



HEALTH AND SAFETY POLICY

"The school community at Waitati School will ensure that the welfare and interests of the child shall be the first and paramount consideration."

Waitati School provides a safe, physical and emotional environment for students, employees, parents and visitors through complying with any legislation currently in force or that may be developed to ensure the safety of students, employees, parents and visitors.

In order to meet these requirements:

The Board of Trustees develop and implements:

- Procedures for abuse
- Procedures for harassment
- Civil Defence Programme

The Principal and Staff (Management) will develop and implement:

- Internet safety procedure
- First Aid, administration of medication, dealing with sick or injured children & accident notification
- EOTC Education outside the classroom Risk Management procedures
- Behaviour Management procedure
- Evacuation procedures
- Contact with blood and other bodily fluid procedures
- Headlice procedure
- Playground supervision and Road Safety procedure

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

- Traumatic Incident Management
- Sun protection procedure
- Transport procedure
- Attendance procedure
- Privacy procedure
- Non-custodial parents' procedures
- Visitor procedures
- Hazard identification procedure
- Dogs on site procedure
- Snow Days and Late Starts procedure

Through the development of these Health and Safety procedures and practice, Waitati School ensures a safe, physical and emotional environment for students, staff and visitors.

Policy review date _____ **Next Review date** _____



HYGIENE PROCEDURES WITH BLOOD OR OTHER BODY FLUIDS PROCEDURE

The following procedures have been devised. They must be used by any member of staff or student who has gone to the assistance of a child with a cut or broken skin.

1. Avoid contact with blood if your hands or lower arms have open cuts or unhealed wounds.
2. Use disposable gloves and wash thoroughly with soap and water after removal of gloves. If disposable gloves are unavailable at the time, wash your hands and lower arms and any other bodily parts in contact with or splashed by blood thoroughly with water and soap after handling blood.
3. Place any cotton wool, gauze, etc. that has had contact with blood in a plastic bag and seal it for disposal.
4. Wipe down the benches or other bloodied areas with cold or tepid tap water and then with disinfectant.
5. Wash carpeted areas with water and soap.
6. Wash scissors or other instruments thoroughly in cold tap water to remove any blood, then instruments can be effectively sterilized by boiling for at least 10 minutes or by soaking them for 30 minutes in household bleach diluted 1 part to 10.



SUN PROTECTION PROCEDURE

- During the summer months, children will sit under the shade area or on the verandah for lunch eating where possible.
- The playground areas will be maintained with shade trees so children can play in the shade.
- Parents will be surveyed in summer months regarding sun hat requirements. A list of children required to wear sunhats will be posted in the staffroom window, and duty teachers will monitor this.
- If children who are required to wear a sunhat do not have one at school they will be required to play/eat in a shaded area.
- All other children will be encouraged to wear hats (if they are provided from home) which protect the face, neck and ears while they are outside.
- The Sun Protection School Policy will, where possible, be reinforced in a positive way through newsletters, student and teacher activities.
- Parents/guardians will be provided with information on our Sun Protection School Procedure on enrolment.



BEHAVIOUR MANAGEMENT PROCEDURE

- The school operates a school-based support system for all staff and an informal collegial support system.
- When necessary, all staff will have the opportunity to participate in professional development courses on behaviour management as they become available.
- When necessary staff will be given the opportunity to observe other classroom management strategies and consequences.
- A clear system of behaviour management is set up for pupils who display recurring disruptive behaviours (see *Student/Parent Handbook*)
- A Behaviour Management Plan has been developed to promote a consistent approach by all staff.
- The school encourages the involvement of parents in this programme.
- The school will work in conjunction with support agencies such as SES, RTLB teachers, CYPS, Police and Health Nurse.
- Each class will have a set of behavioural rules worked out between children and teacher that adheres to Waitati School way.
- Students will be made aware of school organisation rules.
- The procedure will be reviewed by the staff in Term 1 of each year.

APPENDIX A

- Don't give up on children, as some children desperately need help.
- Don't feel inadequate, some children are very difficult to handle, even for the most experienced teachers.
- Insist that you receive administrative support.
- Try to have someone else to take the child for some of the time to give you some relief.
- Discuss with the other children how they might behave when one child is being very anti-social.
- All the other children in the class also have rights that need to be respected.

