leave swimming pool immediately (if applicable)

4. Hazardous Substance Spill

- Raise the alarm

- Dial 111 for emergency service required
- Follow correct procedure and advise the operator carefully
- Evacuate the area
 - Check other workers in the area are evacuated
 - Shut any doors as you leave
- Proceed to assembly area
- Ensure that you tell the warden that you are safe
- Stay in the assembly area until you are advised that you can leave
- Leave the clean up to the emergency services
- If you are unaware of what is needed to neutralise the hazardous material phone
 - Poisons & Hazardous chemicals phone number:
 - Urgent information 03 474 7000
 - Non urgent & general information 03 479 1200 (business hours)
- Assist in clean up ONLY if you have the full protective safety gear as recommended by the emergency services and then only if asked.

Do not re enter the area until the all clear is given.

School Closure

It may prove necessary to close the school due to extreme weather conditions or some local emergency. The principal must consider the following actions:

- Consult with permanent teaching staff and the board chair.
- If closure is weather related, monitor the forecast closely (<http://www.metservice.co.nz/public>).
- Any decision to close the school should be made by the principal, in consultation with the board chair, as soon as possible.
- Update any voice message system/facebook with the new status of the school.
- Put signage up at school gate(s).
- Liaise with other agencies affected (bus company, dental clinic, etc.).
- Inform local radio stations of the closure.
- Inform staff of the closure, and any expectations of their attendance.
- Keep any children who arrive at school safe and arrange for their pick-up.

If closure is required during the school day:

- Teachers maintain an appropriate programme in the classrooms, keeping children safe and occupied.
- Teachers are tasked with signing out children to parents or caregivers.
- Teachers may not leave the school until the principal gives permission.

It is important to maintain up to date contact lists for students and all staff.

Note: *The school must advise the Ministry of Education of the closure as soon as possible, and apply under Section 65E(2) of the Education Act, 1990, to reduce the number of half days it must be open for the year.*

Dealing with Crisis Situations

A critical event for the purposes of this procedure cover examples of death or serious accident, contagion, armed or dangerous person intrusion.

1. In the event of the death or very serious injury to a child, the family needs are paramount. The family must get the school's unreserved support.
2. On discovery of a critical event there must swing into action first response procedures, see next procedure on 'Dealing with Sick or Injured Children'
3. Notification should follow as soon as possible to the school, ideally to the principal. A crisis team will be formed to handle events and contacts.

4. In the event of armed or dangerous intrusion, lock down and isolation procedures should be implemented and notification given to the police.
5. The school must designate a specific person assigned to notify parents and to deal with the media. This is normally the principal or board chair as appropriate depending on situation.
6. Group Special Education's Crisis team will be urgently contacted to work with the school crisis team, especially in the event of death or severe trauma.
7. In the event of death or serious accident student profiles of victims should be obtained and provided to the crisis team.
8. The school will notify the Ministry of Education of details of the event and of the actions taken to date.
9. Preparation by the crisis team of a communication strategy and written message or statement for staff to give to children.
10. Early calling of a staff meeting to inform all staff of events and of actions taken. The meeting should be at interval, lunchtime or after school.
11. Identification of students or staff who are 'at risk' and may be in need of counselling.
12. At an appropriate time, in the event of death or accident, the principal will meet with the family to offer aid and support.
13. Staff will be kept informed at meetings over following days of pertinent development.
14. In the case of contagion the principal and board will need to work closely with MOE officials and Health officials to appropriately inform the community, the staff and students. There will be a consultative decision on school closure, health checks, medication etc. A pandemic action plan will be created using the templates and procedures outlined on the Ministry of Education website: <http://www.minedu.govt.nz/theMinistry/EmergencyManagement/Preparedness/Pandemic/PandemicPlanningKit.aspx>
15. The board, through the Chairperson will be kept fully informed throughout the crisis.
16. A full report will be provided for board discussion following the crisis.

Dealing with Sick or Injured Children

Prevention

The school attempts to prevent accidents and illnesses by:

- complying with Health and Safety regulations including hazard identification
- encouraging parents to keep ill children away from school
- encouraging parents to immunise their children
- notifying parents of outbreaks of infectious diseases and having infection control procedures in place
- providing health education
- providing supervision

Managing Minor/Moderate Injury

Note: Always follow the correct procedure for dealing with blood and other bodily fluids.

