

Health & Safety

HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY

NATIONAL
ADMINISTRATION
GUIDELINE 5

Each Board of Trustees is also required to:

- i. Provide a safe physical and emotional environment for students;
- ii. Promote healthy food and nutrition for all students
- iii. Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

St Joseph's Catholic School Pukekohe

Health and Safety Policy

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

Purpose

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

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

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

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

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

Others in the workplace

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

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

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Review

This policy shall be reviewed every three years or when required.

BOT Chairperson: *Aaron de Farias*

Date: *April 2017*

HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY

St Joseph's Catholic School Pukekohe

Health and Safety Policy/Procedure: Risk Management

This policy should be read in conjunction with the Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers.

Purpose

Risk management is the cornerstone of the Health and Safety at Work Act 2015. It allows the board to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this policy is to explain how we manage risks effectively in the school environment and work carried out by the school.

Scope

This policy applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the school's leadership team, workers, students, contractors, temporary workers, volunteers and visitors.

The Board will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist in other workplaces.

- The Board will keep a risk register and record information from the risk management process. For each identified hazard, the following information will be recorded:
 - the harm the hazard could cause
 - the likelihood the harm would occur
 - the level of risk
 - the effectiveness of current controls
 - what further controls are needed
 - how the controls will be implemented – by whom and by when
 - review date

How do we manage health and safety risks effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively.

The four steps below describe how we do this.

1. identifying hazards: finding out what situations and things could cause death, injury or illness
2. assessing risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
3. controlling risks: implementing the most effective control measures that are reasonably practicable in the circumstances
4. reviewing control measures: ensuring control measures are working as planned

Roles and Responsibilities

Everyone has a part to play in managing risk effectively

Principal (as officer)

- ensure workers and others know about health and safety risk processes and procedures
- ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area
- hold and maintain the risk register for the work group
- inform 'others in the workplace' of any known risks and controls in place
- assess risks that are reported to you
- consult with workers on the most effective controls to manage the risks
- regularly review and monitor risks and the controls that are in place

Workers – (employees, temporary workers, contractors, volunteers)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to their relevant school leader, including those that have already been eliminated
- seek support from the health and safety representative on health and safety risk matters if required
- comply with this policies and procedures in the workplace
- comply with any reasonable instruction in relation to risks given by the Board or the PCBU they are visiting
- inform others of known risks
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk

Health and Safety Committee

- facilitates co-operation between the board of trustees and school workers in instigating, developing, and carrying out measures designed to ensure the school workers' health and safety at work
- assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the school
- makes recommendations to the Board of Trustees about work health and safety.

Health & Safety Representatives

- represent workers on health and safety risk matters
- promote the interests of workers who have raised health or safety risks
- monitor risk controls undertaken by the board
- investigate complaints from workers about health and safety risks after first consulting with the relevant school leader, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- direct workers to cease work if they believe the work would expose them to serious risk

Others – (visitors, students, parents etc)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with any reasonable instruction given by the Board in relation to risks

Review

This policy shall be reviewed every three years or when required.

The provisions of this agreement may be varied by the Board following consultation with workers.

BOT Chairperson: *Aaron de Farias*

Date: *April 2017*

HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY

St Joseph's Catholic School Pukekohe

Induction, Training and Information

**This policy should be read in conjunction with the Health and Safety at Work Act 2015:
A Practical Guide for Boards of Trustees and Officers**

Purpose

To provide new workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy workplace.

Health and safety is everybody's responsibility. Effective health and safety management requires the involvement of all school workers.

Induction

Workers: all new workers must have a school induction arranged by their principal/relevant school leader. This will include the identification of:

- risks and hazards within their work area
- appropriate risk control procedures
- the risk register which will be provided to be read and signed by the worker
- relevant school health and safety policy and procedures for reading
- emergency procedures (sight first aid cabinet, fire alarms and fire fighting equipment, emergency exits)
- an introduction to the area Health and Safety Representative and those trained in first aid.

The principal/relevant school leader is responsible for ensuring the workers induction checklist is completed.

Health and Safety Training

Compulsory health and safety training for all workers includes:

- fire drills
- computer health and safety
- harassment and bullying prevention
- First Aid - All teachers should be trained in first aid and designated support staff e.g. receptionist, secretary
- other training as directed by the principal, necessary to ensure risks associated with specific work are managed in a safe manner.

