



## HEALTH & SAFETY PROCEDURES: - 2017

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Inglewood Primary School has developed and implemented procedures in the following areas to ensure that requirements for Health & Safety requirements are being met.

- Access To Buildings
- Accident Reporting
- Administering Medicine At school
- Alcohol & Drugs at School
- Animals at School
- Behaviour Management
- Bicycle Safety
- Blood Contamination
- Bus Transport
- Child Abuse (Sexual, Physical, Emotional, Verbal)
- Child vehicle restraints
- Civil Defence (See Emergency Procedures)
- Complaints
- Corporal punishment
- Crisis Management
- Cultural awareness
- Custodial access To Students
- Dental Care
- Diseases – Communicable
- Drugs
- EEO
- Emergency Procedures
- EOTC Risk Management
- Fair Play
- Food Handling
- Food & Nutrition
- First Aid
- Guidance Counselling
- Hazardous Substances
- Health & Safety
- Internet Safety
- Leaving the School Grounds
- Plant & Machinery safety
- Privacy
- Protected Disclosures
- Public Health Nurse
- Restraint of Pupils
- Safe Practice
- Sexual Harassment
- Smoke Free
- Sun safe
- Trauma
- Trespass
- Visitors To School

### **SUPPORTING SCHOOL DOCUMENTATION:**

- Accident Register
- Asset register
- Building Warrant Of Fitness
- Cleaning Schedules
- Codes of Practice
- Development Plans
- Emergency Procedures File
- Evacuation Notices
- Fair Play Codes
- Hazard Identification Notices
- Immunisation Register (*Debbie*)
- Incidents / Queries File
- Insurance Policies
- Internet License
- Internet Safety Agreement (*Needs Updating*)
- Key Register (*Debbie*)
- Medication Form
- MOE Gazette Notices & Circulars
- NAG 5 Policy
- Pandemic Planning
- Playground Equipment Checklist (*John*)
- Pool Operating Manual (*John*)
- Pool Operation Records (*John*)
- BOT Agenda (Principal Report)
- RAMS Forms – EOTC
- Safe Food Manual (*Vicki*)
- Smoke Free Agreement (*Vicki*)
- Strategic Plan
- Traumatic Incidents / Crisis Management Plans

## **ACCESS TO BUILDINGS**

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- Staff and other key holders will have access to relevant areas of the school.
- Contractors will arrange access through the school office or caretaker.
- All school users must ensure that the school is left locked and secure after use.
- Each school building block will have wheel chair access available.
- 'Hazard' areas i.e. swimming pool will have safety catches fitted.

## **ACCIDENT REPORTING:**

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- ***For these procedures a "serious accident" is seen as one that requires referral to a medical practitioner or other professional agency.***

**A school incident report form must be completed for all 'serious accidents' – This form is available in the template booklet by the copier.**

### **ACCIDENTS TO PUPILS:**

1. Staff should ensure details about accidents to pupils while at school are recorded. The accident register is to record all treatments other than matters regarded as minor. Do not administer any medication without referring to the school First Aid Officer/ Cultural Sports Co-ordinator or checking the medical list located on wall in the main medical kit.
2. Serious accidents/incidents, involving out of school medical assistance or of significant concern, are to be detailed further on a report sheet (***create this***) and this will be forwarded to the Principal and be available to the Board of Trustees. The Board Chairperson will be informed as a matter of course.
3. Parents of pupils who receive other than minor first aid treatment at school are to be informed.
4. An up to date file of medical conditions is maintained and displayed in the medical room cabinet as well as being noted in the pupils list located in the office.
5. Staff required to attend to an injured child should use the M1 medical card and also ensure that provision is made for the supervision of their class. It is desirable that a class is not left unattended for any length of time.
6. Sending Children Home  
The injured or unwell child is to be taken to the medical room and the child's home contacted by the office administrator or the teacher involved.
  - a) The school will have several contact numbers (contact list and on Assembly).
  - b) Arrangements for the child to be collected will be made
  - c) The child should not be left by themselves if injured
  - d) The office is to be informed in every case
  - e) On some occasions the child will be taken to the home
  - f) The class teacher is to be notified if a child from their room is sent home.
7. Serious Illness or Accident  
In some cases the child must not be moved. Consultation with other staff is imperative before particular treatment is commenced.
  - a) Parents/guardians are to be contacted
  - b) Ambulance service will be called as is necessary
  - c) The child is not to be left alone
  - d) A full report is to be completed as soon as possible.

### **Note:**

Failure to record an injury may result in an ACC claim being rejected by Inglewood Primary School

## **FIRST AID**

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- A designated person will be in charge of administering First Aid.
- First Aid will be budgeted for on an annual basis.
- Staff will obtain First Aid Qualifications as paid by the BOT. The cost of this will be met by the school.
- No school trip will proceed without the staff members having a current First Aid qualification.

## **ADMINISTERING MEDICATION AT SCHOOL**

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*These procedures refer to the taking / giving of all oral medications.*

### **Refer also to Document – Written Consent form**

1. The school should only be requested to administer medication during the school day when it is impossible for the parent or guardian to do.
2. Pupils are not to self-administer any pre-scribed medication at school. The school takes no responsibility should a pupil choose to do so.\*\*

\*\*The administering of asthma medications will be covered as a separate item within these procedures.

1. Medication will not be administered without the written consent and instruction of the parents / guardians of the pupil concerned.
2. Parents / caregivers make a request in writing for a pupil to be administered a medication by staff at school.
3. Once approved the medication shall be administered by a designated staff member.
4. The school will not give the first dose of any prescribed medication.
5. The exact dosage of the medication must be written on the form.
6. Prescribed medications are to be kept within a secure place within the administration area of the school.
7. Staff shall not be required to do anything that should be done by a medical professional.
8. In the case of medications not specifically prescribed by a qualified medical practitioner i.e. “off the shelf medicines” or homeopathic remedies the parent must also request the school to administer the medication and complete a request in writing.
9. Where cough drops or similar have been brought from home the school will take no responsibility for the child's consumption.
10. An entry will be made in the medication register recording each medication given by the staff member administering the medication.

### **ASTHMATICS:**

1. Asthmatics will be registered on the school's medical register.
2. Parents / caregivers may elect for their child to be responsible for looking after and administering their own medication. This must be done in writing. In such cases the school will exercise all due care and responsibility but will not be held responsible should the medication be lost or misused.
3. Where parents elect to have asthma medication kept and administered by the school the medication will be kept in a secure location within the administration area of the school.
4. It is not necessary for the administering of asthmatic's medication to be recorded unless specifically requested by the parent / caregiver.
5. Medication will be administered only to the person indicated and will not be shared by other students.