Minor Injury

If a student sustains a minor injury, take them to the medical room and inform the office, if necessary. After treatment the student can return to the class or playground. Record the injury and any treatment in the first aid log.

If it is a head injury, you must contact the parent/s and notify the principal. The student will need to be monitored for delayed concussion.

Moderate Injury

Take the student to the staff room and inform their teacher, if necessary. Administer first aid as appropriate. Collect the names of any witnesses to the incident.

If it is a head injury, you must contact the parent/s and notify the principal. The student will need to be monitored for delayed concussion. Moderate injuries require parents to be notified.

If the student requires attention from a doctor, or to rest for an extended period, ask the parent/s to collect the student. The principal or another teacher may need to take the student to a doctor or medical centre if the parents cannot be contacted.

No student is sent home unless a caregiver has been contacted and permission given for the student to leave. The principal is informed in every case, and informs the teacher if a student from their room is sent home.

Note: No medication may be administered to a child without parental consent. Paracetamol may be given with verbal consent from a parent.

Record the injury and any treatment in the first aid log.

Note: Any bite inflicted by a student must be washed, and seen by a doctor as soon as possible if the skin has been punctured. Contact the bitten student's parents.

Managing Serious Injury

Note: Always follow the correct procedure for dealing with blood and other body fluids.

Comfort the patient but do not move them, or leave them unattended. Assess the scene to ensure your own safety and that of the first aiders. Keep calm.

Ask for help to:

- Summon the trained first-aiders
- Call an ambulance, if necessary. Do not hesitate to do this.
- Prevent further injury if a hazard was involved, for example, direct traffic away.
- Notify the principal
- Secure the scene
- Record names of witnesses
- Keep unnecessary people away from the site.

If the injured person is a student, contact their caregivers as soon as possible.

Record and report as appropriate.

The chairperson of the board of trustees must be notified in the event of a death or serious harm injury. Depending on the seriousness of the accident, and its effect on the school community, the school may need to employ the Crisis Management Plan.

Definition of a Serious Harm

Examples of serious harm injuries include:

- amputation of a body part
- burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
- loss of consciousness from lack of oxygen
- loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance
- any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within seven days of the harm's occurrence

- any of the following conditions that causes permanent loss of bodily function, or temporary severe loss of bodily function:
 - respiratory disease
 - noise-induced hearing loss
 - neurological disease
 - cancer
 - dermatological disease
 - communicable disease
 - musculoskeletal disease
 - illness caused by exposure to infected material
 - poisoning
 - vision impairment
 - chemical or hot metal burn of eye
 - penetrating wound of eye
 - bone fracture
 - laceration
 - crushing

First Aid

Staff are encouraged to keep their knowledge of first aid procedures up to date. Any first aid given to a student must be recorded in the first aid log.

First Aid Kits

A first aid kit is kept in the medical room, along with a current first aid manual, a list of staff with current First Aid Certificates, and a list of student conditions.

First aid kits should contain gloves, disposable wipes, and plastic bags for contaminated waste. Ice packs are kept in the office fridge.

Traveling First Aid Kits

The school maintains a small travelling first aid kit which must be uplifted by any teacher taking a class on a visit away from school. Any items used during an outing should be recorded and the school secretary notified on return so that they can be replaced.

Notifying Parents

Notifying parents in the event of an injury has two purposes:

- It keeps parents informed.
- It protects the school by allowing the parent to come and see for themselves how the child is, and whether further action is necessary.

The school has family and emergency contact numbers filed in the office and available on the school's computerised student files. Parents must be contacted if their child has received a head or spinal injury.

When in doubt, contact the parents.

Note: The accident report should state who will contact the parents and should be initialed when they have been contacted.

Illness

Note: Always follow the correct procedure for dealing with blood and other fluids.

If a student is, or becomes, ill at school, take them to the medical room and inform the office. Contact the parent/s and arrange for the student to be collected from school. No student is sent home unless a caregiver has been contacted and permission given for the student to leave. The office staff or principal is informed in every case, and informs the teacher if a student from their room is sent home.

Note: No medication may be administered to a child without parental consent. Paracetamol may be given with verbal consent from a parent.

Follow infection control procedures, including implementing heightened hygiene practices in the event of a significant viral outbreak such as norovirus or influenza.