Optional training available, relevant to specific work areas and/or potential hazards:

- Back care/manual handling
- CPR
- Defensive Driving
- Hazardous Substances: Workers who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations: this includes chemical safe handling training (2.5 hour course)
- Contracted workers

Induction

The principal/relevant school leader will:

- provide health and safety induction, as appropriate, including: hazards and controls within their area and scope of work
- a walk-through of emergency procedures
- relevant school health and safety policies and procedures

Service, maintenance and construction contractors

The appropriate school leader will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.

Criteria for Health and Safety Trainers

To ensure our workers and external trainers have appropriate qualifications and experience to teach Health and Safety in their field of expertise. It is the responsibility of the principal to check the following:

- Qualifications of the trainer
- Industry Experience
- Current competency and registrations
- Person specifications for the role, as described in the position description/profile and expectations for each worker

Monitoring

- Completion of training is reported and recorded
- Principal or nominee monitors renewal/refresher needs for First Aid and Fire Warden training

Review and assessment

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment needs to determine whether:

- Programmes are effective and still appropriate
- Any updates are required
- Further topics should be added.

Individual training needs can be reviewed, in consultation with worker, when professional development and job training plans are updated.

Review

This policy shall be reviewed every three years or when required.

The provisions of this agreement may be varied by the board following consultation with workers.

BOT Chairperson: Aaron de Farias

Date: April 2017

Procedures and Guidelines

In order to fulfil the above policies, the board and management have developed, and will regularly review, the following procedures and guidelines associated with 'Health and Safety'

- · Accident / Incident Reporting & Investigation
- Animals at school
- · Attendance
- · Behaviour Management
- · Bullying
- · Child Abuse and Safety
- Contractors
- Critical Incident Response
- · Digital Citizenship and Cybersafety
- · Cultural Awareness
- · Education Outside the Classroom
- · Emergency Procedures
- · Health and Safety Checks
- · Healthy Eating
- · Medical Issues
- · Non-Custodial Parents
- · Pandemic
- · Road Safety
- Student Induction
- · Sun Safety
- · Swimming Pool
- · Transport
- · Visitors to the School

Accident / Incident Reporting & Investigation (Nag 5)

- If there has been an incident the first priority is to ensure the person or people get the help they need.
- The principal will ensure a system is in place to record, report, notify and investigate when an injury/incident occurs. An injury can be defined as a situation where harm has occurred.
- In the case of a serious harm injury the principal & staff must ensure that as little change as possible is made to the scene of the injury, except where it is necessary to:
 - Save someone's life, prevent further harm or to relieve someone's suffering
 - Maintain access for general public to essential service or utility.
 - Prevent serious damage or loss of property.
- When serious harm occurs to an employee, or a student, the principal is required to notify Worksafe NZ as soon as possible, and to submit a written report to Worksafe NZ within seven days of the injury.
- All work related injuries, workplace illness and any near miss incidents involving employees or any accidents/incidents resulting in serious harm to a student, must be recorded in the Injury and Investigation Register (available from the school secretary) and a copy of the injury/incident report given to the principal.
- Upon receipt of an injury/incident report where there has not been serious harm the principal will be responsible for ensuring that the relevant follow up investigation is carried out and the investigation form in the Injury and Investigation Register is completed.
- When an accident/incident has resulted in serious harm an investigation team will complete the initial investigation and complete the necessary Worksafe NZ notification form. This team will consist of the principal, a BOT member, the school health & safety reps, the school safety officer, and any other person the principal or Board member wishes to involve.
- In all circumstances the principal will act as coordinator for the school and is responsible for ensuring corrective actions are identified and implemented. This includes feeding results of Worksafe NZ investigations back into the hazard management process.
- If an investigation into an injury/incident identifies a significant hazard, this will then be recorded in the school hazard register and provision will be made for providing information to staff, students and others on any changes to school health and safety management procedures.
- Call WorkSafe on free phone 0800 030 040 (24 hours) and choose option one. If reporting a hazardous substances emergency, please call the New Zealand Fire Service on 111 and then the HSWA MoE's Response Team directly on 0800 848 326.
- Definition of notifiable injury or illness. Notifiable injury and illness is defined under section 23 of HSWA as:
 - (a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury

- a serious burn
 - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
 - a spinal injury » the loss of a bodily function
 - serious lacerations
- (b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- (c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- (d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
- with micro-organisms
 - that involves providing treatment or care to a person
 - that involves contact with human blood or bodily substances
 - that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products
 - that involves handling or contact with fish or marine mammals
- (e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes
- (Refer to relevant Sections of the school's Health & Safety Handbook for further information on Accident Reporting and Investigation)

Animals at School (Nag 5)

- Students bringing animals to the school for reasons other than specific curricular or learning related experiences must have the prior approval of the Principal.
- Students or teachers conducting any study using animals must abide by the current Animal Ethics code and must receive prior approval of the AP/DP before proceeding with the study.
- Children's physical and emotional health must be ensured through checking allergies or other responses to the presence of animals.

