



Foxtton Beach School Board of Trustees HEALTH & SAFETY – NAG 5

POLICY

Foxtton Beach School Board of Trustees is required to:

Provide a safe physical and emotional environment for students;

Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

Foxtton Beach School Board of Trustees meets its obligations to NAG 5, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self review process.

POLICY:

Health and Safety

SUPPORTING DOCUMENTS:

Accident Register
Health and Safety Inspection Reports
Evacuation Plan
School Development Plan
School Emergency phoning list
Strategic Plan
Ministry Gazette Notices & Circulars

Hazard Register
Emergency Management Plan
Discipline & Behaviour Management
10 Year Property Management Plan
Charter
Immunisation Records
Caretakers job description

PROCEDURES:

Access to buildings
Alcohol on school premises and at school activities
Arrival/departure of children
Bicycle safety
Child access
Communicable diseases
Corporal punishment
Custodial access to children
Emergency procedures
First aid
Guidance counseling
Health issues

Accidents and sick children
Animals at school
Behaviour management
Bus transport
Child sexual, physical, emotional and verbal abuse
Copyright and licenses
Crisis management
Dental care
Fair play
Food handling
Headlice
Health & Safety of employers and non-employers

Health & safety-on site trades persons
Leaving the school grounds
Poisons/sprays
Rubbish disposal
Sexual, racial harassment
Visitors to school

Internet safety
Personal safety of staff
Public health nurse
School environment
Stray animals

This policy is reviewed on a 3-year cycle in line with the Board's documented self-review plan.

Approved: _____ **Signed:** _____

Review 1: _____

Review 2: _____

FOXTON BEACH SCHOOL BOARD OF TRUSTEES

Health & Safety – NAG 5

Procedures

ACCESS TO BUILDINGS

- Staff and other key holders have access to all buildings.
- Contractors to arrange access through the principal, school office or the caretaker.
- All people using school buildings need to ensure that they are secured and locked. All teachers need to make sure doors are locked after 3.00 pm and kept locked. They must carry keys with them at all times.
- Each school building block will have wheel chair access available.

ACCIDENTS AND SICK CHILDREN

Medical

- The medical room is situated next to the office.
- Children who become sick at school are sent to the office for the school administrator to put them in the medical room. If the child continues to feel unwell the parents/caregivers are rung or if unavailable the emergency contact number is rung to come and pick up the child. Class teacher will be informed.
- If children receive other than minor first aid treatment at school the parents/caregivers will be informed.

Serious illness or accident

- In some cases the child must not be moved. Consultation with other staff is imperative before particular treatment is commenced.
 - Parents/caregivers are to be contacted.
 - Ambulance service will be called if necessary.
 - The child is not to be left alone.
 - A full report is to be completed as soon as possible.
- Staff should ensure details about accidents to children while at school are recorded. The accident register is to record all treatments other than minor injuries. Medication is not administered without written permission from the parent.
- Staff required to attend to an injured child should also ensure that provision is made for the supervision of their class. It is desirable that a class is not left unattended for any length of time.

Administering medication at school

- All medication will be administered by the School First Aid Officer.
- All medication is kept in the office.

- First Aid Officer to maintain up to date training.

ALCOHOL/DRUGS ON SCHOOL PREMISES AND AT SCHOOL ACTIVITIES

- The consumption of alcohol on school premises is prohibited during the hours that the school is open to children.
- The Board may approve the provision of alcohol at adult school functions provided that it is incidental to the main purpose of the gathering.
- The liquor distribution point and / or place of consumption must be well clear of the roadsides and preferably outside the view of public using the roads.
- Consumption of alcohol by adults during school outdoor experiences and involving overnight stays is prohibited.
- Drugs on school property are prohibited.