Contact with Blood and Other Bodily Fluid

There are recognised risks from coming into contact with blood and other body fluids. Several diseases can be contracted from infected blood or body fluids, including AIDS and hepatitis B.

To keep safe, follow this rule: **don't touch until there is a barrier between you and the spill.**

All blood and other bodily fluid should be treated as potentially infectious. They include:

- blood spills: all cuts, abrasions or punctures to the skin or mucous membranes menstrual, nose, and anal bleeding
- vomit
- saliva
- urine and faeces

All staff must be aware of the procedures to use when dealing with blood and bodily fluids, both in attending to the child, and cleaning up afterwards.

The school must provide the necessary equipment, i.e. disposable gloves, cleaning materials and fluid. Staff should cover any cuts they have, especially those on their hands or arms.

Dealing with blood and bodily fluids:

Whenever possible, get the patient to deal with their own blood spill. Instruct them quietly and firmly to apply a band aid, hanky, towel or jersey to the area, and to apply pressure and elevate the bleeding area if possible.

Do **not** let a student attend to another student's injury.

Use disposable gloves and wash your hands thoroughly with soap and water after you remove the gloves. If you don't use disposable gloves, thoroughly wash your hands, lower arms and anywhere else that has been in contact with or splashed by blood, after handling blood.

Avoid contact with blood if your hands or lower arms have open cuts or unhealed wounds.

Keep people away from body fluid spills.

Cleaning up:

- Put the used gloves and any cotton wool, gauze, etc., that has had contact with moist body substances into a plastic bag and seal it for disposal.
- Wash off any spills on your skin with water or diluted bleach solution (1:10).
- Wipe down the benches or other affected areas with cold or tepid tap water and then with diluted bleach solution (1:10).
- Wash carpeted areas with soap and water.
- Wash scissors or other instruments thoroughly in cold tap water to remove any blood before sterilising them by either boiling for at least 10 minutes, or soaking for 30 minutes in diluted bleach solution (1:10).

Head Lice

Head lice infection is not a problem of schools but of the wider community. Parents have the primary responsibility for the identification, treatment and prevention of head lice in a family.

The school educates and reminds parents of their responsibilities for the prevention and treatment of head lice:

- When head lice are detected at school, the teacher/office contacts the parent and treatment information is sent home to the affected student/s.
- The Public Health Nurse does not undertake hair checks, but can provide a parent education meeting to discuss prevention, treatment and answer questions. The Public Health Nurse is also available to liaise with families individually at their homes. This is sourced through the school office or by ringing the Public Health Nurse directly.
- Information about head lice is distributed to families during outbreaks.
- The school's health coordinator includes regular reminders in the school newsletter promoting family hair checks.

Playground Supervision

The purpose of duty at break times is to ensure that the play environment is physically and emotionally safe for all students at all times.

The duty teacher must deal with issues raised by students while on duty. Students need to feel that their complaints and concerns will be taken seriously, and that they will not be refused support.

The principal oversees playground duty. A rostered timetable is displayed in the staffroom and issued to each teacher and teacher aide at the start of the year, and updated as required.

The following guidelines ensure effective playground supervision:

- One teacher is rostered cover supervision at breaks. This involves doing 4 circuits of our playground at main break-times.
- Relievers are required to do duty for the teacher they replace.
- Teachers and teacher aides report on duty in a timely fashion.
- Teachers are alert to problems in the playground, using the school Code of Conduct as a guide. Teachers patrol proactively.
- Treat injury or illness in the playground according to the school's procedures for minor/moderate or serious injuries
- Children involved in violent playground behaviour are managed with the school's behaviour management procedure.
- On wet days, duty is as normal for duty staff, but senior students can assist with supervision of junior classes.
- Students are required to sit and eat their lunch for fifteen minutes at the start of lunchtime.

a critical event for the purposes of this policy cover examples of death or serious accident, contagion, fire, armed or dangerous person intrusion.

Behaviour Management

All schools have discipline issues from time to time. Managing behaviour relies on consistently applying both a formal discipline plan and strategies to promote positive student behaviour.

Individual programmes and strategies for difficult students are devised with parents and staff, and outside agencies if necessary, and these students are dealt with outside the formal discipline plan.

Behaviour Management Objectives

- Teachers maintain positive classroom climates and relationships with students.
- The school makes a clear statement of acceptable and unacceptable behaviour known to all staff, parents, and students, and displays it in classrooms and other places around the school.
- The school consistently applies a formal discipline plan in all cases of unacceptable behaviour.