Attendance (Nag 5)

- Non-attendance at school has been identified as a major barrier to learning and a significant indication of at risk students. It is the right of everyone in New Zealand to attend school, and the responsibility of parents/caregivers to ensure attendance of all children enrolled at St Joseph's School.
- To optimise learning it is important that students attend school at all times that it is open.
- Attendance registers will document attendance and nonattendance. The school uses an electronic attendance register and has a consistent system for marking attendance.

- Attendance checking and follow-up procedures will be monitored by the office staff, teaching team's senior teacher and the principal.
- Caregivers are expected to advise the school if the child is not attending (preferably on the morning of the first day of the absence.)
- If there is no contact made by the caregiver explaining the absence the school office will contact them by phone requesting an explanation.
- If contact has not already been made with the school, parents/caregivers need to provide a written explanation of the child's absence when a student returns to school.
- Students with constant absence for reasons the school deems to be unsatisfactory or truancy will be referred to the Truancy Service or other appropriate agency for follow up.
- Parents who wish to take students out of school for extended periods during school time, i.e. for three days or more, need to contact the principal to explain the need for the children to be absent.
- When a child is collected from school during school hours for any reason the person collecting the child needs to report to the school office and sign the pupil out.
- If a child is being collected during school hours the class teacher or office staff must be informed.
- If a child is late for school parents are asked to walk them into the office and sign them in. If a child is late for a school activity taking place off site, the parents are asked to walk their child into the venue and deliver the child to their classroom teacher or the St Joseph School teacher in charge of the event.
- Suspension and Stand-down procedures in line with Ministry of Education requirements and school guidelines will be met.

Behaviour Management (Nag 5)

- Teachers are expected to deal with student behaviour in a firm, fair, consistent manner using the principles of restorative justice.
- In managing Classroom Behaviour teachers need to attend to three critical factors in their classroom. These are Physical Environment, the Interpersonal Environment and the Educational Environment. (Notes to assist teachers to consider these factors are included in the St Joseph's School Behaviour Management Plan.)
- All teachers are expected to encourage positive behaviour and address incidences of negative behaviour. This includes behaviours both inside and outside the classroom for any child.

A copy of our school behaviour management plan is available to all staff (see Staff Intranet) and provides details of procedures related to behaviour management and examples of best practice techniques.

If a student or visitor exhibits behaviour that threatens the safety of others or him/herself, teacher is to send 'panic' card to Management/School Office. Panic cards are to be made from fluorescent pink card, have room numbers printed on them and be easily accessible to all staff.

Bullying (Nag 5)

- Detailed information, including our school policy related to bullying, may be found in the school Behaviour Management booklet (see Staff Intranet)
- A range of strategies to deal with bullying will be taught/reviewed regularly.
- Each class will develop a system, which encourages students to report bullying.
- Staff will maintain a consistent school wide approach to dealing with bullying.
- Records will be kept of consultation with students related to bullying.
- Staff will include parents and/or outside agencies as required.

Child Abuse & Safety (Nag 5)