## **ALCOHOL & DRUGS ON SCHOOL PREMISES & AT SCHOOL ACTIVITIES:**

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- The use of drugs on school premises or in the school grounds is prohibited. This includes cigarette smoking. The school maintains a smoke free environment.
- The school will involve relevant agencies where the bringing to or use of drugs at school is suspected.
- The consumption of alcohol on school premises is prohibited during the hours the school is open for instruction to children.
- The BOT may approve the consumption of alcohol at adult functions provided that this is incidental to the main purpose for the gathering.
- The liquor distribution point and/or place of consumption must be well clear of roadsides and preferably outside the view of any passing public.

## **ANIMALS AT SCHOOL:**

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- An 'animal' is defined as any living creature with a backbone including land based and aquatic mammals, birds, fish and reptiles. Other living creatures such as spiders, worms and insects must also be treated with care.
- If appropriate care cannot be provided the animal is not to be kept at school.
- Animals kept in classrooms for observation must be housed and fed properly and returned to their natural habitat upon completion of the study.
- Animals captured on field trips must be returned to their habitat prior to leaving the area unless their proper care at school can be guaranteed.
- Responsibility for the welfare of animals rests with individual teachers.
- Animals must have the appropriate diet and access to water. Provision must be made for care over weekends and holiday periods.
- Animals must be kept in appropriate confinement and not be subjected to extremes of weather, noise, draft etc.
- Diseased or injured animals must be treated and must not be kept at school.
- Animals must be handled in such a way that they are not subject to stress or fear.

## **BEHAVIOUR MANAGEMENT:**

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***Expected standards of behaviour at Inglewood Primary School  
are expressed in terms of rights and responsibilities.  
These are set out in the Charter of Pupils Rights.***

A set of procedures for inappropriate behaviour is followed by all staff and is understood by pupils, parents and staff and the community.

These procedures have been decided on and agreed to in consultation with parents under the schools Positive Behaviour Initiative.

This initiative is outlined in a separate document and is integrated with the schools curriculum delivery policy.

Behaviour initiatives are managed by the school RAT's (REACH Action Team).

### **BEHAVIOUR CAUSING SERIOUS CONCERN:**

1. Remove the child from the situation in a manner appropriate to the circumstances.

2. At all times this should be in a calm, rational manner so as to calm both the victim and the aggressor.
3. Request assistance from a fellow staff member for reasons of verification and support.
4. Place the aggressor, when possible, in a safe place, and to remove any articles that may be a danger to the situation or if appropriate leave the child in the area and remove all other children.
5. Make any provision necessary for the victim of the situation having regard to their safety and well-being.
6. Contact the parent or caregiver of all parties involved and ask them to attend immediately.
7. Discuss the situation with the parent/caregiver and place the child in the care of them for an agreed length of time.
8. Principal to report verbally to the Board of Trustees Chairperson in regard to the situation as soon as convenient.
9. Complete a written report on a triplicate pad of the incident and file in the principal's office. This report to be available to Board of Trustees and other agencies if required. Fill in the shared google doc and place an attachment as a scanned file on Assembly Pastoral Care.
10. Contact the appropriate authorities for specialised assistance as is felt necessary.
11. Review with the parents/caregivers at an agreed time, future action to be taken.
12. When appropriate, enact the school behaviour management procedure.

## **BICYCLE SAFETY:**

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- We recommend that only students age 10 and older ride bikes to school.
- Any child riding a bike to school must have a signed permission form. These forms are available from the office.

## **BLOOD CONTAMINATION:**

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- It is standard practice to wear the gloves provided when treating open wounds – especially where blood is involved.

## **BUSES:**

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- The Office Manager is the delegated person with responsibility for Inglewood School buses.
- Children who travel on buses do so as eligible or ineligible persons.
- The responsibility for deciding who is eligible / ineligible rests with the Transport Officer, School Support. Decisions are made on the basis of MOE policy following a request on a standardised application form.
- Misbehaviour on school buses will place a students right to be transported in jeopardy.

## **CHILD ABUSE: Reference Vulnerable Children's Policy**

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- Child abuse may take a number of different forms: Physical, Sexual, Verbal, Emotional
- The school will respond to each and any of these forms of abuse.

1. When a child comes forward with a problem or concern, staff will be receptive and sensitive to the child so that the child feels listened to and believed.
2. Staff who have a concern or have been approached with a problem must discuss it with any member of the Child Abuse Panel, which is made up of the Principal, the Associate Principals and SENCo. No outside agency will be involved without the prior knowledge of the Principal.
3. In the case of a report from a third party, the school will note the complaint and refer it onto the REACH Leaders and MSD departments who may refer it to the appropriate agency.
4. In cases where the Child Abuse Panel identifies there is a concern the parents will be informed, except where the child's welfare is likely to be threatened.
5. The school will use the most appropriate agency for sexual abuse and the most appropriate agency for physical abuse and/or neglect. A mandatory report to CYF will be submitted.
6. Whichever agency is involved in the cases will be responsible for informing parents as they have the skills to handle the situation in the most appropriate way to support the child.
7. The school will continue to monitor progress and ensure that appropriate assistance is given to the child.
8. Appropriate ongoing teacher and student training will be given. Keeping Ourselves Safe, self-esteem, Life Education units will be taught as part of the Health and PE curriculum to increase children's assertive skills in dealing with an uncomfortable situation and to help raise teachers consciousness of the issues. At least one staff meeting each year will address this issue.

#### **Procedures:**

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

#### **CHILD VEHICLE RESTRAINTS:**

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- Where possible, an approved child restraint for all students under the age of 7 is mandatory.
- For children under 8 an approved child restraint is mandatory if they are available in a vehicle. (LTA, Road User, Clause 7.6 and 7.11(5) apply if no restraint available - 7.7 for 7 year olds)
- All students travelling in vehicles must be restrained by adequate/approved seat belts and all vehicles to have

current Warrant of Fitness and current Registration.

- <http://www.nzta.govt.nz/traffic/students-parents/child-restraints.html#reqs>
- P:\Inglewood data\Inglewood\Policy - Procedures\Current Policy - Procedure\NAG 5\Changes to child restraint laws.docx
- Child restraint law change pamphlet - P:\Inglewood data\Inglewood\Policy - Procedures\Current Policy - Procedure\NAG 5

## **CIVIL DEFENCE:**

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- Procedures are covered under Emergency Procedures

## **COMPLAINTS:**

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- The Board is required to be a good employer and all complaints in the industrial and personnel area will be dealt with on that basis.
- Where there is a complaints procedure set down in a relevant Employment Agreement this will take precedence over and school procedures.