In cases of extreme and persistent behaviour, the school actions the procedures outlined by the Ministry of Education for the stand-down, suspension, or expulsion of students.

At Waituna Creek Teachers develop their own systems for positive reinforcement and also for warning students who are not following the Waituna Code of Behaviour.

If students actions are repeatedly not inline with the Waituna Code of Behaviour. They will complete a think sheet in their break time. The think sheet is given to the principal and kept on file. If the

CODE OF BEHAVIOUR

The following code of behaviour is in place at Waituna Creek School. The activities and privileges being offered to the students will be accessible to those that demonstrate this code of behaviour consistently at school.

The school will communicate promptly with parents when behaviour is a concern.

Each Person has the Right to:	Each Person has the Responsibility to:
Learn and achieve excellence and success	<ul style="list-style-type: none"> ● Allow others to learn ● Be cooperative and honest ● Keep up to date with work ● Be prepared for lessons ● Complete homework ● Attend school regularly ● Participate ● Be punctual ● Exercise self discipline and self control by aiming to be the best they can be
Be treated with respect and politeness	<ul style="list-style-type: none"> ● Show respect for themselves, family and Waituna Creek School ● Be polite and respectful to other students and teachers ● Use appropriate language ● Be considerate of others
A nurturing, safe and positive environment	<ul style="list-style-type: none"> ● Assist and support others ● Make Waituna Creek School safe by not threatening, hitting or hurting anyone in any way. We have zero tolerance for bullying ● Respect school and others property ● Be tidy and use the rubbish and recycling bins ● Work and play safely
Expect their school to be well regarded by everyone	<ul style="list-style-type: none"> ● Support Waituna Creek School activities ● Wear our Waituna tops and hats with pride ● Be ambassadors for Waituna Creek School

Privacy Procedure

1. The Board of Trustees will appoint a Privacy Officer, confirmed annually.
2. Procedures will comply with the principles which specify requirements in terms of:
 - The purpose of collection of personal information
 - The source of personal information
 - The provision of full information to the subject
 - The manner of collection
 - The storage and security of information
 - Access to personal information
 - Obtaining personal information held about them
 - Checking on accuracy
 - The holding of information no longer in use
 - Limits on use of information
 - Limits on disclosure
 - Assigning of unique identifiers
4. All staff, including teaching and non-teaching staff will be made aware of key relevant provisions of the Privacy Act as they impact on school activities.
5. Parents will be informed each year of how the Privacy Act will be applied in the school as it relates to access of information and reporting requirements.

Publishing Student Information

The school sometimes publishes students' photographs and work in the newsletter and/or online, and has an obligation to:

- protect students' privacy and safety in relation to information about them, or images of them, published by the school, and
- protect students' copyright in relation to the material they create.

Images of students and/or their work are published to recognise student achievement, report on learning to the school and wider community, and to promote the school.

The following guidelines help us to protect our students:

- The school seeks parents' written consent before their child's photo or work is published online. Parents give this consent at enrolment, or as needed if the child is already enrolled, by completing the Student Information Consent Form. Parents can withdraw their consent at any time.
- The school takes special care with personal information about students, that is, information that identifies an individual. With consent, we share no more than a student's first name and/or photograph via the newsletter, or the wider online community via the school website.
- The school publishes photos and students' work that positively depict the student and school.
- The school seeks students' consent before publishing their work.
- As the author of a copyright work, a student has the right to be identified when their work is exhibited in public, such as on the internet. At Waituna Creek School we prefer to identify the student by their first name and year at school only to protect their privacy. Requests for a child's full name to be published are considered by the privacy officer.

If the school is aware of a special circumstance regarding a student's presence at the school, such as a court order preventing access to the child, any information that could identify the child is kept out of the website/newsletters.

Note: Parents are welcome to contact the school's privacy officer to discuss these issues.

Non-custodial Parents' Procedures

Parents are responsible for informing the school of their marital situation and custody and access arrangements. Any dispute over the rights of separated parents regarding their child's schooling, or access rights and communication, should be resolved by the parents, or through the Courts. It is not the principal's job to adjudicate.

Custody and Guardianship

Custody is the right to possession and care of a child.

A person with custody of a child, is the guardian of the child. This refers to parents living together, and to separated parents who share custody of a child. It is very rare for a person to lose guardianship, ask to see the court order authorising this, if it is claimed.