PRAISE the positive. MODEL the behaviour you expect of children. Show that you CARE

Be CONSISTENT. Be PATIENT. Above all else, PERSEVERE

This procedure was developed March 2012 and will be reviewed in March 2015



ADMINISTRATION OF FIRST AID AND MEDICATION PROCEDURE

Any injury that requires staff attention will be recorded in the school medical register.

In case of emergency an Ambulance is called first, then parents.

All head injuries are reported immediately to child's parent.

One designated first aider to have comprehensive training. Other staff to have basic first aid training.

Over a 2-year period all staff will have a current First Aid certificate.

First Aid kits are to have contents checked each term by designated first aider.

MEDICATION

The administration of medicine is the responsibility of the student's parent, caregiver or doctor.

- a. A staff member will only administer medicine when that staff member has been consulted by a parent or caregiver and has accepted responsibility. In this case:
 - i. The parent must give instructions regarding administration of the medicine to the office.
 - ii. The student's parent, caregiver or doctor will be contacted immediately in an emergency.
 - iii. The teacher and or office staff will ensure any relieving teacher is aware of instructions for administering regular medicines.
 - iv. Medicines will be kept in the office/sick bay or in staffroom fridge.

DEALING WITH SICK OR INJURED CHILDREN & ACCIDENT NOTIFICATION

The staff will make every effort to contact parents or emergency contacts of sick or injured children. Parents must remember to keep contact details updated, an annual request will be sent home at the beginning of each school year.

If it is deemed an emergency an ambulance will be called and the child accompanied to hospital.

It may not be possible for a staff member to accompany the child in which case we will ask an adult known to the child to accompany them. An emergency contacts list will be kept for staff also.

This procedure was developed March 2012 and will be reviewed in March 2015



EVACUATION PROCEDURES

1. Trial evacuations

The Principal is responsible for ensuring that:

- a. The school will hold a trial evacuation each term. Students and all adults on the site will assemble in the assembly areas designated in the Evacuation Plan.
- b. The Fire Service invited to attend a trial evacuation, annually, for monitoring purposes. The Central and Port Chalmers Fire Stations will be informed of this in advance in case community members report hearing the alarm. Notification of this monitored evacuation will be sent through to the Fire Service (see attached notification sheet)
- c. A checklist will be kept of all trial evacuations.



PLAYGROUND SUPERVISION PROCEDURE

The purpose of duty at break times is to ensure that students are playing in an environment that is safe both physically and emotionally for all students at all times. A teacher on duty must ensure that they deal with the issues raised by students while on duty. Children must not be refused support and it is important that our children feel and know that their complaints and concerns will be taken seriously.

When a matter is resolved the complainant should be informed of the action taken and the outcome so that child becomes very clear that teachers will always listen and act as required.

In the first instance it is the duty teacher's responsibility to resolve issues and determine the consequences if this is the appropriate action. Only when the issue is serious or unable to be resolved should the issue be passed onto the Principal to be resolved.

All teaching staff will be rostered on regular playground duty. A duty roster will be prepared for each term.

As part of this duty teachers will carry out daily safety checks of both equipment and hazards.



TRAUMATIC INCIDENT MANAGEMENT PROCEDURE

Purpose

1. To ensure the safety and wellbeing of all pupils and staff in the event of a traumatic incident such as the serious injury or death of student or a staff member, or other traumatic incident.
2. To ensure effective and appropriate action is taken in the event of a traumatic incident or emergency.

Procedure

1. Leadership

- a. The principal, or in the principal's absence, the most senior member of the teaching staff present, should assume leadership.
- b. The leader's role is to ensure that appropriate action is taken.
- c. The leader should take an oversight role so as to maintain an awareness of what is happening. He/she should avoid becoming too involved in detailed actions.

2. Initial actions

- a. Ensure safety of all students and staff.
- b. Inform relevant emergency services.
- c. Inform key personnel.
 - i. Principal
 - ii. Board of Trustees Chairperson

3. Form a Management Team

- a. Organised by the Principal.
- b. Include staff, administration staff, may later include Group Special Education representatives.
- c. Contact Group Special Education
- d. Seek cultural assistance to ensure all actions are culturally appropriate.