**The principles of natural justice will be firmly and fairly adhered to in dealing with all complaints.  
Natural justice is the obligation to act fairly and reasonably.  
A person's explanation must be heard fairly and competently.**

- Complaints should in the first instance be addressed to the person directly involved in the issue. Both parties should endeavour to find a reasonable solution at this stage.
- If a complaint concerns a child the caregiver must make the first approach to the employee concerned.
- If the issue is unable to be settled or it is inappropriate to approach the employee the matter should be raised with Team Leaders / Associate Principals and or the Principal.
- These persons will endeavour to find a reasonable solution. Before considering the complaint the Principal may ask for the complaint to be put in writing along with any supporting documentation.
- A complaint involving the Principal will if appropriate be taken in the first instance to the Principal.
- A complain concerning a Board member will, if appropriate be taken in the first instance to the Chairperson.
- If the complainant is not satisfied with the handling of the complaint it will be referred to the Board of Trustees.

Note:

- All complaints to the Board must be in writing and signed with supporting documentation if appropriate.
- The complaints will be addressed to the Board through the Chairperson.
- The requirement for a written complaint does not preclude the parties making any or further oral submissions if invited to do so by the board.
- The receipt of all written complaints will be acknowledged in writing by the Board.
- Where appropriate complaints, disciplinary issues or competency issues regarding employees will be dealt with under the provisions of the relevant Employment Contract.
- Further procedures for dealing with complaints to the Board will be decided by the Board as may be appropriate in each case.
- The Board's decision will be final.
- Any person directly involved in or with a vested interest should not be included in any final determination.

## **CORPORAL PUNISHMENT:**

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- There will be no corporal punishment at Inglewood Primary School.

## **CRISIS MANAGEMENT:**

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

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

It is important to avoid an atmosphere of 'romantic tragedy' in the school by not dramatising a suicide. Such a death will be referred to as a desperate sad event. In the event of suicide the deceased will be referred to as a desperate, stressed, lonely, alienated person who took an irreversible choice.

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

### **BOT/Principal Tasks:**

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

### **Traumatic Incident Team:**

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

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

### **Traumatic Incident Team Tasks:**

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

### **External Communication**

- Appoint family liaison person according to culture / religion family wishes information visiting



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

### **Media**

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

### **Child Support**

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

### **Staff Support**

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

### **Are children to be collected?**

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

### **Funeral Arrangements / Belongings**

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

### **Agency / Community Involvement**

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

### **Debriefing**

- Staff come together
- Principal debriefing – with an appropriate person
- Reminders about the roles
- Check on well being of all staff, BOT

### **Plan For The Next Day**

- Staff, Traumatic Incident Team meet
- Consider children returning to school
- Consider children who have not been at school or children returning from camp
- Maintain normal structures
- Continuation of support systems

## **CULTURAL AWARENESS:**

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- The school will make every effort to ensure that all cultures are recognised and that cultural beliefs are taken into consideration in the decision making process.

## **CUSTODIAL ACCESS TO STUDENTS:**

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

## **DENTAL CARE:**

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- Dental care for students is carried out by dental therapists at an on-site clinic.
- The clinic will communicate with parents / caregivers directly regarding appointments and treatment.

## **DISEASES: (Communicable)**

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### **Support**

1. Children with infections such as HIV and Hepatitis B should be able to participate in all school activities to the extent that their health permits.
2. Should their health deteriorate, special programmes or inter-agency support may be necessary so the child can remain at school.

3. Parents of children with infectious diseases will be invited to disclose this information to the principal so that the school staff can work with parents to provide fair and equitable support and the following people who need to know may be informed:
  - a) all teaching staff
  - b) any teacher aide likely to mix with the child
  - c) the Board of Trustees Chairperson

Any information will be shared in confidence. Those who have such information are subject to Principle II of the Privacy Act 1993.

### **Education**

1. The Board will provide opportunities for all staff to participate in professional development in health and safety, especially administering first aid and dealing with a child who is bleeding.
2. Health education delivery programmes based on Health and Physical Education in the N.Z. Curriculum should develop knowledge, understanding, skills and attitudes necessary to deal confidently with infectious diseases. Consultation with parents may be desirable when developing these programmes.
3. Basic hygiene and infection prevention procedures will be reviewed from time to time in class and at school assembly.
4. From time to time opportunities will be given to parents to be informed about infectious diseases in general by a health professional. Talks may cover a description of the disease, its transmission and preventative procedures at home and school.

### **Transmission Management**







5. Immunisation information will be collected on the enrolment form for every child born from January 1995 as required by the Health (Immunisation) Regulations 1995. This form will be stored in a folder in the principal's office.
6. At enrolment a table of guidelines for exclusion from school of children with common infectious diseases will be given to parents. This will also be attached to an early newsletter each year. These guidelines are attached.
7. Using Section 19 of the Education Act 1989 the principal may exclude a student who may have a communicable (infectious) disease. Paragraph 1 (b) states that a communicable disease is one within the meaning of the Health Act 1956. The schedules of these are attached.
8. Materials will be provided and procedures carried out to reduce infection risk.
  - i. Nose tissues will be provided in classrooms
  - ii. Soap and warm water will be provided at basins in toilets (**check**)
  - iii. Cleaning checks will be done monthly (**John**)
  - iv. First Aid supplies will be checked at the end of each term and replaced as necessary (**Mia**)
  - v. Disposable gloves must be available at all times in all First Aid kits.
9. While under the authority of the school, a child must not administer first aid to another child. Plasters and ice packs for office monitors are the exception.
10. At the beginning of each year staff will review the safety procedures for dealing with blood and this information will be prominently displayed in the first aid room.
11. Immunisation of staff against Hepatitis B is encouraged.
12. Parents of students who have a greater risk of infection because of an infectious disease will be informed when there are outbreaks of other infections amongst students at the school.
13. School staff will co-operate with public health authorities in outbreak control.

### **Contingency Management**

When the attendance at school of a student with an infectious disease becomes public knowledge, the Board and staff will -

- a) Direct all enquiries to the Board of Trustees Chairperson or the Principal.
- b) Immediately review the relevant sections of the Privacy Act 1993 especially Principle II, Limits on disclosure of personal information and the school's Privacy Policy.
- c) Invite health professionals to talk to community, parents and students.
- d) Offer counselling, health checks or any other support that may be required.