When parents separate, it is usual for one to be granted custody. Having sole custody doesn't give a parent sole control over the child's education. Guardians also have rights.

Increasingly, parents share custody and arrange between themselves for the day to day care of the child.

In the absence of formal custody arrangements, both separated parents retain custodial and guardianship rights.

A testamentary guardian is a person whose guardianship of a child has been appointed by will or deed.

Access

A care and custody order from the court states the right of one parent to physical possession and day to day care, and defines the access of the non-custodial parent.

Wardship

A child may be made a ward of court, i.e., placed under guardianship of the Court. Both parents retain guardianship and the child has three guardians. Court, as the child's guardian, decides the control and care arrangements of the child and can over-rule the rights of the parents.

CYPS may be appointed the sole guardian of child to the exclusion of the parents.

The Rights of the Guardian and the School

Both parents as guardians are entitled to:

- receive a copy of the child's reports
- discuss educational progress with the principal and teacher
- contribute to major educational decisions, for example, which school the child attends, special class admission, religious instruction, etc.
- participate in the Parent's Association and other school functions
- see normal school records.

The guardians themselves must take the initiative in exercising these rights.

Access Rights and the School

A non-custodial parent wishing to see their child during school hours should go to the office first. The principal only grants access during class hours if the care and custody order specifies that time for access. With older students, the wishes of that child are important and should be respected.

If the principal is suspicious about a person wanting to contact a child at school (for instance, doubt over identity, good faith, or legal rights) they should:

- contact the custodial parent and ascertain the person's right of access.

- ask to see the court order, or to contact the person's solicitor, if the person claims access under a court order. If the court order says "reasonable access", then the principal may refuse access until after school hours so that the running of the school is not unnecessarily disrupted, nor the child's schooling inhibited.
- deny unrestricted access to the child, especially if it is suspected the person may remove the child from school.
- supervise the meeting with the child in the principal's office.
- use professional judgement, having the welfare of the child as the paramount consideration.

The school considers it inappropriate for a non-custodial parent to send personal mail to a child at school. A pattern of mail should be queried by a teacher.

Surnames

Both guardians, not the custodial parent alone, determine the surname of a child. Where conflict arises, the school should note both names in all official records.

Sun Protection

Our sun protection procedure is implemented during term one and four when ultra violet radiation levels are most intense.

All staff, comma and parents/caregivers are to be informed of the sun protection procedure and its intended practice.

All students wear a Waituna broad brimmed hat when outside.

Students not wearing a hat are required to play in allocated shade areas.

The use of SPF 30+ broad spectrum sunscreen is encouraged.

The use of sun protection clothing is encouraged. (e.g. sleeves and collars)

Staff and parents are encouraged to act as role models by practicing sun smart behaviours.

Sun Smart education programmes are integrated into the curriculum at all levels every year.

The Sun protection procedure is reflected in the planning of all outdoor events.

When conducting outdoor activities between the hours of 10-4 teachers will consider the best possible location and clothing to be Sun Smart.

The school has sufficient shade or is working towards increasing the number of trees and shade structures as to provide adequate shade in the school grounds.

A yearly shade assessment to be completed as part of property health and safety check list, at the end of term 3.

These procedures are reviewed at least every 3 years.

Attendance and Truancy

1. Electronic attendance registers will document attendance and non-attendance.
2. The school will have an enrolment procedure in line with the Education Act and school guidelines.
3. Procedures outlined in the Truancy Handbook will be followed when students are identified as truant.
4. Emergency closure procedures are in place.
5. The school will have a consistent system for marking attendance registers.
6. Suspension procedures in line with Ministry of Education requirements and school guidelines will be met.
7. School management will carry out detailed analysis of student attendance on a termly and annual basis providing the Board with information on trends and issues. These may include details of ethnicity, year level, gender.
8. When an issue is identified, where needed, other agencies maybe involved.

Transport Safety

Parents sign consent forms annually giving permission for their children to travel locally (Waimate) in either another parent's vehicle or by bus. The school will notify via the school newsletter or specific notice of when these trips will occur.

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

All drivers and vehicles will comply with NZTS laws.