- A staff member who suspects abuse must firstly report it to the Principal. The matter must not be discussed with anyone else. No one is to attempt to interview the child. Asking leading questions may negate future evidence.
- The Principal will then discuss the concern with the Assistant Principal / Deputy Principal and/or other appropriate support service before making a decision as to whether the case must be reported to Oranga Tamariki or the police.
- Protection of the informant is essential in cases of suspected abuse. It is therefore vital that the appropriate people (Oranga Tamariki or the Police) deal with the situation. Oranga Tamariki and the Police make every effort to ensure confidentiality.
- While giving evidence in court is rare, it is advisable for staff members to keep a factual and objective record of the child/children's disclosure.
- Staff members suspecting abuse or staff members to whom a disclosure has been made will obtain as much detail and specific information as possible (without attempting to interview the child). Staff members should accurately record information.
 - Word for word recording of disclosures is especially important.
 - Date information, sign legibly and record the time it was gathered.
 - Note the specific times of any incidents.
 - Describe the places of any incident.
 - Detail who was present.
- In the case of a report from a third party to the school, the first course of action will be for the school to direct the third party to a helping agency without becoming involved. The school may be involved at a later date.
- Keeping Ourselves Safe and self esteem units will be taught as part of the Health & Physical Education Curriculum to increase children's assertive skills in dealing with uncomfortable situations, and to help raise teachers' consciousness of the issues.
- All information/discussions will be confidential to the staff involved. Data will be stored in one place known to the senior staff. This data will be kept for the duration of the child's stay at the school. When the child leaves the school data will be forwarded to the child's next school at the discretion of the Principal and support agencies involved.
- Whenever an initial interview is held with a child at school, the child must be offered the choice of having a school staff member present. The welfare of the child must be first priority and wherever that is compromised the interview must 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
- No information regarding abuse situations should be given over the telephone unless school personnel are absolutely sure the person they are speaking to is from Oranga Tamariki or some other legitimate agency.
- Staff need to check that Oranga Tamariki personnel visiting the school to work with students have the appropriate Oranga Tamariki identification.

PROCEDURE FOR COMPLAINTS AGAINST STAFF INVOLVING SEXUAL ABUSE:

1. The principal informs the chairperson of the B.O.T.
2. The principal and chairperson inform the staff member involved. The staff member is advised to seek advice (this could be from NZEI, Legal Help, etc)
3. The school informs School Trustees Association, and the Principal may wish to seek assistance from NZEI, Principals Association, NZPF, etc.
4. The principal should inform the school's insurance company. The insurance company needs to be kept updated regularly of any developments.
5. The staff member may be suspended on full pay once the investigation has begun. (Refer: Primary Teachers Collective Agreement)
6. The rest of the staff is informed. Counsellors can be available to the staff.

PROCEDURE FOR COMPLAINTS AGAINST THE PRINCIPAL INVOLVING SEXUAL ABUSE

1. The Board of Trustees should use the following references in conjunction with assistance from the School Trustees Association:
 - Collective Employment contract (Primary Principals Contract).
 - Code of Physical Conduct – NZEI.
 - Health and Safety in Employment Act – Codes and Practice – NZSTA.
2. A board may also need to seek legal assistance.

Contractors (Nag 5)

- All contractors who have unsupervised access during school hours, must be police vetted.
- As contractors are a PCBU, there is an obligation to consult, cooperate and coordinate activities to meet shared responsibilities.
- Schools need to ensure that their contractor management procedures address both:
 - contractors engaged in a large project, e.g. builders, who will be subject to supervision and monitoring clauses in their contract;
 - and contractors undertaking work on a regular basis, but who may or may not have a formal contract.
- When engaging a contractor the school needs to check that the contractor has a satisfactory health and safety record. The contractor should provide:
 - evidence of relevant work experience
 - evidence of appropriate qualifications - only registered tradespeople must be hired
 - a copy of their own Health and Safety Plan (where relevant)

- examples of how they manage their own health and safety at work (e.g. identifying hazards, use of protective clothing, warning signs for other people, etc.)
 - their injury/incident history (unless it contains personal information).
- A Contractors' sign-in register will be used to capture key contractor information. This will be kept at reception or a place outside where contractors may access it outside of school hours. Contractors should complete this every time they are on site.
- When any contractor begins work at the school, there needs to be an induction procedure to ensure they have the necessary information to keep themselves safe, and avoid causing harm to others. This will be achieved by providing the contractor with an information pack which outlines identified hazards in the area where they will be working.
- The school must be familiar with the work that the contractor is about to complete. This will require the school to obtain information from the contractor including:
 - the name of the nominated contact person (from both parties)
 - information from the school about known hazards that may affect the contractor or their workers
 - information from the contractor about hazards they may bring on site or create
 - procedures for reporting hazards and injuries and incidents
 - emergency and first aid procedures
 - any work permit procedures
 - what safety equipment is required
 - what areas of the school will need to be restricted
 - any additional school rules that the contractor will need to adhere to
 - any work that needs to be notified to WorkSafe. The prescribed form is available from the WorkSafe website.
- Contractors will be asked to sign a written contract. (see Appendix of Health & Safety handbook)

Critical Incidents Response (Nag 5)

- A crisis plan has been developed to cope with any tragedy that may occur at school, on a school related activity or any tragedy that impacts directly on this school through the linkages with our community. This crisis plan is explained in detail in the school's Health & Safety Handbook.
- The principal shall ensure that action is taken in accordance with the critical incident response plan, which will be made known to all staff.
- The plan shall be implemented by a crisis management team. The composition of this team will be dependent on the nature of the crisis situation and be called together by the Principal.
- In the event of a crisis occurring, the Ministry Of Education Crisis Team will be notified and asked to assist in implementing the crisis management plan. This team can be contacted on 0800 848326.
- All media releases will be handled by the Principal.
- In the event of the Principal being unable to fulfil his/her role, the Deputy Principal will carry out his/her role.