4. Inform all staff

This procedure was developed March 2012 and will be reviewed in March 2015

- a. Ensure information is accurate
- b. In the event of serious incident or emergency
- c. Verify agencies or people directly affected and bear in mind the privacy act.
- d. Ensure all staff are aware of what is happening, what they should do, and what action is being taken. Include teachers, teacher aides, regular guest teachers, administration, grounds people, absent staff.

5. Document the actions taken

- a. Arrange for someone to keep a record of actions taken.

6. Prepare a written statement

- a. The statement should be written with the audience in mind:
 - i. All school personnel
 - ii. Media
 - iii. Families
 - iv. Students
 - v. Board of Trustees
 - vi. Ministry of Education
- b. Ensure the statement
 - i. Has accurate information – do not include information you are not sure of in your statement
 - ii. Has consistent information
 - iii. Avoids distressing detail
 - iv. Outlines school support for students which will provide physical and emotional safety
 - v. Has cultural appropriateness
 - vi. Indicates one point of contact (name/number) for enquiries
- c. If possible seek Group Special Education assistance

7. In the event of death or serious injury

- a. Notify victim's family that all students will be informed that there has been an incident.

8. Appoint a media person

- a. This person may need support and will need to know that
 - i. Accuracy is paramount
 - ii. "No comment" is rarely a useful option

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- iii. There is no such thing as “off the record” – anything they say can be reported
- iv. The media liaison person is bound by the Privacy Act

9. Arrange a front desk person to

- a. Give out only the written statement and
- b. Direct enquiries to appropriate personnel

10. Plan a whole staff meeting as early as possible to

- a. Tell staff
 - i. What they need to know about the incident
 - ii. What they can say and to whom
 - iii. About assistance available to staff and students
 - iv. And ensure teachers have skills to manage assistance put in place for students for whom they have concerns

11. Organise a system to monitor students

- a. For changes in behaviour in all settings – class, playground, trips
- b. Causing concern – you may need to contact their parents/families

12. Ongoing traumatic incident management

- a. Internal communication
- b. Student well-being
- c. Staffing issues
- d. Liaison with victim’s family
- e. Communication with the wider community

13. Later

- a. Review regularly
- b. Update policy
- c. Train personnel

14. Training & Preparation

- a. Ensure annually that senior staff are briefed on this procedure and aware of their responsibilities should they have to take leadership



PRIVACY PROCEDURE

Purpose

To ensure the Board of Trustees meets its obligations under the Privacy Act regarding the collection, use and disclosure of personal information.

Definitions

1. **“Personal Information”**
 - a. Is any information about an identifiable living individual
2. **“Agent”**
 - a. Means an agent authorised in writing
3. **“Prospective Student”**
 - a. Means a person who provides personal information to Waitati School with a view to enrolling as a student at Waitati School and has never been and does not enrol at Waitati School.
4. **“Privacy Officer”**
 - a. Means the office manager, Waitati School

Collection of Personal Information

1. **Personal Information**
 - a. Waitati School will not collect personal information unless:
 - i. The information is collected for lawful purposes connected with a function or activity of Waitati School; and
 - ii. The collection of the information is necessary for that purpose
 - b. When Waitati School collects personal information it will collect it directly from the individual concerned or in the case of a student or prospective student, from an adult with authority to provide that information.

- c. When Waitati School collects personal information directly from the individual concerned, it must comply with Information Privacy Principles.

2. Staff

- a. Waitati School will keep all personal information that it holds or obtains about a staff member in a personal file for that staff member.
- b. Waitati School will keep a staff members personal file for seven years after the end of the employment relationship between it and the staff member. At the end of that period the staff member's personal file will be destroyed unless there is a good reason why it should not be.

3. Students

- a. Waitati School will keep a personal file for each student that includes the following personal information:
 - i. Full name and address
 - ii. Date of birth
 - iii. Identification number, if any
 - iv. Citizenship or residency status in New Zealand
 - v. Ethnicity (required for Ministry of Education purposes)
 - vi. Immunisation status
 - vii. Previous dental clinics attended
 - viii. Home address and phone number
 - ix. Home address and phone numbers, and other contact information for parents and caregivers
 - x. Any information about custody orders or other legal issues that have bearing on the student and his/her relationship with the school
 - xi. Information about previous schooling, including previous schools attended, achievement information, special education needs and social and behavioural needs, and information about previous suspensions or exclusions from schools
 - xii. Information about health needs required for the school to give proper care to the student
 - xiii. The progress of the student at Waitati School (including the principal results achieved by the student) in his or her course of study
 - xiv. Particulars of any education special needs, the support given, and the outcomes
 - xv. Particulars of any incidents of inappropriate behaviours and the actions taken as a consequence
 - xvi. Records of payment for school activities
 - xvii. Such other information as must be kept so that Waitati School can fulfil its obligations to provide appropriate education, care and support for the student