Private Cars

All staff, parents and volunteers providing transport sign a form annually to confirm they will adhere to:

- The driver has a full car licence
- The vehicle is road worthy and has a current Warrant of Fitness and Registration
- The vehicle be used is covered by third party property insurance or comprehensive insurance
- I understand that parents/caregivers of children under the height of 148cm must supply a booster seat of an approved standard for use on school related trips. I understand that the back seats are the safest place for my child to sit but if these seats are occupied the tallest child will be seated in the front passenger seat.
- Each passenger in the vehicle will use a seat belt (if fitted and required)
- The seating capacity of the vehicle will not be exceeded

School Bus

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.

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.

Visitor Procedures

It is the school's responsibility to take all practicable steps to ensure visitors and contractors are safe during their contracted work. Good practice suggests that the school principal or caretaker should meet any contractor before any work is started, and brief them on relevant health and safety information, including:

- hazards that exist in the school where they are working
- school rules about health and safety
- emergency procedures and first aid facilities
- procedures for reporting any new hazards that may be identified.

Contractors are responsible for complying with their relevant Health and Safety legislation, and for recording and reporting any accidents that harm themselves or any other person.

Contractors should plan work activities and inform the school of:

- any hazards that arise from the work they are doing
- safety procedures for other people who may be affected by that work, including the public
- safety equipment that may be necessary.

Hazard Identification Procedure

The hazard register lists all the known hazards and the steps taken to control them. The regular audit ensures that the hazard is still being controlled and also looks at the existing controls. The existing controls must be re-evaluated at least annually to check that they are still adequate.

The audit can be done using an audit form, or simply from the hazard register.

The principal is responsible for the audit but may delegate areas as appropriate.

Current active hazard registers are maintained by the principal and kept in the office. Staff members report hazards to the principal who ensures that all staff are kept aware of new and existing hazards.

EOTC - Education Outside the Classroom

EOTC is defined as all those events that occur outside the classroom, both on and off-site, including all curriculum, sporting and cultural activities.

EOTC activities are defined by their level of risk. Planning and consent requirements are different for each level. See Risk Levels in EOTC.

The school's EOTC activities support and enhance the New Zealand Curriculum.

Children learn through experiences appropriate to their needs and environment. Children need a variety of experiences for maximum development, and should be given opportunities to explore and learn from the world outside the classroom.

EOTC activities must be approved by the principal, and overnight camps by the board of trustees, who hold the ultimate legal responsibility for approved excursions. All school health and safety policies apply to EOTC activities.

EOTC programmes:

- enhance learning, through a variety of well-designed, first hand experiences
- provide experiences for students that encourage awareness of the values and philosophies of the tangata whenua, and with other cultures within the school community
- increase students' knowledge, understanding, and appreciation of the school area, local district and other familiar and unfamiliar places
- promote ecological awareness and personal responsibility towards environment
- develop students' skills in observation, recording and organisation
- help students develop self-confidence and a sense of adventure
- assist students in their social development by placing them with others in unfamiliar situations
- help students develop an attitude of responsibility, particularly towards their own safety and that of others
- provide students with opportunities to work together in a group

To make EOTC effective and safe, the school will:

- involve students, parents, caregivers, and the community at all relevant stages of planning, preparation, performance and evaluation

- be aware of cultural considerations of participants
- ensure, where possible, that students are not excluded for financial or special reasons
- provide alternative learning situations for students unable to participate
- liaise with local early childhood centres and with contributing and receiving schools, where appropriate, so that EOTC programmes are co-ordinated
- follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership, and legal requirements
- ensure adequate ongoing training for all staff involved in EOTC, including support staff attending approved workshops, seminars, courses and training and assessment schemes.

Taking children out of the school environment can provide them with life changing experiences which they will remember for the rest of their lives. It can also put them at risk and into unfamiliar situations. Careful planning and preparation is needed to minimise risks and make the activity a positive experience for each student.

Relevant Legislation:

Crimes Act, 1961

Children, Young Persons and their Families Act, 1989 – “In Loco Parentis”

Health and Safety in Employment Act, 1992

Accident Compensation and Rehabilitation Insurance Act

Risk Levels in EOTC

Risk Level	Activity	
1	At school, or within the immediate local area. For example: Sports events, fun days, nature studies, walk to local park.	Organise a Level 1 activity
2	Off-site low risk events occurring entirely in school time and finishing no later than 4 pm. For example: Zone sports, class trips to the museum.	Organise a Level 2 activity
3	Off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity. For example: water activities (apart from swimming sports), rock climbing.	Organise a Level 3 activity
4	Events involving an overnight stay. For example: school camp.	Organise a Level 4 activity

Organise a Level 1 Activity

A level 1 activity occurs at school or in the immediate local area. It is a low risk activity, such as a sports event, fun day, or nature study.