## Guidelines for exclusion from schools of children with an infectious disease

Condition	This disease is spread by	Early Symptoms	Time between exposure and sickness	Exclusion from school, early childhood centre, or work*
<b>Rashes and skin infections</b>				
<b>Chickenpox</b> 	Coughing, sneezing and contact with weeping blisters.	Fever and spots with a blister on top of each spot.	10–21 days after being exposed.	1 week from appearance of rash, or until all blisters have dried.
<b>Hand, foot and mouth disease</b>	Coughing, sneezing, and poor hand washing.	Fever, flu-like symptoms – rash on soles and palms and in the mouth.	3–5 days	Exclude until blisters have dried. If blisters able to be covered, and child feeling well, they will not need to be excluded.
<b>Head lice (Nits)</b>	Direct contact with an infested person's hair.	Itchy scalp, especially behind ears. Occasionally scalp infections that require treatment may develop.	N/A	None, but ECC/school should be informed. Treatment recommended to kill eggs and lice.
<b>Measles</b> 	Coughing and sneezing. Direct contact with an infected person. Highly infectious.	Runny nose and eyes, cough and fever, followed a few days later by a rash.	7–18 days	5 days after the appearance of rash. Non-immune contacts of a case may be excluded.
<b>Ringworm</b>	Contact with infected skin, bedding and clothing.	Flat, ring-shaped rash.	4–6 weeks	None, but skin contact should be avoided.
<b>Rubella (German Measles)</b> 	Coughing and sneezing. Also direct contact with an infected person.	Fever, swollen neck glands and a rash on the face, scalp and body.	14–23 days	Until well and for 7 days from appearance of rash.
<b>Scabies</b>	Contact with infected skin, bedding and clothing.	Itchy rash.	4–6 weeks (but if had scabies before it may develop within 1–4 days)	Exclude until the day after appropriate treatment.
<b>School sores (impetigo)</b>	Direct contact with infected sores.	Blisters on the body which burst and turn into scabby sores.	Variable	Until sores have dried up or 24 hours after antibiotic treatment has started.
<b>Slapped cheek (Human parvovirus infection)</b> 	Coughing and sneezing. The virus may be passed from mother to child during pregnancy.	Red cheeks and lace-like rash on body.	4–20 days	Unnecessary unless unwell.
<b>Diarrhoea &amp; Vomiting illnesses</b>				
<b>Campylobacter</b> <b>Cryptosporidium</b> <b>Giardia</b> <b>Salmonella</b> 	Undercooked food, contaminated water. Direct spread from an infected person or animal.	Stomach pain, fever, nausea, diarrhoea and/or vomiting.	Campylobacter 1–10 days Cryptosporidium 1–12 days Giardia 3–25 days Salmonella 6–72 hours	Until well and for 48 hours after the last episode of diarrhoea or vomiting. <b>Cryptosporidium</b> – do not use public pool for 2 weeks after symptoms have stopped. <b>Salmonella</b> – Discuss exclusion of cases and contacts with public health service.
<b>Hepatitis A</b> 	Contaminated food or water, direct spread from an infected person.	Nausea, stomach pains, general sickness. Jaundice a few days later.	15–50 days	7 days from the onset of jaundice.

Condition	This disease is spread by	Early Symptoms	Time between exposure and sickness	Exclusion from school, early childhood centre, or work*
<b>Diarrhoea &amp; Vomiting illnesses continued</b>				
<b>Norovirus</b>	Contact with secretions from infected people.	Nausea, diarrhoea/and or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
<b>Rotavirus</b>	Direct spread from infected person.	Nausea, diarrhoea/and or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
<b>Shigella</b>	Contaminated food or water, contact with an infected person.	Diarrhoea (may be bloody), fever, stomach pain.	12 hours-1 week	Discuss exclusion of cases and their contacts with public health service.
<b>VTEC/STEC</b> (Enterohemorrhagic or shiga toxin-producing E. coli)	Contaminated food or water, unpasteurised milk. Direct contact with animals or infected person.	High incidence of bloody diarrhoea, stomach pain. High rate of hospitalisation and complications.	2-10 days	Discuss exclusion of cases and their contacts with public health service.
<b>Respiratory infections</b>				
<b>Influenza and influenza-like illness (ILI)</b>	Coughing and sneezing. Direct contact with infected person.	Sudden onset of fever with cough, sore throat, muscular aches and a headache.	1-4 days (average about 2 days)	Until well.
<b>Streptococcal sore throat</b>	Contact with secretions of a sore throat. (Coughing, sneezing etc.)	Headache, vomiting, sore throat. An untreated sore throat could lead to Rheumatic fever.	1-3 days	Exclude until well and/or has received antibiotic treatment for at least 24 hours.
<b>Whooping cough (Pertussis)</b>	Coughing. Adults and older children can pass on the infection to babies.	Runny nose, persistent cough followed by "whoop", vomiting or breathlessness.	5-21 days	Five days from commencing antibiotic treatment or, if no antibiotic treatment then 21 days from onset of illness or until no more coughing, whichever comes first.
<b>Other infections</b>				
<b>Conjunctivitis (Pink eye)</b>	Direct contact with discharge from the eyes or with items contaminated by the discharge.	Irritation and redness of eye. Sometimes there is a discharge.	2-10 days (usually 3-4 days)	While there is discharge from the eyes.
<b>Meningococcal Meningitis</b>	Close contact with oral secretions. (Coughing, sneezing, etc.)	Generally unwell, fever, headache, vomiting, sometimes a rash. <b>Urgent treatment is required.</b>	3-7 days	Until well enough to return.
<b>Meningitis - Viral</b>	Spread through different routes including coughing, sneezing, faecal-oral route.	Generally unwell, fever, headache, vomiting.	Variable	Until well.
<b>Mumps</b>	Coughing, sneezing and infected saliva.	Pain in jaw, then swelling in front of ear and fever.	12-25 days	Exclude until 5 days after facial swelling develops, or until well.

## EEO

- No action, policy or procedure within the school employment area will interfere with or to be to the detriment of any particular gender, race, religion or belief.
- The school will operate within equal opportunities guidelines when employing staff

## EMERGENCY PROCEDURES

- Copies of the emergency evacuation procedures will be displayed in all rooms.
- Evacuation drills will be carried out once per term and reported on to the BOT.

## EOTC RISK MANAGEMENT:

- Procedures have been defined for the requesting, planning and approval of all outdoor education activities.
- These procedures will be communicated and made available to staff through staff meetings and staff information notes.
- No outdoor education activity will proceed without prior approval being granted and a risk analysis management being completed and will be in adherence with 2016 Health & Safety Amendments.

## FAIR PLAY FOR PLAYERS / COACHES /SPECTATORS

Children, coaches, parents and teachers have a right to enjoy all sporting events in a positive manner. This will happen best when children, teachers, coaches and parents show respect for the opposition, other team members, the

officials and the rules of the game. Children, coaches, parents and teachers need to be responsible for their own actions and demonstrate fair play at all times.

### **OUR AIM IS:**

- To encourage participation and enjoyment in sport.
- To encourage respect for team members, coaches, the opposition, the officials and the rules of the game.
- To encourage dignity in both winning and losing.
- To acknowledge children who demonstrate fair play in sport.
- To develop a positive attitude where children give their best.

### **GUIDELINES:**

- Play hard but fair.
- Abide by the rules of the game.
- Respect the decision of the official, teacher or coach in charge of the game.
- Keep your cool – no matter what.
- Show respect towards all players.
- Be humble in winning and gracious in defeat.
- Children's fair play will be recognised.