4. Access to and Correction of Personal Information

- a. Any staff member, student, prospective student or their agent may request access to all personal information about themselves held by Waitati School other than evaluative material and other material that is subject to exception under the Information Privacy Principles in the Privacy Act 1993
- b. If such a request is made, then Waitati School will provide the person making the request with access to that information, either by providing a copy or allowing viewing of the personal information, within a reasonable time
- c. Anyone is entitled to request correction of their own personal information other than evaluative material and other material that is subject to exception under the Information Privacy Act 1993
- d. Where such a request is made Waitati School will decide whether or not to correct the personal information. Once it has decided, Waitati School will inform the staff member, student, prospective student or their agent of its decision
- e. If Waitati School decides not to correct the person's personal information, then it will inform the person of their right to have their request and Waitati School's refusal noted on their personal file.
- f. If a person decides to exercise this right then Waitati School will note then the person's request and Waitati School's refusal on the person's personal file

5. Requests for Personal Information

- a. Waitati School will not disclose personal information that it holds about any individual to any person, body or agency unless one of the exceptions in Principle 11 of the Information Privacy Principles applies

6. Complaints

- a. Any Waitati School staff member, student or prospective student may complain to Waitati School that there has been a breach of the Privacy Information Principles in relation to themselves
- b. If a complaint is made, whether orally or in writing to a staff member by any individual regarding their own personal information, then the staff member shall endeavour to resolve the complaint directly with the person concerned
- c. If the complaint is not resolved, then the staff member shall refer the complainant to the School's Privacy Officer
- d. On receipt of a complaint, the Privacy Officer will ascertain the nature of the complaint and endeavour to bring about a resolution to the complaint
- e. This procedure does not affect any rights the complainant might have under the Privacy Act 1993



HARASSMENT PROCEDURE

The School and the Board of Trustees will:

- a) Promote a comfortable and safe environment where employees and children can work free from offensive behaviours.
- b) Meet the requirements of the Human Rights Act, Employment Relations Act and Health and Safety in Employment Act which deal with harassment issues.
- c) Describe what constitutes sexual harassment, racial harassment and bullying.
- d) Establish procedures for handling complaints.

Sexual harassment occurs when there is verbal or physical conduct of a sexual nature by a person or group of people toward another and the conduct is unwelcome and offensive or might reasonably be perceived as unwelcome and offensive. Examples of sexual harassment include:

- a) Requests for sexual intercourse, sexual contact or other form of sexual activity that contains an overt or implied promise of preferential treatment, or detrimental treatment or threat about the present or future employment status of the employee;
- b) Personally offensive verbal comments;
- c) Sexual jokes;
- d) Comments or teasing about an employee's alleged sexual activities or private life;
- e) Comments regarding an employee's sexual preference;
- f) Persistent, unwelcome social invitations, telephone calls, emails, letters, faxes or other material from co-workers at work or home;
- g) Offensive hand or body gestures;
- h) Inappropriate or unwelcome physical contact such as patting, pinching or touching;
- i) Provocative images such as posters, screen savers etc:

Racial harassment may include expressing hostility against, or bringing into contempt or ridicule, an employee on the grounds of race, colour, ethnic or national origin or the attribution of stereotypical or extreme behaviour to a particular racial group.

Bullying occurs where unwelcome and unreasonable behaviour that is intended to and does create a hostile, uncomfortable or offensive work environment for those who are the target of bullying. Bullying behaviour is intended to, and demeans, intimidates, degrades or humiliates people, often in the presence of others. Examples of bullying behaviour include:

- a) Verbal bullying – including abusive or offensive language, insults, teasing, sarcasm, using aggressive body language, spreading rumours and unwarranted and unjustified criticism and trivializing of achievements;

This procedure was developed March 2012 and will be reviewed in March 2015

- b) Manipulating the workplace – by isolating individuals from others in the workplace, over-work or under-work individuals maliciously, or set impossible deadlines or expectations;
- c) Psychological manipulation – this can be an insidious form of bullying where by individuals can be:
 - Deliberately and unjustly excluded from activities;
 - Subjected to practical jokes;
 - Unreasonably allocated humiliating or demeaning tasks;
 - Belittle or disregarded when making suggestions or giving an opinion;
 - Unfairly blamed for mistakes or delays, and
 - Unnecessarily or unfairly disciplined/chastised in front of others.