Cross Cultural Awareness (Nag 5)

- We recognise that all learners come with a rich background in cultural experience that permeates through every aspect of their identity.
- Class programmes should reflect and celebrate this cultural diversity.
- Appropriate resources and sources will be provided to support the learner.

Digital Citizenship & Cybersafety (Nag 5)

- All students are given an individual log for accessing the internet (through Chrome)
- All students are expected to keep their passwords confidential.
- Each year all teachers will instruct students re appropriate use of ICT tools. Teachers will guide students through the document “ICT Responsible Use Agreement”. Students from Year 3-8 will sign this agreement. A copy of this agreement will be sent home to parents along with a parent declaration which parents will be asked to sign and return to school.
- Everyone at St Joseph’s School is expected to access the Internet through Chrome using their St Joseph’s School log on. Internet access on school computers of any kind is allowed only with the permission of a staff member, and a staff member must always be present in the room while students are on the internet.
- The school reserves the right to check any work or data stored on or through the school’s computer network or Internet facilities. If the school suspects anyone has misused privately owned ICT at school, or on school related activities, the school may investigate the matter and request that ICT equipment be checked or audited.
- Unless students have obtained prior permission from the principal cell phones should not be turned on at school. Students who need to bring a cell phone to school are encouraged to give it to their teacher for safe keeping during the day.
- Students need permission from staff before they:
 - Connect any storage device (to back up work etc) to any school ICT
 - Print material on school printers (only appropriate material will be permitted)
 - Contribute material to websites used for school related activities. Students and staff must not have any involvement with any unofficial website that falsely claims to represent the school.
- Privacy, safety and security must be respected when using the Internet and other ICT. Students must not get involved in any activity that might put themselves at risk and must not use ICT to upset, harass, or harm anyone else or the school itself.
- Students may not load any materials containing reference to St Joseph’s School, Pukekohe (including images taken at, or of the school, or images of students in school uniform) to any public website without permission from their teacher or a senior manager. Photos with faces may only be uploaded of students in groups of 3 or more and will have no name attached.
- If students accidentally access inappropriate, dangerous, or illegal material they should:
 - Not show others
 - Close or minimise the window

- Report the incident to a teacher immediately
- If staff accidentally access inappropriate, dangerous, or illegal material they should log it in an Internet Log Book available from the school secretary. Staff should also log in this book incidents when students have accidentally accessed inappropriate material.
- If any student misuses equipment an appropriate response will be made by the school. Possible responses include a discussion with the student, informing parents/caregivers, loss of access to school ICT or taking other disciplinary action. If ICT is used illegally the school may inform the police.
- Student work uploaded onto the internet site may only stay online for the time the student is enrolled at St Joseph's School.
- Teachers are responsible for monitoring work children publish online. Teachers should check work before it is posted online.
- Images including video and audio will be addressed generically, e.g. when interviewing, no children should be addressed by their full name.
- If a complaint is made regarding material on the Internet which is deemed inappropriate, wherever possible the image will be erased within 24 hours of the complaint.
- The school cannot be responsible for the use of social networks outside of school.
- All class Wikis/blogs must be created through a St Joseph's School account.
- All class teachers will have a laptop provided and will sign the acceptable use agreement for these.

Education Outside the Classroom (Nag 5)

Education Outside the Classroom programmes in this school will be designed to:

- promote appreciation of our heritage – local, national and global;
- increase students' awareness and understanding of the traditions and values of their own, the tangata whenua and other cultural groups;
- increase students' understanding of different perspectives on land, natural resources and the environment, and of the need for conservation management;
- provide students with opportunities for enjoyment, adventure and challenge both close to home and far away;
- provide students with opportunities to enhance spiritual, physical and mental well-being through uplifting experiences in the natural environment;
- develop students' skills so that they can move in urban, rural and wilderness settings;
- help students develop respect for themselves and others, by providing them with opportunities for personal and social development;
- enable students to take increased responsibility for their own development and to regard learning as enjoyable, continuous, and lifelong; and
- provide students with opportunities to develop in many diverse ways.
- Whenever practicable our school will provide students with opportunities to learn outside the classroom, in all curriculum areas including Religious Education.
- Staff will ensure adequate facilities and resources are available for the EOTC activities.