### **WHEN WELCOMING OR VISITING ANOTHER SCHOOL:**

- Model our REACH values
- Represent your school with pride.
- Be on your best behaviour, both on and off the sports field.
- Remember your manners.
- Remember to thank the opposition team, coach and the referee or umpire of the game.
- When playing at home greet your visitors, show them to the appropriate place and provide refreshments after the game.

### **FOOD & NUTRITION:**

- Healthy food options are promoted and encouraged in accordance with the Heart Foundation Healthy tick and 5+A Day.
- Programmes of study are done in accordance to the implementation plans which are reviewed. These include Life Education Trust programmes, 5+A Day, Iron Brion and Curriculum In Action Units(MOE).
- Support where necessary is available through the Health Nurse, Foundations and TDHB.
- Healthy snacks and consumption of water are encouraged in the classroom and some provisions are made for this (time slot, popcorn available at times).

### **FOOD HANDLING:**

- All food handled at school will be done so in accordance with the directions contained in the Food Regulations folder.
- This folder is located in the Principal's office.

### **GUIDANCE COUNSELLING:**

- The school will provide guidance counselling through staff, the attached RTLB and any other agency deemed necessary.
- Parents will be informed of instances where counselling is advised and all necessary permission obtained prior to counselling being given.
- The school is the advocate for the child and it is recognised that on occasions it may receive information from students that requires it to seek agency advice prior to contacting families.

### **HAZARDOUS SUBSTANCES**

- A register of hazardous substances detailing Science Chemicals and Caretaking & Pool Equipment is kept in the Science Resource Area and the Caretakers Shed.
- All Hazardous Substances are isolated away from pupils
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## **HEAD LICE:**

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- If a teacher suspects that a child has Head Lice or Heal Lice eggs then the following procedures apply:  
 A standardized school letter is sent home to all parents of children in that class.  
 If this does not help the teacher will check children's' hair discreetly through observation.  
 Once that child is identified the parents are rung to collect their child for treatment.

## **HEALTH AND SAFETY**

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The Board of Trustees will meet the requirements or obligations placed upon it by the Health and Safety in Employment Act 1992 by:

1. Identifying actual and potential hazards
2. Eliminating, isolating, and/or isolating significant hazards
3. Providing advice and/or education about significant hazards
4. Monitoring exposure to hazards
5. Ensuring that all employees are adequately trained in the safe use of plant and equipment
6. Providing protective clothing and equipment where needed
7. Developing procedures for dealing with emergencies within the school
8. Providing for a process whereby employees and students are encouraged to report any hazard or potential hazard. Hazards are to be reported to the school office administrator or principal.
9. Ensuring compliance with the Ministry of Education Code of Practice for physical standards of Health and Safety (with notification to the District Property Manager, Ministry of Education, where minimum standards prescribed in the Code cannot be met)
10. Ensuring that new employees are fully informed of health and safety requirements

### **IMPLEMENTATION**

1. Employees are to be given the opportunity to be involved in the development of procedures to implement this policy
2. Existing and potential hazards will be systematically identified through a regular formal process which will include a physical inspection of the school site, buildings, and equipment, and the opportunity for employees/students to contribute in the identifying process
3. Where a significant hazard(s) is identified, and is unable to be reasonably eliminated notification of the hazard(s) and of action taken or required will be given to employees, students, and other relevant persons, including contractors
4. All contractors engaged on work for or on behalf of the school will be required to have health and safety performance requirements contained in their contract and identify hazards in writing. In particular, the board will need to be satisfied that the contractor is competent to carry out work safely, and will use appropriate equipment

that is properly maintained

5. Emergency procedures will be developed and prominently displayed throughout the school.
6. A review of emergency procedures will be carried out annually. Emergency drills will be practiced each term.
7. The board will ensure that all employees and students (as relevant) are familiar with hygiene and safety requirements as they may relate to such things as:
  - safety in the use of school facilities and/or equipment
  - safety through the use of correct procedures in dealing with
  - bleeding, blood spills, bodily fluids, infections, and the like
8. The board will require all employees, students or other person(s) such as contractors to make full use of protective clothing or other safety/protective gear where the use of such is required to eliminate, minimise, or isolate hazards, or where provision of such is provided for under an employment contract
9. The board will take all practicable steps to ensure that employees are either sufficiently experienced to undertake their work in a safe manner, or otherwise supervised by an experienced person, to ensure that any employee does not harm him or herself while at work, or harm any other person while at work, including students, members of the public, or other visitors to the school
10. The board will ensure that training is available in safe practices and in the safe use of equipment
11. The board will maintain an accident register at the school office to enable all accidents, where someone was or might have been harmed, to be recorded
12. All instances of serious harm to employees will be reported to the Occupational Safety and Health Service of the Department of Labour.
13. The board will ensure that the register of accidents is reviewed at least once every six months to identify any possible trends that might be developing
14. The board will ensure that all new employees are informed of:
  - the Health and Safety Policy of the school
  - hazards the employee may be exposed to while at work
  - hazards the employee may create which could harm other person(s)
  - how to minimise the likelihood of these hazards becoming a source of harm to others
  - emergency procedures
  - the location of safety equipment and of requirements (contractual or otherwise) to use equipment supplied by the employer



## **INTERNET SAFETY:**

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**Refer to document Internet Safety Agreement – All school pupils who access the internet must complete this form prior to access being granted.**

- Use of the Internet facilities at this school is strictly for educational purposes.
- This includes personal use and use for professional development of staff.

**Staff use of the Internet:** \*Staff ' includes all school personnel both teaching and non-teaching.

- Training for staff who wish to use these facilities is available through the teacher responsible for Computers / Information and Communication Technology and is **essential** for the safety and protection of staff, students and equipment.
- Students will need to be directed to sites on the Net, rather than surfing, which is why staff members **must** gain experience using the Internet before letting their students use it.
- Staff members must sign a copy of this School Internet Policy or a Staff Internet Use Agreement before using the Internet themselves, indicating they are aware of the details of this Policy. This documentation will be kept on file by the school.
- Staff can have individual Internet E Mail accounts set up for them if they wish and facilities permit.
- In consultation with the Computer/ Information & Communication Technology leader, staff can request website links be placed to provide quick access to particular sites.

### **Student Use of Internet**

\*Student can be any young person whether or not a student of the school. For example a teacher's child can use the School Internet facilities only after signing the Student Computer and Internet Use Agreement and under supervision approved by the teacher in charge.

- All students must sign the School Computer and Internet Use Agreement AND have the signed permission of a parent/ caregiver before using the Internet at school. These documents will be kept on file.
- A teacher must be in the room whenever a student uses the Internet, ie a student cannot be sent to the computer room to use the Internet unsupervised. This also applies to any special use before or after school hours.
- Any student may have an Internet mail account, but this is to be set up via a http Internet mail provider such as Hotmail.
- Students can use the Internet only during class time unless given special permission, in which case a teacher must supervise.