The School's three principles underlying its policy for dealing with harassment are:

- a) A case of harassment should be dealt with as quickly as possible, and with the least degree of formality as appropriate;
- b) The feelings of the person claiming harassment should be respected; and
- c) All parties should be protected from victimisation and/or unfair accusation. Confidentiality during any investigation process will be maintained.

PROCEDURE

1. If an employee feels they are being harassed they should attempt to make it clear to the offender either verbally or in writing that such behaviour is offensive and unacceptable. However, if the employee being harassed feels unable to confront the offender they should seek contact with an appropriate person for advice and support.
2. The School will have in place an appropriate complaints procedure to deal with allegations of harassment.
3. Such procedures will have due consideration to any relevant Employment Agreement.
4. Where the Principal is the alleged offender the matter will be referred directly to the Board of Trustees.



HAZARDS PROCEDURE

Purpose: Waitati School provides a safe, physical and emotional environment for students, employees, parents and visitors.

- The duty teacher will complete the daily “walk” around ensuring that all exits and play equipment are clear and safe
- The principal will complete the School Monthly Safety checks as in the School building Systems and Features Manual ensuring compliance with legislation
- In addition to the above the person/people on the BoT with responsibility for property will complete the Waitati School Monthly Hazards Checklist prior to each BoT meeting
- All identified hazards or risks will be corrected as soon as physically possible using relevant trade professionals
- All hazards will be identified and secured until correction is carried out
- All electrical appliances will be tested annually by a registered electrician
- All staff and children will be made aware of Hazards Procedure and know how to report and/or record hazards to protect pupils, adults and visitors



ATTENDANCE PROCEDURES

1. Attendance register is completed twice daily by classroom teacher.
2. Roll book taken to every class between 9:20 and 9:35 everyday by office manager and all absences recorded in Roll Book. This will include late children, and the time they arrive at school will be recorded beside their name.
3. Reason for absence if known is recorded.
4. When we have not had contact from a parent (or sibling advising of absence) the school will make every effort to contact parents/caregivers to establish that the child is accounted for, and the reason for absence.
5. All parents advised of importance of regular school attendance when necessary. Both legally and academically.
6. When children are absent for a sustained period of time (more than 4 continuous days) Principal contacts parent/caregivers to advise and be advised of the situation. An absence of more than five school days requires a medical certificate.
7. Ministry of Education Legislation and Guidelines are appended to this procedure. Through discussion with Otago Youth Wellness (contracted truancy officers for Otago) the following guidelines have been established:
Less than 350, of concern (or more than 40 half days absent), unless we are aware of a block of holiday time, regular appointment or such like.
351 - 375 Good
375+ Excellent (or less than 15 half days absent per year)
8. The Principal will advise OYW, and the parents of, any children who exceed 10 or more half days absent per term. Letter sample from OYW is included in folder.
9. The BoT will be informed of the number of children who exceed more than 10 half days per term.

10. It is recognised that regular lateness can also cause serious interruption to learning. Accordingly parents will be advised of regular lateness, and offered support. OYW, and the BoT, will be advised should the situation continue.



TRANSPORT PROCEDURE

School Bus (when applicable)

No children will be permitted to use school buses without parent notification.

- All children using school buses will be “checked on” daily by bus monitors. Children will be recorded as:
 - On bus
 - Picked up by parent/caregiver
 - Absent from school
- Notify community of Ministry of Education guidelines on who is eligible for the Waitati School Bus.
- Students who wish to use buses on a ‘casual’ basis have to contact the school beforehand to ascertain if there will be a seat available.
- Bus lists will be reviewed each term.