- A school Education Outside the Classroom Handbook provides details of our school's Education Outside the Classroom Management System and procedures. All staff & volunteers are expected to abide by these procedures.
- The Ministry of Education's guidelines *EOTC Guidelines - Bringing the Curriculum Alive* provides further information on safety and supervision, risk management, leadership, and legal requirements.
- Prior to undertaking any class visit outside the school, teachers are to undertake a risk management assessment and develop a safety action plan. A copy of this safety action plan will be submitted to the Principal to review and approve the visit.
- All staff/volunteers/students are expected to apply the environmental care code. (Refer St Joseph's School's EOTC Handbook)
- Staff will review each EOTC activity to identify what went well and what could be improved.
- Generally excursions for younger children (Y0-6) will be limited to one day or overnight while Year 7 & 8 camp experiences will be of up to four nights duration.
- All volunteers attending overnight camps will be police vetted.

Emergency Procedures (Nag 5)

- Information about Evacuation Procedures and Emergency Actions are detailed within the Staff Health & Safety Handbook and emergency instruction cards are displayed in every room and the administration block.
- Efficient fire drills and lockdown procedures will be organised and regularly practised for the whole school, at least once per term.
- In the event of a disaster or fire the school bell will continuously ring to tell everyone to vacate the buildings. If the power is off, the continuous ringing of the hand bell will occur.
- Teachers will lead classes to the designated assembly point taking with them a class list. A roll must be taken once at the assembly point.
- Those with designated responsibility will check specific building areas closing fire stops doors after them before themselves going to assembly areas for calling class roll.
- Any absences must be reported immediately to the principal and the whereabouts, if known, listed for checking.
- 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.
- In the event of an emergency situation, requiring the students to be in classrooms, three long rings of the bell will be made. This will alert students and staff of the need to go into lockdown. Detailed Lock Down Procedures may be found in the school's Health & Safety Handbook.
- In Loco Parentis - the principal and staff are required to act as parents in any situation where health and safety of the students is of concern.

Health & Safety Monitoring (Nag 5)

- The caretaker will be the Health and Safety officer for the school and will be responsible for daily and monthly inspections aimed at identifying hazards/unsafe practices. Health & Safety checklist will be completed by the Health & Safety officer each month.
- It is the responsibility of all staff to report hazards or potential hazards to the principal or health & safety officer for action.
- A hazards register will be kept and will be regularly updated.
- Before any contractors carry out any work in the school they will be required to have a Health & Safety meeting with the principal and / or caretaker. Contractors will be required to sign the school's Health & Safety contract prior to conducting work at school. A sample of this contract may be found in the appendix of the School's Health & Safety Handbook.
- The staff will each year elect two Health & Safety representatives to represent them on general Health & Safety matters. These two representatives along with the principal & Health & Safety officer will form the school's Health & Safety committee.
- A hazards identification sheet is available for all staff members should they want / need to document the details of any new hazard or potential hazard they have noticed.

Healthy Eating (Nag 5)

- Food and drink brought to school by children is to be healthy and not include roll-ups, large bags of potato chips, cheezles, burger rings, twisties, sweets, jelly crystals, instant noodles, fizzy drinks, chewing gum.
- Parents are requested not to send birthday treats to be shared at school e.g. cakes, lollies...
- Class programmes should reflect the school's emphasis on healthy eating.
- Staff and parents/caregivers are expected to role model healthy eating within the school environment and on all school outings.
- The school lunch scheme will operate on Fridays only.
- Each student is to have their own lunch box or sealable plastic bag. Any left over food and any lunch wrappings that cannot be fed to the school worm farm must be put back in the student's lunch box/bag and taken home. This includes plastic and cellophane wrapping that lunches bought at school are packaged in.
- Students are strongly encouraged to drink water only at school.
- All children are expected to sit and eat. No child is to be walking around eating. This includes at morning tea time.
- The Health Promoting team will meet regularly to discuss healthy eating and issues related to this policy.