Any use of the Internet other than that specified here e.g. by staff or student's family, or use after hours, must be with the agreement of the teacher in charge of Computer/ Information Technology and under supervision approved by that teacher.

### **Safety Issues:**

- Filtering software will be deployed on terminals that access the Internet.
- The Internet Safety Policy will be clearly displayed within the school.
- The school will continue to refine methods of improving safety on the Internet.

## **LEAVING THE SCHOOL GROUNDS:**

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- The boundaries of the school grounds are defined by the fence perimeter.
- Students must at all times obtain permission from a staff member and a relevant pass before leaving the school grounds.
- Students leaving the grounds for special reasons are not to be accompanied by friends unless there is a specific request from the family and both families are aware.

## **PLANT & MACHINERY SAFETY:**

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- The school undertakes to maintain all plant and machinery in good working order.
- Staff will be shown how to use school equipment in a safe and correct manner.
- It is expected that machinery and equipment brought onto the school site will be in good repair and working order and that contracting staff will be instructed in the correct use of such machinery / equipment.
- This will be a requirement prior to entry to the school site.

## **PRIVACY:**

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Inglewood Primary School will promote and protect individual privacy with regard to:

- a. the collection, storage, use and disclosure of information relating to individual students
- b. access by each individual to information relating to that individual held by the school

and will ensure that the school's procedure comply with the Information Privacy Principles contained in the Privacy Act 1993.

The following school procedures shall apply with respect to the Information Privacy Principles contained in the Privacy Act 1993:

### **Purpose of collection of personal information:**

Personal information will be collected only for a purpose connected with the function of the school, and only where collection is necessary for that purpose.

### **Source of personal information:**

As far as is practicable, personal information will be collected from a parent or the adult concerned.

### **Collection of information from individuals:**

When collecting personal information from an individual, reasonable steps will be taken to ensure that the person is aware of:

- the fact that information is being collected and the purpose of collection
- the intended recipients of the information
- the consequences of refusing to provide the information
- the right of access to and correction of personal information

### **Manner of collection of personal information:**

Personal information will not be collected by unlawful, unfair or unreasonably intrusive means

### **Storage and security of personal information:**

Reasonable steps will be taken to ensure that all personal information is protected against loss, unauthorised access and misuse

### **Access to personal information:**

Individuals are entitled to access information about them that is held by the school in a readily retrievable form

### **Correction of personal information:**

Individuals are entitled to request correction of personal information

**Accuracy etc. of personal information:**

The school shall take reasonable steps to ensure that information used is accurate, up-to-date, complete, relevant and not misleading

**Agency not to keep personal information for longer than necessary:**

The school will not keep personal information for longer than is necessary for the purposes for which the information may lawfully be used

**Limits on use of personal information:**

The school will not use personal information collected for one purpose for any other purpose

**Limits on disclosure of personal information**

The school will not disclose personal information to any other party unless disclosure is one of the purposes, or is directly related to the purposes for which the information was obtained.

**Unique identifiers:**

The only "unique identifier" that shall be used by the school shall be an individual student's "Enrolment Number".

All personal information stored on school computers will be password-protected programmes - with access on a "need-to-know" basis.

**PRIVACY OFFICER:**

The Privacy Officer's duties are to:

- Encourage compliance by the School with the 12 privacy principles.
  - Deal with access and correction requests made to the School.
  - Assist the Privacy Commissioner in relation to the investigation of complaints.
  - Otherwise ensure compliance by the School with the Act.
1. Provide internal procedures for dealing with access requests.
  2. Annually review all personal information the school currently holds to ensure that:
    - It is securely held.
    - It is accurate and up to date.
    - Redundant information is deleted.
    - Unique identifiers (ID numbers) are adopted for individuals only where appropriate.
  3. Review the procedures for obtaining personal information (including stationery and forms) in order to ensure that:
    - The requirements of the Act are complied with.
    - The "purpose of collection" is sufficiently widely defined and established.
    - All consents and authorisations necessary to allow all proposed uses of information are obtained at the time of collection.
    - Any consents and authorisations necessary to obtain information from third parties, including other schools, are obtained.
  4. Review current or proposed uses of personal information to ensure that the use is consistent with the purpose of collection and that use will not breach the principles in future.
  5. Review procedures for release of personal information to ensure that:
    - Appropriate consents are obtained prior to release; or
    - The statutory obligations are otherwise complied with.
  6. Ensure that school staff stay current in their understanding of their obligations under Privacy Act.
  7. Provide an annual statement to the Board outlining result of audit against the requirements of the Act.

**PROTECTED DISCLOSURES:**

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The purpose of these procedures is to provide information and guidance to employees of the school who wish to

report serious wrongdoing within the school.

The procedures are issued in compliance with the Protected Disclosures Act 2000 and will apply from 1 January 2001.

The procedures consist of:

1. A definition of a protected disclosure
2. A definition of serious wrongdoing than can be the basis for a protected disclosure by an employee
3. Conditions for disclosure
4. Information on who can make a disclosure
5. Protections for employees making disclosures
6. A procedure by which an employee can make a disclosure

### **What is a Protected Disclosure**

A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

### **Definition of Serious Wrongdoing**

Serious wrongdoing for the purposes of this policy includes any of the following:

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

### **Conditions for Disclosure**

Before making a disclosure the employee should be sure the following conditions are met:

- the information is about serious wrongdoing in or by the school; and
- the employee believes on reasonable grounds the information to be true or is likely to be true; and
- the employee wishes the wrongdoing to be investigated; and
- the employee wishes the disclosure to be protected

### **Who can make a disclosure**

Any employees of the school can make a disclosure. For the purposes of this policy an employee includes:

- Current employees and principal
- Former employees and principals
- Contractors supplying services to the school

### **Protection of employees making disclosures**

An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:

- may bring a personal grievance in respect of retaliatory action from their employers;
- may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
- are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure;
- will, subject to Clause 5 of the Procedure, have their disclosure treated with the utmost confidentiality.

The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

### **Procedure**

Any employee of Inglewood Primary School who wishes to make a protected disclosure should do so using the following procedure.

1. **How to submit a disclosure:**  
The employee should submit the disclosure in writing using the attached form
2. **Information to be contained:**

The disclosure should contain detailed information including the following:

- the nature of the serious wrong doing
- the name or names of the people involved
- surrounding facts including details relating to the time an/or place of the wrong doing if known or relevant.

**3. Where to send disclosures:**

A disclosure must be sent in writing to the Principal who has been nominated by the Inglewood Primary School Board of Trustees under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose OR

If you believe that this person is involved in the wrong-doing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to The BOT Chairperson.

**4. Decision to investigate:**

On receipt of a disclosure the Principal / Chairperson must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the Principal / Chairperson or arranged by him/her as quickly as practically possible, through an appropriate authority.