At Waituna Creek School parents complete a blanket permission form at enrolment which covers level 1 and 2 activities. Check with the office that blanket consent has been given for each student in the class.

Follow this process to organise a level 1 activity.

Responsibility	Action
Class Teacher	1. Decide on an activity to tie in with the curriculum.
	2. Prepare and submit a notification form to the principal that outlines the activity.
	3. Prepare a notification letter to parents, if required, and submit it to the principal. <i>Parental consent is not required for a level 1 activity but you may wish to send a notification letter to parents if you are leaving the schoolgrounds, or require helpers, or resources for the activity.</i>
Principal	4. Confirm the risk level of the activity. If you believe the risk level is higher than level one, request more information and/or risk management documents from the teacher.
Teacher	5. Inform the office staff and other people potentially affected by the students' absence from the classroom.
	6. Organise parent help, if required.
	7. Prepare a class list that includes current health information.
	8. Consider requirements for special needs students.

Organise a Level 2 Activity

A level 2 activity occurs off site during school hours. It is a low risk activity, such as zone sports, swimming sports, or a class trip to the museum.

At Waituna Creek School parents complete a blanket permission form at enrolment to cover level 1 and 2 activities.

Follow this process to organise a level 2 activity.

Responsibility	Action
Class Teacher	1. Decide on an activity to tie in with the curriculum.
	2. Prepare and submit an event proposal form to the principal that outlines the activity, and a safety action plan, if necessary.
	3. Prepare a notification letter to parents, if required, and submit it to the principal. <i>Check with the office that blanket consent has been given for each student in the class. You are required to send a notification letter to parents, which you can also use to request helpers, payment, or resources for the activity.</i>

Responsibility	Action
Principal	4. Assess the proposal and approve or decline it, as appropriate. Request risk management documents from the teacher if you deem them necessary.
Teacher	5. Make any necessary arrangements, such as booking bus transport.
	6. Inform the office staff, dental nurse, and other people potentially affected by the students' absence from the classroom.
	7. Organise parent help, if required.
	8. Prepare a class list that includes current health information.
	9. Consider requirements for special needs students.

Organise a Level 3 Activity

Level 3 activities are off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity, such as water activities, rock climbing, etc. School swimming sports are deemed low risk requiring level 2 planning.

Follow this process to organise and run a level 3 activity.

Responsibility	Action
Class Teacher	1. Decide on an activity to tie in with the curriculum.
	2. Discuss the goals and objectives with senior management. Complete the Event Proposal and give it to the principal.
	3. Make enquiries, tentative bookings, etc.
Principal	4. Assess the proposal and approve or decline it, as appropriate. <i>If a proposed event involves hazardous activities such as kayaking or rock-climbing the principal will submit the Event Proposal form to the board of trustees for their approval. Other forms will need to be submitted with it, including a risk management plan, or a safety action plan. You may have to supply other forms or information as requested by the board, such as travel costs, and the relevance of the experience to the NZ Curriculum.</i>
Teacher	5. Obtain consent from parents.
	6. Request and organise parent help.
	7. Prepare and send home health profile forms (see Risk Management) for each person involved in the event.

Responsibility	Action
	8.Prepare a class list to record consent from parents and student's home and emergency phone numbers.
	9.Consider requirements for special needs students.
	10.Organise transport.
	11.Complete risk management.
	12.Create a gear list and send it to parents.
	13.Organise equipment and first aid kit.
	14.Inform the office staff, dental nurse, and other people potentially affected by the students' absence from the classroom.
	15.Prepare evaluation forms/activities, if required.
	16.Prepare follow-up activities, as required.

Organise a Level 4 Activity

Level 4 activities involve an overnight stay, such as a school camp.

Follow this process to organise a level 4 activity. (See Level 4 Activity Forms.)