ANIMALS AT SCHOOL

- "Animal" is defined as any living creature with a backbone, including land-based and aquatic mammals, birds, fish and reptiles.
- It is generally accepted that other living creatures such as spiders, snails, worms and insects must also be treated with care and kindness.
- If the appropriate care cannot be provided, the animal is not to be kept in school.
- Creatures kept in classrooms for observation must be housed and fed properly, and returned to their natural habitat on completion of the study.
- Creatures captured on field trips must be returned to their habitat prior to leaving the area unless their proper care in the school is guaranteed.
- Responsibility for the welfare of animals rests with the teacher.
- Animals must have appropriate diet, including access to water. Provision must be made for care at weekends and over holidays.
- Animals must have cages/containers of an appropriate size, which are ventilated and hygienic. Animals must not be subjected to extremes of noise, draught or sunlight.
- Animals must be free from injury or disease. Diseased or injured animals must be treated, and must not be kept at school.
- Animals must be handled / kept in such a way that they are not subjected to stress or fear.

ARRIVAL/DEPARTURE OF CHILDREN

- Children are permitted in classrooms on arrival. All teachers are expected to be in their rooms by 8.30am.
- A duty teacher will be in attendance from 2.45 pm to 3.00pm only.
- Children being driven to school will be encouraged not to arrive at school before 8.30am and to leave school promptly in the afternoon.
- Children and siblings from Rooms 5 6 and 7 to depart from Thomas Place.
- Children in Room 1, 2, 3 and 4 to depart from Carthew Terrace.

BEHAVIOUR MANAGEMENT

- Children need to learn citizenship - to be social, tolerant, respect property and show courtesy to each other and adults.
- Adults as role models should show the same values to them.
- Recognise and acknowledge what a child does well.
- Rules should be known by all and where possible developed co-operatively - ownership enhances commitment.
- In most cases rules should be consistently applied.
- When a child breaks established rules, the consequences need to be clearly spelt out.
- Putting it right rather than negative tedious punishment is encouraged.
- Seek the support and involvement of parents in discipline plans.

BICYCLE SAFETY

- Children may bike to school. Helmets are compulsory.

CHILD ACCESS

- In cases where children are in the custody of separate caregivers, the school will have clear instructions in writing as to who can have access.
- Clear instructions applying to such children will be filed in the office and be available to staff dealing with any situation where access may be questioned.
- Information will be updated as required.

CHILD SEXUAL, PHYSICAL, EMOTIONAL AND VERBAL ABUSE

Guidelines

- When a child comes forward with a problem or concern, staff will be receptive and sensitive to the child so that the child feels listened to and believed.
- Staff who have a concern or have been approached with a problem must discuss it with the Principal, Deputy Principal. No outside agency will be involved without the prior knowledge of the Principal.
- In the case of a report from a third party, the school will note the complaint and refer it on to the appropriate agency by the Principal.
- In cases where there is a concern the parents will be informed, except where the child's welfare is likely to be threatened.
- The school will use the most appropriate agency for sexual abuse and the most appropriate agency for physical abuse and/or neglect.
- The school will continue to monitor progress and ensure that appropriate assistance is given to the child.
- Appropriate ongoing teacher and children training will be given. Keeping ourselves safe and self esteem units will be taught as part of the Health Syllabus to increase children's assertive skills in dealing with an uncomfortable situation, and to help raise teachers consciousness of the issues.

Procedures

- Individual profiles are already kept on children. These will include observations on social development.
- Keeping in mind children's welfare is paramount. Parents may be consulted about changes in behaviour to try to identify a reason. It may be caused by a change in the family's home circumstances.
- All information/discussions will be confidential to the staff involved. Data will be stored in a secured place known to the senior staff. This data will be kept for the duration of the child's stay at the school. It will be forwarded to the appropriate agencies at the discretion of the Principal.
- Where a teacher is concerned about a child they must discuss it with the Principal
- Where further action is necessary the Principal will contact the appropriate agency without identifying the child and seek advice on the appropriate action.
- Once an agency has been involved, that agency and where appropriate the Police, will investigate, and the school will act on the advice from those agencies.
- Whenever an interview is held with a child, an adult or the staff whom the child has confidence in, or the Principal must be present. The welfare of the child is the first priority and wherever this is compromised the interview will be terminated. Any staff members attending such interviews would need to have the ability to make this judgment.
- Support for staff and the child concerned will be sought from the agency involved.