**5. Protection of disclosing employees name:**

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report the Principal / Chairperson will make every endeavour possible not to reveal information than can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- to ensure an effective investigation
- to prevent serious risk to public health or public safety or the environment
- to have regard to the principals of natural justice

**6. Report of investigation:**

At the conclusion to the investigation the Principal / Chairperson will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to all parties involved in the disclosure.

**7. Disclosure to an appropriate authority in certain circumstances**

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- the person in the school responsible for handling the complaint is or may be involved in the wrongdoing; or
- immediate reference to another authority is justified by urgency or exceptional circumstances; or
- there has been no action or recommended action within 20 working day of the date of disclosure

**Appropriate Authorities include (but are not limited to):**

- |  |  |
|--|--|
| • Commissioner of Police                         | • Solicitor General                            |
| • Contoller and Auditor General                  | • Parliamentary Commiss. for the Environment   |
| • Director of the Serious Fraud Office           | • Police Complaints Authority                  |
| • Inspector General of Intelligence and Security | • State Service Commissioner                   |
| • Ombudsman                                      | • The head of every public sector organization |
| • Health and Disability Commissioner             | •  |

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**PUBLIC HEALTH NURSE:**

- The Public Health Nurse visits the school on a fortnightly basis every Monday.
- Teachers with any concerns will write them in a notebook kept in the school office. The Nurse checks this on arrival and follows up any concerns.

## **RESTRAINT OF STUDENTS:**

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- The school is currently formulating agreed and lawful procedures regarding the restraint of pupils should this become necessary.
- The draft procedures are attached.
- These will not come into effect until staff have received appropriate in-service and training.

## **SAFE PRACTICE**

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*All staff must employ "safe practices" when working with children*

### **Education Outside the Classroom**

1. Ensure that preparation for events outside the classroom includes clear information to parents, caregivers and students regarding supervision, medical treatment, sleeping arrangements, washing/bathing.
2. Ensure parent/helpers are informed of their responsibilities and how to handle situations so that their integrity is not compromised.
3. Ensure that whatever the situation, you are not alone with a student. (An exception would be in an emergency when someone has gone for help).

### **Medical Conditions**

4. Inglewood Primary School will have staff members specially trained in first aid and a comprehensive first aid kit.
5. Teachers will be informed of students with allergies or medical conditions and what is necessary to assist the student.
6. For minor injuries or abrasions attend to the student immediately in the same way a responsible parent or caregiver would and in the presence of other students or another staff member.
7. Ensure monitors, another staff member, or witnesses are present when assisting or comforting a student who is seriously injured. Only qualified first aiders should examine the student. Immediately contact a parent, caregiver, doctor or the ambulance service.
8. The administration of medicine should be the responsibility of the students parent, caregiver or doctor unless permission in writing has been received.
9. Only administer medicine in life-threatening situations when you and another staff member have been consulted by a parent or caregiver and you have accepted responsibility in accordance with school policy. Make sure you have the necessary knowledge to administer medicine and do so in the presence of another person. Keep a written record. Contact the students parent, caregiver or doctor immediately in an emergency.
10. Do not transport a sick or injured student on your own unless in an emergency.
11. Note Wear protective clothing such as smocks and disposable gloves when giving first aid.

### **Restraint of Students**

1. Learn to use anger management and classroom skills to isolate and restrict students from injuring themselves.
2. Learn appropriate ways to restrain students. Involve the Principal and contact support agencies (e.g., Special School, Special Education Service staff).
3. If the situation cannot be controlled in any other way, physically restrain the student as appropriately as possible and seek other staff/adult assistance.

### **Searching of Students**

1. Do not body search students as this could lead to allegations of physical or indecent assault.
2. If it is necessary to undertake a search of property because you suspect theft, drugs or dangerous weapons involve the principal or a senior member of staff to supervise.
3. Tell the student what you are looking for.
4. Ask the student to tell you where the item is.
5. Get the student to check all likely places for the item e.g. empty out your bag, desk, locker.
6. Ask the student to empty out his/her pockets and if the student is wearing a jacket ask him/her to remove it.
7. Ask the student to put onto the table anything they have tucked away in their clothing.
8. If this is not successful, involve the police and the parent/caregiver.

### **Attacks on Staff/Intimidation**

1. Try to protect yourself without causing injury to the student or adult involved.
2. Move away or restrain the student if this is possible.
3. Get assistance immediately.
4. Report to the Principal.

### **Toileting**

1. This is not a regular job expected of all teaching or support staff, but may happen from time to time, e.g. accidents, stomach upsets. Ensure other staff know you are toileting a student.
2. Only trained support staff such as teacher aides should take on these tasks.
3. Where students require assistance, involve the parents/caregivers and outside agencies such as public health nurse, Special Education Service or a local school for the Intellectually Handicapped who can assist.

### **Being Alone with a Student**

1. Avoid situations where you are alone with a student, including pupil monitors/helpers.
2. If you are alone with a student use extremely careful judgment.

### **Counselling a Student**

1. When you are counselling a student ensure that the place is not closed off from other people seeing into the room.
2. Parents and caregivers must be advised that a student is receiving 1:1 learning such as Reading Recovery.

### **Transporting a Student**

1. Staff should avoid transporting a student on their own at all times.
2. Pupils should at all times wear seat belts.

### **Discipline**

1. There is no place for corporal punishment in schools.
2. Once a situation is defused it is often useful to allow some time to elapse before assessing what action should be taken.
3. Never discipline in anger as this can lead to unprofessional and unlawful actions.

4. Any disciplining of a child should be done in the presence of a witness.

### **Sexual Harassment of Students by Staff**

1. This is totally unprofessional, unacceptable and unlawful.
2. We have a policy in place to ensure effective procedures that are known to students to enable a means of support and complaint.

### **Sexual Harassment of Staff by Students**

1. Avoid situations where this is likely to occur or remove yourself from the situation and immediately report the student's behaviour to the Principal or other appropriate person.
2. Maintain professional conduct and a professional image.
3. If you are being sexually harassed by a student tell the student why the behaviour is unacceptable and must stop.

### **Physical Education**

1. Physical contact can occur in assisting movement and safety in gymnastics or teaching positioning skills in coaching sports or when dancing or teaching swimming.
2. At all times use care regarding physical contact with students.
3. Encourage students to change and dress themselves.

### **Special Education Needs**

1. Some students with special needs have a very affectionate nature and express themselves freely e.g. hold your hand, put their arms around you or other students.
2. In consultation with parents, students should have the situation explained so that special needs students do not feel rejection when action is taken. Staff should gently remove themselves from the contact with the student without appearing to reject the student.
3. When a female student requires physical assistance with sanitary hygiene (menstruation) only trained staff or parents/caregivers are to assist.

### **Physical Contact with Students and its Cultural Acceptability**

1. Some cultures frequently use affection and positive physical contact.
2. Regardless of a student's cultural customs staff must avoid inappropriate physical contact.