Responsibility	Action
Class Teacher	1.Decide on an activity to tie in with the curriculum.
	2.Discuss the goals and objectives with senior management. Complete the Event Proposal and give it to the principal. <i>Because the proposed event involves an overnight stay, the principal will submit the Event Proposal form to the board of trustees for their approval. Other forms will need to be submitted with it, including a risk management plan, or a safety action plan. You may have to supply other forms or information as requested by the board, such as travel costs, and the relevance of the experience to the NZ Curriculum.</i>
	3.Make enquiries, tentative bookings, etc.
Principal	4.Assess the proposal and approve or decline it, as appropriate. Request more information if appropriate.
Teacher	5.Obtain consent from parents.
	6.Request and organise parent help.
	7.Prepare and send home health profile forms (see Risk Management) for each person involved in the event.

Responsibility	Action
	8.Prepare a class list to record consent from parents and student's home and emergency phone numbers.
	9.Consider requirements for special needs students.
	10.Organise transport.
	11.Complete risk management.
	12.Create a gear list and send it to parents.
	13.Organise equipment and first aid kit.
	14.Inform the office staff, dental nurse, and other people potentially affected by the students' absence from the classroom.
	15.Inspect facilities and take an inventory.
	16.Prepare a budget.
	17.Organise evening meetings to brief adults involved in the trip.
	18.Check students' gear.
	19.Prepare evaluation forms/activities, if required.
	20.Prepare follow-up activities, as required.

Risk Management

Risk Management and Safety Action plans help identify the possible risks and hazards involved in the event, and the steps taken to minimise them. They are important planning documents that ensure that appropriate safety strategies and supervision exist, and that the proposed activity is suitable for the intended participants.

For level 1 and many level 2 events, the Activity Notification to the principal is all that is required. A Safety Action Plan (SAP) is suitable for simple day trips where some risk management is required. Hazardous or overnight events require a Risk Analysis and Management System (RAMS). A RAMS provided by the venue can be used as long as it is reviewed and adjusted to meet student needs, environmental situation, etc.

Use the Risk Assessment Checklist and Risk Matrix to help you complete these forms.

The teacher in charge of an event must make sure that:

- adequate supervision is arranged
- all staff have a copy of the risk management plan and take it with them
- appropriate equipment for emergency evacuation and first aid is available at, and en route to, all events. This equipment could include phone, cell phone, mountain radio, first aid kit, etc.
- evacuation and safety procedures are established for each camp venue, and practised.

Note: At swimming, river, and beach activities where there are multiple groups, there must be a person monitoring the whole event.

Risk Consent and Health Profiles for level 3 and 4 events (these are not required for level 1 and 2 events)

The purpose of these forms is to assist in providing the right care for each participant, specifically to provide optimal staffing levels, meet the specific needs of participants, and maximise the event's educational value. It is also required to comply with the school's health and safety requirements.

Every participant, including adults, must complete one of these forms. The student's parent or caregiver fills in the STUDENT form.

Each attending adult must fill in their own form, whether they are staff, volunteer helpers or contractors.

A copy is taken to the event, and a copy held at school.

Parental Consent

At this school, parents complete at enrolment, a blanket permission form which covers low risk activities (levels 1 and 2 as described in the table below). Parents are notified about level 2 activities.

Higher risk activities or overnight camps (levels 3 and 4) always require informed consent from parents. Informed consent forms describe the activities planned, their associated risks, and other logistical information. Each student must bring a signed permission slip from their parent before they can participate in the activity.

Levels of activity and the consent required

1	At school, or within the immediate local area. For example: Sports events, fun days, nature studies.	Blanket permission is provided on enrolment.
2	Off-site events occurring entirely in school time and finishing no later than 4 pm. For example: Zone sports, class trips to the museum.	Blanket permission is provided on enrolment, but parents are informed that the event is to occur.
3	Off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity. For example: water activities (apart from swimming sports), rock climbing.	Parent/caregiver informed consent is required for each specific event.
4	Events involving an overnight stay. For example: school camp.	Parent/caregiver informed consent is required for each specific event.

Supervision ratios

The supervision ratio is established as part of the RAMS. The teacher in charge determines the ratio based on the following considerations:

- the competence of the staff, including volunteer assistants and student leaders
- first aid cover
- gender, age, behaviour and ability of students
- any special needs of students (medical, educational)

- the duration and the nature of the activity, for example, whether it is land based or water based
- the nature of the site, and its remoteness
- contingency options
- access to emergency services
- the time of year
- the weather forecast

For help in determining ratios for an event, see [Ratios - More Than Just Numbers](#) on the TKI website.