Medical Issues (Nag 5)

- All teaching staff and designated support staff are expected to hold a basic first aid certificate.
- First Aid supplies are regularly budgeted for, and safe storage practices for these supplies are implemented.
- Parents of children with any conditions are encouraged to provide the school with supplies for specific medical needs.
- Any serious injury or illness will be reported to the Principal.
- A register of children with specific medical conditions will be kept, e.g. asthma, allergies.
- When any child has received any knock / bang to the head parents should be notified either by the person on first aid duty or school office personnel. It is the responsibility of the person on first aid duty to advise the office staff if they have contacted a parent or if they want the office staff to contact the parent.
- The duty teacher is responsible for ensuring that all accidents/injuries in the playground are attended to. This may involve referring them to the person on first aid duty.
- If in the opinion of the duty staff member, an injury is sufficient to require closer examination by a Doctor, he/she will inform the Principal/office staff who will ensure contact with parents/caregivers occurs immediately via themselves or the school secretary.
- If the parent/caregiver cannot be contacted, the school will be responsible for taking the student to the Doctor or hospital A & E, or if necessary an ambulance will be called.
- All injuries that require sick bay attention will be recorded in the first aid register.
- If children are sick at school, parents/caregivers will be immediately contacted to take children home. Children are not to remain in the office for long periods of time.
- Students have the right to receive prescribed medication at school during school hours where this enables them to access education. A set of procedures for the safe storage and administration of medication. Procedures will be documented in the Staff Health & Safety Handbook which is provided to all staff.
- Information concerning specific conditions i.e. Asthma, communicable diseases, skin infections HIV/Aids and Blood-Borne Viruses, and Life Threatening Illnesses or Conditions, and guidelines around dealing with Blood & Body Fluids, are included in the school's Health & Safety Handbook.

Non Custodial Parents (Nag 5)

- When there is a court decision or a written agreement regarding a child's custody, the caregivers shall provide written evidence of the legal decision to the school. The school will then allow access to the child/children as directed by the court order.
- The child/children may not leave the school grounds during the day unless written permission from the appropriate caregiver has been sighted by the classroom teacher. The child/children may only leave the school grounds accompanying the caregiver as directed by the permission note. The classroom teacher shall inform the Principal when written permission has been received.

- Staff will be informed of the custody situation, and where necessary relevant details discussed confidentially.
- The school will be responsible for the child/children only during the normal school day hours.
- If a child is taken without the permission of the custodial parents, the school will contact the custodial parent and the police.

Pandemic (Nag 5)

In the event of a pandemic occurring the school will follow guidelines from the District Health Board. The school has developed a detailed plan of action based on MOE guidelines. This is kept in the principal's office.

Road Safety (Nag 5)

- School patrols will operate on the Seddon Street crossing from 8:25 am until 8:45am, and 2.45pm until 3pm and on Dublin Street (near the school entrance) from 2.45pm until 3pm.
- The school will strive to ensure that patrol wardens follow recognized procedures as laid down by NZ Police.
- The school will ensure that patrol wardens operating school patrols are supervised by an adult.
- The school will ensure that specified pupils are trained to follow procedures while patrolling children crossing the road.
- Wardens must wear appropriate clothing while on patrol.
- The supervising teacher must be on patrol immediately the school dismissal bell rings, until the school patrol is finished.
- Parents are asked to be responsible for the supervision of patrol wardens at the Seddon Street crossing in the morning.
- The teacher in charge of patrol wardens will ensure all relevant rosters are completed and issued to all concerned.

Student Induction

- When a student enters the school, they need to be provided with information about health and safety in the school as part of orientation activities.
- Information should cover:
 - basic health and safety concepts (taking into account ages and abilities)
 - how to recognise and report hazards
 - awareness of hazards in the school environment
 - awareness of evacuation procedures
 - awareness of fire drills, earthquake and other drills
 - school safety procedures (e.g. staying within the school grounds, swimming pool)
 - how and where to seek first aid assistance

- The school has a responsibility to also provide students with health and safety information on an ongoing basis.

Sun Safety (Nag 5)

- Reminders will be put in school newsletters to bring named hats and sunscreen for wearing at school for any outdoor events and school trips.
- The school will incorporate educational programmes and prevention measures in the school's Health Education programme.
- During terms one and four in particular:
 - Students are required to wear hats for outdoor activities
 - Students will be encouraged to wear sunscreen
 - Students will be encouraged to seek shade for any outdoor activities where possible
- When budget allows, a planting programme will operate to provide shade.
- Where budget allows, suitable shade areas will be maintained / developed.