COMMUNICABLE DISEASES

- It is recognised that people with communicable disease are often healthy, and are able to work and study.
- Staff or children at any stage of infection do not pose a significant health risk to others in a school setting, where adequate procedures are maintained. Thus, employment / enrolment at the school will not be affected by any communicable disease infection.
- In compliance with the Privacy Act 1993, confidentiality of any communicable disease state of any member of the school community will be maintained at all times. (For H.I.V. - there is no basis for needing to know other's H.I.V status. H.I.V testing is not required. Disclosure of H.I.V. status is entirely voluntary). Hepatitis status only needs to be revealed within the terms of the notifiable disease regulations.
- Hepatitis B immunization of staff and children is recommended.
- Standard safety and hygiene procedures are in place for infection control and these procedures need to be applied universally.
- Education, including discussion and answering questions will be covered in an appropriate manner within the health programme.

COPYRIGHT AND LICENCES

- Under Section 221 of the Copyright Act, schools are permitted to copy and use copy-righted material for educational purposes so long as:
 - A reasonable proportion of the work is copied, and in any case no more than 3% or 3 pages.
 - No more than one copy per person in the class is produced.
 - No profit is made.
 - It is only used for instruction.
- National Film Library films/videos are automatically usable as a blanket waiver covers them.

- Any staff member showing videos outside of the terms of the Films Act or otherwise failing to comply with the act as defined in these procedures is liable to a fine to a maximum of \$10000.

CORPORAL PUNISHMENT

- There will be no corporal punishment administered in this School.

CRISIS MANAGEMENT

A crisis is a tragedy involving a severe emotional impact on the affected persons such as a sudden death or suicide.

In the event of a crisis that affects our students, staff or community (such as a tragedy or trauma) a prolonged stress response in many individuals may be expected. This may be difficult to recognise if the shock is widespread. A crisis has the capacity, as well, to distort normal responses, and can effect the whole school operation should it impact upon those in key roles in the school. Reactions may be irrational. They may include shock and inertia, forgetfulness, a tendency to believe false information or to scapegoat, and strong emotions such as grief, anger, anxiety and denial.

Research shows that denial is a harmful option and may lead to more severe difficulties later on. Conversely, sensible actions taken in response to a trauma have worthwhile outcomes in terms of preventing or limiting the ill effects of the experience, such as loss of motivation or loss of enjoyment of work. In the case of suicide it is particularly important to respond sensibly in order to prevent or limit any chances of imitation or scapegoating.

It is important to avoid an atmosphere of 'romantic tragedy' in the school by not dramatising a suicide. Such a death will be referred to as a desperate sad event.

The following will be used in the event of a serious traumatic happening with the school community. The level and the extent of the response will be in accordance with the scope of the crisis. Cultural sensitivity will be paramount in every circumstance.

BOT/Principal Tasks:

- Ensure safety/secure area/emergency services contacted as required
- Contact BOT Chair/Principal
- BOT Chair to contact other Board members
- Gather crisis team
- Start keeping written records
- Inform/inquire MOE OSH, legal advisers
- Complete accident register

Crisis teams:

- Crisis involving a child - Principal, Team Leader, Class Teacher, RTLB, BOT Chairperson.
- Crisis involving a staff member or community trauma - Principal, Team Leaders, RTLB, Board Chairperson.
- Crisis involving the Principal - Board Chairperson, selected Board members, Deputy Principal.

Any team member specified above may be excluded from the Crisis team upon the authority of the Principal or Chairperson of the BOT. A replacement member of the team may be appointed by the Principal or Board Chairperson.

Crisis Team Tasks:

Internal Communication

- Identify witnesses - be cautious questioning children (2 staff present)
- Establish situation
- Inform staff - full staff debriefing
 - provide written scripts for teacher to use when telling children
- Inform children in class groups by familiar person - give the same message.
- Check relevant school policies

- Notice board set up as appropriate

External Communication

- Appoint family liaison person according to culture / religion
family wishes
information
visiting
- Advise parents of witnesses
- Appoint person to take phone calls
- Inform parents (written)
- Contact other schools - sibling, friends
- Advise principals of local schools
- Community meeting as appropriate
Agenda, information given out
School response
Independent facilitation / chair
Who else needs to be invited? Police?