School Trip Transport

- All vehicles used for school/class trips must have:
 1. Current Warrant of Fitness
 2. Current Registration
 3. One working seat belt per passenger and a booster seat for all children not yet 7 years old (except buses).
 4. An agreement to comply with the school’s smoke free policy
- Drivers must have a full relevant drivers licence and this is to be photocopied and kept with trip information.
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- All drivers must sign a form stating that their vehicle has:
 1. Current Warrant of Fitness
 2. Current Registration
 3. Correct fitting seat belts
- When using buses all children must be seated.

This procedure was developed March 2012 and will be reviewed in March 2015



STUDENT INTERNET SAFETY PROCEDURES

Install a Ministry of Education approved internet filter.

Every child is to complete, with the parent/caregiver a Waitati School Internet User Agreement and return the signed agreement to the School.

Programmes downloaded at classroom teacher's discretion.

Use of computers outside classroom instruction time to be at the discretion of the teacher.



EDUCATION OUTSIDE THE CLASSROOM (EOTC) & Risk MANAGEMENT PROCEDURES

- Follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership and legal requirements.
- When planning E.O.T.C events the board and management suggest using the Ministry of Education publication:

Safety and E.O.T.C – A good practice guide for Schools and EOTC guidelines Bringing the Curriculum Alive

- Teachers do not need to be fully registered but activities should reflect experience.
- When numbers of children attending an activity does not warrant a staff member attending parents may take small groups of children to organised activities (such as sports tournaments etc) but children's parents will be informed in advance.
- Day trips require discussion with the principal at least one week in advance, where possible.
- Overnight trips and school camps require BOT approval at least 1 month in advance.
- All trips require Risk analysis Management sheets (RAMS) to be completed, approved and disseminated to adults involved. Can be found on server. A digital copy should be saved on server and the original signed hardcopy filed by Principal.
- The adult:student ratio is not by itself to be considered sufficient to cover the responsibility to manage risks and promote safety. Adults that provide assistance on school EOTC events need to have the skills and experience in looking after people in the situations they are likely to face.
 - However during EOTC events outside the school each group is to be accompanied by adults in the following ratios:
General EOTC events 1:10 for Y4-8, (1:8 for Year 3) 1:5 for Y0-2
*A variation is agreed to in order for classes to visit the Blueskin Library fortnightly. This activity is considered low risk and can **proceed without set ratio, but a minimum of two adults for children in Years 0-3, and the classroom teacher only for the senior class.**
Open Water EOTC events 1:8 for Y4-8, 1:3 For Y0-3
Swimming Pools – Follow the guidelines as set down by the pool, however no less than our general EOTC ratio.
- No alcohol may be brought or consumed by adults on any school trip including camps.

Specialist Activities

- Specialist activities require specialist instructors and only those persons will take the following "high risk" activities. Abseiling, Rock Climbing, Kayaking/Canoeing.
- Relevant certificates will need to be photocopied by teacher in charge.



CHILD PROTECTION PROCEDURE FOR REPORTING CHILD ABUSE AND NEGLECT

The procedure on reporting child abuse and neglect in schools will be successfully implemented with:

- a) an emphasis that the paramount consideration in such a policy is the welfare and interests of the child or young person;
- b) the provision of guidelines and training for teachers and others working with children and young people in the School environment;
- c) a commitment to ensure that children and young people are provided with preventative education to enhance their safety and awareness;
- d) the development of procedures for dealing with cases of current or historical abuse;
- e) the identification of which external agencies should be used, what services they provide, what liaison is required along with appropriate referral procedures.

Definitions of child abuse and neglect are:

- a) Physical Abuse - All physical injuries to children where there is knowledge that the injury was not accidental or knowingly not prevented. This includes smacking, although a physical *injury* may not have resulted.
- b) Sexual Abuse - The use of a child for the sexual and/or physical gratification of someone who takes advantage of their power and/or the child's trust.
- c) Neglect - Serious deprivation of children of necessities such as food, shelter, supervision appropriate to their age and essential physical and medical care.
- d) Emotional Abuse - Negative attitudes and behaviours on the part of adults which severely impact on the child's emotional and physical development.

The Waitati School Board will facilitate training for all employees to help them to identify suspected abuse and/or neglect and to be able to respond appropriately. Training needs will be identified and planned regularly in consultation with employees.

To assist with the implementation of a training policy, the Board and Principal will liaise with Child, Youth and Family (CY&F) and New Zealand Police.