Swimming Pool Safety (Nag 5)

- The board is not responsible for any harm to pool users outside school hours, providing that the pool complies with the provisions of "the code" mentioned below.

FENCING OF SWIMMING POOLS

All new and renovated pools should be fenced in accordance with the Swimming Pool Act 1987 and the Building Code including a gate with a closing mechanism.

Existing pools will prevent access to children and unauthorised entry, except with the permission of the Board and through a lockable gate, and under supervision.

- Children are not permitted in the swimming pool area unless supervised by a person at least 16 years old.
- During any session when the pool is in use, there shall be at least one person designated as the swimming pool supervisor who will supervise the pool at all times.
- The pool gate should be securely closed at all times.
- Behaviour that could be considered dangerous such as running, pushing, holding under and screaming, is prohibited.
- All pool chemicals should be stored in a securely locked room. Keys will not be available to any unauthorised person.
- The quality of the pool water shall meet the requirements of the New Zealand standard 5826:1985 maintained by a qualified trained operator.
- Record sheets of testing, and treating the pool will be maintained.
- Operating instructions will be available to Pool Managers.

Transport (Nag 5)

- No child will be permitted to travel on any mode of transport during school hours, without written consent of that child's parent/guardian or caregiver, except in the case of an emergency. In the case of an emergency whenever possible the school will contact parents for verbal permission before transporting a child in a car.
- Consent must be in the form of a written note, which is to be retained by the school until the end of the school term.
- When private motor vehicles are used for school related journeys parents must have completed the school transport form and each vehicle must have:
 - A current vehicle registration.
 - A current Warrant of Fitness and the vehicle must be legally road worthy.
 - Both of the above must be clearly displayed in the vehicle.
- A safety belt must be provided and worn by each passenger, and a booster seat provided for students under seven years of age. The driver of the vehicle is responsible for ensuring all his / her passengers are wearing their safety belts correctly and a booster seat is available for under seven year olds.
- The driver of the vehicle must hold a current, full New Zealand drivers licence.
- Any adults in the vehicle must refrain from smoking whilst children are travelling in that vehicle to or from a school organized fixture.
- Where insufficient transport is available, alternatives will be:
 - · Cancel the outing/visit for all children.
 - · Make double trips.
 - · Hire a bus or other form of public transport.

Transport by Bus for school trips

- Students must be seated at all times.
- Adequate seating must be provided for all students.
- Students must not leave their seat until the bus has stopped.
- Buses used for transporting students must have a current Certificate of Fitness.
- All bookings for buses must be made through the office or by the staff member in charge of the trip.
- A minimum of one teacher must accompany each bus and ensure that all students are accounted for.
- Bus aisles must be kept clear of baggage.
- Students will be briefed by their teacher prior to the bus journey on the required standards of behaviour and bus safety procedures.

School Bus Transport to & from School

- The rules and regulations for bus transport assistance are set by the Education Act 1989 and are explained fully on the Ministry of Education's school transport website www.minedu.govt.nz/educationSectors/Schools/SchoolOperations/SchoolTransport

- The Board of Trustees takes the view that final responsibility for acceptable conduct of pupils on the bus rests with parents. The Board has the right to withdraw any child who offends from the service.
- Pupils eligible for transport assistance are those who are:
 - a) Aged under ten years and live more than 3.2km
 - b) Aged ten years and over, who live more than 4.8km from this school.
 - c) Disadvantaged through physical disability.
- Ineligible pupils are normally required to make their own way up to the nearest bus stop.
- If unable to access school bus transport, parents of pupils who meet any one of the three criteria (in point 3 above), may apply for a conveyance allowance. Application forms for this conveyance allowance are available from the school principal.
- The principal is responsible for:
 - Informing the MOE, or their agent, of extensions required or deletions to the bus route.
 - Dealing with any complaints regarding the conduct of St Joseph's School pupils.

Visitors (Nag 5)

- Signs requesting visitors report to the school office are posted around the school and the administration block is clearly marked. On reporting to the office, visitors are requested to sign in with the date and time of their arrival and receive a visitor's label to wear while on the school grounds.
- Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or her delegated representative.
- Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
- School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
- The principal must approve any non-workers attendance at school with the exception of parent helpers.
- Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo).
- When a parent is calling into the school during the hours of 8:45am - 2:45pm e.g. to drop something off to their child, they also need to check in at the school office first.

All of the above Procedures and Guidelines associated with Nag 5 are to be reviewed annually.

Last reviewed: May 2017