Media

- Appoint media spokesperson
- Written statement for media - developed by the crisis team
- Refer to guidelines
- Be aware of possible reactions of the children to the media
- Decide on how to arrange media at the school gate
- The school has the right to keep the media off the school grounds

Child Support

- Identify children needed for witnesses / distressed children.
- Children informed in class groups - monitor reactions.
- Identify at risk children - siblings, friends, classmates (compile a register)
- Set up a support (adult supervision at all times)
- Consider children's reactions to reminders of victims
- Ongoing monitoring of children - systems in place to support.

Staff Support

- Decide if additional staff is needed, MOE can assist
- Support agencies made available to staff NZEI, STA
- Identify and monitor at risk staff.
- Support for Principal / BOT in place.
- Delegate responsibilities of Principal
- Staff support people (home friends) checked if available

Are children to be collected?

- Children may need to be taken home. e.g. from a camp
- How will you contact parents?

Funeral Arrangements / Belongings

- School representation
- Child attendance
- Family wishes
- Memorial service, celebration of children's lives
- Belongings given to family
- Empty desk, reminders (e.g. artwork on the wall)

Agency / Community Involvement

- Contact other community support people e.g. Mental Health
- Pastoral care networks - parish, kaumatua, kuia
- Preplanning - identify supports and networks

Debriefing

- Staff come together
- Principal debriefing - with an appropriate person

- Reminders about the roles
- Check on well being of all staff, BOT

Plan for next day

- Staff, crisis team meet
- Consider children returning to school
- Consider children who have not been at school (or children returning from camp)
- Maintain normal structures
- Continuation of support systems (e.g. support room)

CUSTODIAL ACCESS TO CHILDREN

- Until a court order or a legal agreement between the parents giving sole custody is shown to the Principal it is assumed both parents have equal custody and access rights in situations where the parents are separated, divorced or unmarried or the children are subject to a court action.
- Up to date legal documentation regarding the welfare of children should be forwarded to the Principal so that the appropriate procedures for the protection of the children at school can be put into place.
- While the Principal and teachers are expected to exercise care and skill in looking after the welfare of children, as would a responsible parent, they can only act appropriately when they receive the appropriate information.
- The onus is on the parent to provide:
 - Up to date, accurate information on access and custodial arrangements.
 - Up to date telephone numbers.
 - Legal documentation when appropriate especially on enrolment.
- Any information held at school about any particular child will be treated in the strictest confidence.
- It is not the Principal's / school's job to adjudicate disputes or interpret court orders.
- The Principal is empowered to call in neutral legal representation in any matter involving on-site disputes.
- No action will be taken by a member of staff in regard to custodial care without prior knowledge of the Principal.
- The Principal must inform the custodial caregiver of any incident regarding custody that gives cause for concern.

DENTAL CARE

- Dental care is provided for students once a year. The mobile clinic comes to school and is here for an extended visit.

EMERGENCY MANAGEMENT PLANNING

- Emergency planning folder to be updated regularly.
- Once every six months the Ready Net Emergency Planning will be updated online. All contacts with names, home phone numbers and cell phones will be updated. Once a year this document will be covered with staff.

EMERGENCY PROCEDURES

- Copies of the EMERGENCY PROCEDURES which includes the routes are to be displayed in each room. Teachers are to go over the procedures with children to ensure they are familiar with them.
- Whole school evacuation drills will be carried out during the year at differing times in the school day.
- A record detailing dates and times of evacuation drills will be kept.

FAIR PLAY FOR PLAYERS / COACHES / SPECTATORS

- Children, coaches, parents and teachers need to be responsible for their own actions and demonstrate fair play at all times.
- Our Aims are:
 - To encourage participation and enjoyment in sport.
 - To encourage respect for team members, coaches, the opposition, the officials and the rules of the game.
 - To encourage dignity in both winning and losing.
 - To acknowledge children who demonstrate fair play in sport.
 - To develop a positive attitude where children give their best.
- Guidelines:
 - Play hard but fair.
 - Abide by the rules of the game.
 - Respect the decision of the official, teacher or coach in charge of the game.
 - Keep your cool - no matter what.
 - Show respect towards all players.
 - Be humble in winning and gracious in defeat.
 - Children's fair play will be recognised.
- When welcoming or visiting another school:
 - Represent your school with pride.
 - Be on your best behaviour, both on and off the sports field.
 - Remember your manners.
 - Remember to thank the opposition team, coach and the referee or umpire of the game.
 - When playing at home greet your visitors, show them to the appropriate place and provide refreshments after the game.