Further support may be provided by:

- Guidance counsellors
- Visiting teachers
- Education psychologists attached to Group Special Education
- Personnel who can provide further assistance to children

This procedure was developed March 2012 and will be reviewed in March 2015

Waitati School is able to provide preventative education in the delivery of the Health and Physical Education national curriculum statement. Children should have access to information about child abuse and appropriate responses to it through the relevant parts of this curriculum.

The principal will assume loco parentis to support child during procedures with outside agencies.

- ***The welfare and interests of the child or young person shall be the first and paramount consideration.***

The vital role of cultural groups and local support agencies in supporting the policy should be recognised by the school and Principal in their ongoing communication and liaison with the wider community. Similarly, the role of relevant statutory agencies should be recognised in the consultative process.

Decisions about when parents or caregivers are informed is best left to the statutory agency involved.

PROCEDURES

1. The employee should inform the Principal unless the principal is the abuser.
2. If the child or young person is in danger or unsafe, the employee should act immediately to secure their safety.
3. The employee should listen to the child or young person and reassure them but should not make any promises or commitments that cannot be kept.
4. The employee should ensure that any information or disclosures by the child or young person are written down and should check that comments by employee and events surrounding the concern have also been recorded.
5. The employee should ensure that the child or young person has a responsible adult supporting them through this process and that the support role is clearly defined.
6. The employee should not formally interview the child or young person. Only necessary relevant facts should be obtained and clarification should be sought, if needed.
7. The Principal should hold an immediate discussion with an RTLB or child safety advocate and agree on an appropriate course of action. This may include telephoning CYF to discuss the situation, without making a formal notification. Ph: 0508326459
8. It may be decided (by the principal and support agencies) that the best course of action is not a formal notification but that support should be offered to the family in the first instance. This may include advising the family of NZ Law, and of the schools responsibility to uphold the law. In this instance good records should be kept in case of further instances of concern.
9. Should it be decided (by the principal and support agencies) that the situation warrant further action the Principal will ensure that CY&F and/or the Police have been notified. A decision will also be made between CYF and the Principal about whether it is appropriate for the school to contact parents to advise of action taken.
10. After making sure the referral has gone to CY&F or the Police, the employee should get support for themselves from appropriate persons if needed.



ROAD SAFETY PROCEDURES

Aim: To keep all children safe on the roads around school on school trips and when crossing from and to the school carpark.

Procedures:

Waitati School will utilise the Police Education Officer in instructing on Road Safety and training Road Duty Patrols.

Road Patrol students will be trained annually by the Police Education Officer.

After school Road Patrol will include:

- Three trained student Road Patrollers
- One adult

All students on Road Patrol will wear fluorescent Road Patrol vests.

Roadmarker cones will be placed on the road.

When junior class students are walking on school trips, vests will be worn.



DOGS ON SCHOOL GROUNDS PROCEDURE

Aim: To maximise safety and enjoyment of Waitati School Grounds.

Procedure:

Dogs are not permitted on school grounds at anytime with the exception of Pet Day.

Dogs must be on a leash at all times during Pet Day.

Staff are required to phone the Dunedin City Council should a dog be found on school grounds.



SNOW DAYS AND LATE STARTS PROCEDURE

Aim: To ensure that staff and students can travel to school safely.

Procedure:

The Otago Primary Principals Association elect representatives each year who determine whether schools will open late, or at all, when weather conditions are questionable. In the first instance the advice of the Otago Primary Principals Association Representative will be followed, as broadcast on local radio stations.

However it is possible that Waitati School may need to close or start late, when other schools are not affected, due to the location, and at times the closure of the motorway.

In this instance the following procedure will apply:

The Principal will telephone the Board Chair and consideration of the road conditions (both via observation and Land Transport website <http://www.nzta.govt.nz/traffic/current-conditions/index.html>) will help inform a decision).

Where conditions remain questionable it is preferable to advise a late start in timely fashion that a last minute closure or late start.

The radio, school answer-phone (if technology permits) and the school website will be used to advise of the situation.

Board members or staff able to safely get to school should check that there are no children stranded at school.

In winter terms regular reminders to check conditions should be published in the newsletter, especially in relation to staff not being able to get to school even though Waitati roads might be reasonably passable.

In the event that the principal and or Board Chair is away responsibility shall fall to the acting principal and or Board Chair.