### **Complaints/Discipline**

1. Unprofessional behaviour towards students by staff may involve action being taken in accordance with the complaints and discipline procedures contained in the relevant collective employment contract.
2. Serious misconduct may lead to suspension or instant dismissal and/or police investigation
3. Acts of indecent or physical assault will, if proven, result in a conviction and imprisonment, de-registration and loss of career.

## **SEXUAL HARRASSMENT:**

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***A person has been sexually harassed if another person in the school environment makes a request of that person for any form of sexual activity that:***



- ***implies or overtly promises preferential treatment in the school***
- ***implies or overtly threatens detrimental treatment in the school***
- ***implies or overtly threatens a present or future status of the staff member***
- ***feels threatened by the written or spoken word of a sexual nature or physical behaviour of a sexual nature***

Sexual harassment is not acceptable in this school and the Principal and/or the Board of Trustees must consider complaints of sexual harassment sympathetically and seriously, and ensure the person making the complaint or the accused party is not subjected to victimization.

1. In the event of sexual harassment the complainant may approach:
  - a staff member or
  - school E.E.O support group or
  - an N.Z.E.I. Staff Liaison Officer, counsellor or field officer.
2. The person responsible for the harassment should be confronted and informed that the behaviour is unacceptable and must stop. Assurances should be sought that the behaviour will stop and that an apology will be made.
3. If necessary, the case should be documented by the complainant with the assistance of a supporting person or persons.
4. If it is decided that a future action should be taken, the harasser should be informed and decision made to exercise the complaint through one of the following avenues:
  - The Principal and/or Board of Trustees
  - refer to Teachers Collective Employment Contract - pgs39-40.
  - Personal grievance through an industrial advocate or an N.Z.E.I. field officer
  - Collective Employment Contract 10,4" or Human Rights Commission through an N.Z.E.I. Officer.

## **TRAUMA: - Refer to Traumatic Incidents & Emergency Management Folder**

In the event of a crisis (suicide, terminal illness, fatal, accident, bereavement, grieving, loss) affecting our pr pupils, staff and or community it is necessary to establish a collective process in order to manage the event.

### **A Traumatic incident involves:**

**Pre-Impact:** Preparation and education before there is such an event.

**Impact:** While the event is actually happening.

**Post-Impact:** The period immediately following the event, while we are still without information.

**Recovery:** All the information is available. This stage lasts until people involved are beginning to make decisions for them selves.

A Crisis Management Team will meet as soon as possible to consider "What happens next?"

### **Possible Personnel:**

Principal	Associate principals
BOT Chairperson (If appropriate)	School administration Officer
Team Leaders	Class Teachers (If appropriate)
Property manager (If appropriate)	

### ***Identify and enlist and brief others outside the school who can be called on where appropriate:***

Cultural – Community leaders  
Religious – School Chaplain (If appropriate)

Special education  
Counselling Resources – Taranaki Healthcare, Health Nurse, medical personnel.  
Children & young Persons  
Victim Support

Implementation will vary according to the nature of the traumatic incident.

#### **Possible Procedures:**

1. Principal to be informed immediately of any event.
2. Crisis Team to meet with Principal. Crisis takes precedence over other commitments.
3. Appropriate steps taken  
Verification of information  
Communication with families, staff, schools, community helpers, media (appointed spokesperson only),  
MOE
4. Debriefing of staff and adults by appropriate personnel.
5. School assembly – if appropriate
6. Defusing procedure with groups immediately concerned by trained staff, personnel
7. Second meeting of Crisis Team  
Information updates  
Get staff back together  
Class time if appropriate  
Follow-up strategy to be planned  
Communication with media by submitted written questions and answers prepared by delegated Personnel
8. Debriefing meeting and closing of incident

#### **Staff Awareness:**

Familiarisation of staff/relievers with school procedures and resources for dealing with pupils, parents and media.  
Staff to be sensitive to cultural and religious perspectives  
Staff to carry out responsibilities as directed by Crisis Team

### **TRESPASS NOTICES**

***Under NAG 5 The BOT are to provide a safe physical and emotional environment for students; AND comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.***

If actions from adults or minors deem any parent, student or staff member to feel unsafe – the BOT may take the following actions;

Inform the offender in writing their actions are deemed inappropriate and outside the BOT guidelines at Inglewood Primary School eg (REACH)

Or

Request Police assistance to deliver a formal warning stating the unsafe actions

OR

Action a Trespass Notice to the offender.

### **SMOKE FREE:**

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To comply with the legislation, schools must ensure that everyone coming on to the school site is aware that the entire grounds are smokefree at all times. This means the school will:

1. display Smokefree signs at every entrance to the school grounds and the outer entrance of every building
2. advise contractors and other people working at school of our Smokefree Policy
3. communicate the policy to parents through the newsletter and other means (Newsletter at least twice per term, stickers on Visitor sign in Document, Enrolment information pack)

4. ensure that people hiring or using the school facilities are aware of the policy and accept that there are no exemptions and that it applies 24 hours a day, seven days a week
5. have a procedure for breaches of the policy.
6. Our procedures are based on the principle that employees who do not smoke or who do not wish to smoke in their workplace shall so far as reasonably practical be protected from tobacco smoke in the workplace.

### **Complaints**

All complaints involving smoking are referred to the principal, who may pass these to the board of trustees for investigation. Investigations take place within 20 working days of the complaint or incident and follow the procedures laid down in the Smokefree Environment Amendment Act, 2003. (Refer to the Smokefree policy)

## **SUN SAFE:**

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1. The Board of Trustees will provide shade in the school grounds by planting and maintaining shady trees and/or building shade structures.
2. The Parent Link will ensure SPF30+ broad-spectrum water-resistant sunscreen is available for the use of students and staff from a reputable local source.
3. The Principal will ensure appropriate 'Sun Safety - Melanoma Awareness' education programmes are implemented each year to all students.
4. All staff members and students will be encouraged to wear hats (which protect the face, neck and ears), shirts with collars and sleeves and SPF30+ broad-spectrum water-resistant sunscreen when they are working or playing outdoors. Staff members and students without appropriate protection will be encouraged to use shaded or covered areas.
5. Staff members will be encouraged to provide positive role modelling of sun protective behaviour.
6. The Principal will reinforce this policy and the 'Sun Safety-Melanoma Awareness' education programmes in a positive way through newsletters, parent meetings, student and teacher activities at the appropriate times.

## **VISITORS TO SCHOOL**

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- All visitors to the school will report to the office on arrival.
- The Principal is to be informed of any visitors / guests staff may invite to school. It is courtesy that such people be introduced to the Principal on arrival.
- Students should become familiar with matters relating to the welcoming and thanking of guests.
- Tradespersons / visitors will be informed of any hazards to be avoided.