FIRST AID

- A designated person will be in charge of administering First Aid.
- First Aid will be budgeted for on an annual basis.
- Staff are required to wear gloves when attending to any injury involving blood.
- The First Aid cabinet is located in the Medical room. First Aid kits are available for school trips from the office.

FOOD HANDLING

- **Staffroom Procedure**
 - Food should always be covered (if on benches) or in the fridge.
 - Hands are washed before food is served to anyone.

- All staff wash, dry and put away their own dishes, or place them in the dishwasher.
- **Classroom Procedure**
 - If food preparation and handling is to be part of lesson, all children must learn safe food procedures before starting the lesson.
 - When food is prepared or shared in a classroom, all children and all staff members must wash their hands before touching food,
 - All food and all ingredients are to be stored correctly and covered.

GUIDANCE COUNSELLING

- Children at this school will receive good guidance and counseling through staff, SWIS, RTLB and any other people deemed necessary.
- Parents / caregivers will be informed about their child's progress or lack of progress and concerns about their behaviour.

HEAD LICE

- Three times a term a group of parents who are part of the home and school will check and treat all children for headlice. All parents are given this option as part of the enrollment procedures.

HEALTH ISSUES

- The Principal and or Chairperson shall be informed of any health issue where pupils may be affected by the condition of another child / person, or condition of facilities.
- Children with particular medical conditions, or notifiable diseases, must be brought to the attention of all staff.
- It is standard practice that staff should wear the gloves provided especially when blood is involved.

HEALTH & SAFETY OF EMPLOYEES AND NON-EMPLOYEES

- The minimal physical standards of school facilities as detailed in "The Code" must be complied with by Boards as employers.
- Mandatory requirements are imposed on Boards by the Act and are administered by the Occupational Safety and Health Division (O.S.H.) of the Department of Labour.
- Identify all actual and potential hazards in the school and take all practicable steps to ensure -
 - (i) all employees and other persons in the school are safe while there
 - (ii) all hazards are identified
 - (iii) where hazards are identified significant steps are taken to eliminate, isolate, and minimize.
 - (iv) a review of the school to identify all of the hazards will be carried out once a term - BOT and a staff safety representative. These to be logged and kept in the file.
 - (v) Any hazards identified on a day to day basis will be logged in the caretakers maintenance book and the principal advised by email.

- Provide information, training and supervision to employees about -
 - (i) hazards (whether significant or not) which have been identified
 - (ii) where safety clothing and equipment is kept
 - (iii) emergency procedures
 - (iv) provide information that enables employees to understand and deal with hazards appropriately.
- Ensure that non employees (children)
 - (i) do not harm other persons
 - (ii) as occupier of the school, that people in the school and in the vicinity of the school are not harmed by any hazards arising in the school.
- Ensure that employees take all practical steps to ensure their own safety and that no action or inaction on their part causes harm to any other person.
- Keep a register of Accidents which either harmed or might have harmed any employee. Notification of any serious harm or an accident is required as soon as possible to the Occupational Safety and Health Division (O.S.H.) of the Department of Labour and a written report submitted within 7 days of the event.
- Ensure that where a person is seriously harmed at the workplace that no one removes or disturbs any wreckage, article, or thing related to the incident unless it is necessary to
 - (i) save the life of, prevent harm to, or relieve the suffering of any person or
 - (ii) prevent serious accident to or serious loss of property
 - (iii) an OSH Inspector or a member of the police must give permission before the accident scene may be disturbed.
- Ensure that at any time an OSH inspector may gain entry to the workplace for the purpose of any inspection, examination, or other enquiry by an inspector.
- Be aware of the responsibilities in relation to Improvement, Prohibition and Suspension Notices that may be issued by an OSH inspector.
- The operation of machinery/tools will be used in an appropriate manner so as to ensure the safety of others. School mowing will be done when children are not around.

HEALTH & SAFETY - ON SITE TRADES PERSONS

- In accordance with The Health and Safety in Employment Act 1992, Foxton Beach School must ensure that any contractor carries out their duties in a safe manner.
- Foxton Beach School will monitor the safety performance of all contractors working on our site and may at any times inspect the procedure and controls to ensure compliance with the Health and Safety control programme. Any variation to details submitted by contractors must be advised to us and receive our approval before work proceeds.