CONTAGIOUS INFECTION AND HEADLICE PROCEDURE

Aim: We aim to limit the spread of contagious infection and headlice at Waitati School. Headlice is expensive and time-consuming to treat. Limiting the spread of contagious infection protects staff and prevents parents needing to take time off work.

Procedure:

Children should not attend school if they have had vomiting or diarrhea within the past 24 hrs, un-treated headlice or contagious infections as listed on the Ministry of Health website (link in the Student/Parent handbook).

If live lice are observed in a child's hair parents should be contacted and arrange to collect child/children and treat or re-treat.

Children's mana must be protected and staff are expected to be discreet.

When we have had an outbreak of an contagious infection we will notify families via the newsletter

The message should be spread through the newsletter and staff communication that no-one is immune from lice, to limit families being offended. We aim to please our community by trying to protect families from on-going re-infestation.

Where families are struggling to deal with or pay for lice treatment contact with The Public Health Service (ph 474 1700) should be advised.

The school owns a Robi Comb that can be borrowed.



NON-CUSTODIAL PARENTS PROCEDURE

The school understands that non-custodial parents have the right to access all information about their children's academic and social progress, as per the custodial parent.

The school cannot give out any personal information about the child's place of residence or telephone number.

When access to a parent is dictated by a Court Order the school must hold a copy of the Court Order.

Staff members cannot refuse a parent access to their child unless the Court Order expressly orders so.



VISITORS PROCEDURE

General

- All visitors and guests are to report upon entry to the school to the school office.
- If they are permitted to proceed beyond the office area
 - a. They are to sign-in in the visitors book
 - b. At the conclusion of their visit they are to return to the school office and sign-out in the visitors book.
- All students are to be coached in matters of courtesy and helpfulness towards visitors.

Visitors

Parents are always welcome at the school with the following conditions:

- If they wish to observe programmes in action or discuss their child's progress they must make an appointment with the respective teacher(s) so a suitable time can be arranged.
- If they wish to see the Principal, they must first talk to the school secretary and, if necessary, make an appointment, although the Principal will always make parental visitors a priority and generally see them immediately or as soon as possible.
- Other visitors are to make an appointment through the school secretary.



CIVIL DEFENCE AND PANDEMIC PROCEDURES

In emergencies the priorities are "the rescue of endangered persons in the premises, first aid to casualties occurring there and the relief of distress (Civil Defence Act 1983)

The purpose of these procedures are:

To establish appropriate procedures that would lead to the efficient closure of the school in the event of an emergency.

To ensure evacuation procedures secure the safety of all people on site to the best of our abilities.

To ensure that we have procedures in place that will minimise the spread of pandemic, should the need arise.

Procedures:

- Emergencies leading to school closure are most likely to include extreme weather conditions, lack of water, power failure, civil defence/natural disasters or any other occurrence where the health, safety and well being of staff and students are threatened.
- Where appropriate, information and advice will be sought from the police, civil defence, city council, or Ministry of Education.
- The Principal will make every effort to consult with the Board Chairperson before the closure of the school.
- The principal or most senior designated staff members in authority will announce the closure of the school and notify necessary officials.
- Staff and where possible Board of Trustees members will be responsible for the supervision of children until parents/caregivers are contacted and arrangements are made for uplifting children.
- Staff will be released from duty on the permission of the principal or designated person in charge.
- Students will be released to caregivers once staff have sighted the adults and recorded the time, name and contact details of the adult collecting the child.
- In the event that children have not been collected and the school must be evacuated children will be moved to an authorised Civil Defense Centre.
- Upon leaving the premises, the principal will ensure the property is left as securely as possible.
- In the event of the disaster being beyond the capabilities of the school the Waitati Fire Service will be the first contact.
- In the event of imminent pandemic warnings the Principal shall use the New Zealand Influenza Management Strategy as outlined in the Pandemic and Emergency Planning Folder and also the up to date advice of the Ministries of Education and Health.



OCCUPIED BUILDINGS

The Board of Trustees and the Ministry of Education have agreed to occupation of a number of buildings by external agencies. We have managed any increased risk to our students as per below:

BRCT

Staff are police vetted.

Visitors are requested to try and come outside of school hours where possible

Cars are not permitted on school grounds during term time

PLAYCENTRE

Playcentre parents are requested limit cars on school grounds during term time