INTERNET SAFETY

- Foxton Beach School will endeavor to protect staff and children from any misuse or abuse as a result of accessing the internet and electronic mail. The school will not be held responsible for any problems that occur including loss of data, accuracy or suitability of information found or inappropriate or illegal use.
- Learners will be given guidelines on and support with how to gather, select from and process information to support their learning in a monitored environment.
- Learners are required to take responsibility for their own appropriate behaviour when using the internet or electronic mail as they are representing the school.
- Opportunities for professional development in the use of the internet as a teaching and learning resource will be provided.
- Access is considered a privilege and must be treated as such.
- An internet agreement must be completed when children are enrolled.

LEAVING THE SCHOOL GROUNDS

- The boundaries of the school are defined by the perimeter fence.
- Children must obtain permission from a teacher before leaving the school grounds.
- Children leaving the grounds for special reasons are not to be accompanied by friends.
- Children suspected of being out of the school grounds without permission by teachers should be asked why they have left the grounds. An incident report will be filled in for children breaching this rule.

PERSONAL SAFETY OF STAFF

- Staff members are encouraged to not work alone at school after the hours of darkness.
The building should be kept locked when staff are working beyond normal operating hours.
- Staff are required to avoid interviews where no other staff are present in the immediate area.
- Staff are asked to avoid any situation where they act in isolation.

POISONS/SPRAYS

- Poisons and sprays are only stored in the caretaker's shed and are to be used in accordance with the manufacturer's instructions.
- The caretaker must make sure the Material Safety Data sheets are updated for the start of each term, in particular the sheet that states the volume of sprays, chemicals etc.

PUBLIC HEALTH NURSE

- The Public Health Nurse visits the school on a fortnightly basis.
- Teachers with any concerns will fill out a referral form and this will be discussed with the Principal before it is submitted.

RUBBISH DISPOSAL

- The school has green bins allocated for all rubbish.
- The collection bins are emptied on a Friday.

SEXUAL, RACIAL HARASSMENT

Procedures for adults:

When a staff member has a complaint against another staff member, Board member or parent they should:

- Tell the person that it is not acceptable behaviour and that it should stop (verbal) with support of another staff member if necessary.
- Seek assurances that the behaviour will stop and an apology will be made. (verbally).
- If behaviour persists state further action intended (written) below.
- Complaint to be forwarded in writing, to Principal and / or Board.
- After seeking support and guidance from NZEI or STA the Principal and / or Board will investigate the complaint thoroughly and mediate with both parties.

- If the parties involved feel the matter can still not be resolved then direct NZEI or STA mediation will be called for.
- The Principal should inform the school's insurance company. The insurance company needs to be kept updated regularly on any developments.
- The staff member may be suspended on full pay once the investigation has begun. (Refer Contract)
- The complainant should fully document all details and dates of incident, circumstances and procedures taken.

Procedures for Children:

When a child has a complaint against an adult or another child:

- The child should tell an adult, parent, teacher or Principal.
- The adult has the responsibility to report the information to the Principal or Board Chairperson.
- Further action should be carried out under the guidance of the senior staff.

Procedures against the Principal:

The Board should use the references that follow in conjunction with assistance from the School Trustee Association. A Board may also need to seek legal assistance;

- Collective Employment Agreement
- Code of Physical Conduct - NZEI
- Health and Safety in Employment Act - Codes and Practice – STA

STRAY ANIMALS

- Caretaker contacted to try to catch the stray animal and tie up until the Pound is contacted to come and take the animal away.
- If the animal is known to the school then the owner will be contacted to come and collect it.
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VISITORS TO SCHOOL

- All visitors to the school will report to the office on arrival.
- The Principal is to be informed of all visitors/guests staff invite into the school. It is courtesy for such people to be introduced to the Principal on arrival.
- Parents/caregivers wishing to observe programmes in action should arrange a suitable time with the class teacher.
- Children should become familiar with matters relating to greeting guests and thanking them.
- Trades persons onsite / visitors will be informed of any hazards to be avoided.
- Parent helpers should maintain a level of confidentiality.