

HEALTH AND SAFETY GUIDELINES

- 2.01 Emergency Plan**) Copies on Admin. Block foyer Civil Defence noticeboard /
2.02 Pandemic Plan) on Main Office noticeboard /
2.03 Crisis Plan) on Principal's noticeboard.

2.04 Health and Safety Management

- **Boiler** operation will be carried out by a trained / skilled caretaker and annual inspections / reports will be completed by a suitably qualified boiler engineer.
- **Chemical Storage** will be undertaken through safe handling practices, in a separate secure area and clear warning signs displayed.
- **Children's Play Equipment** will be inspected by the caretaker monthly.
Any damage or hazards will be reported in the Hazards Register.
- **Civil Defence Plans** will be displayed in the administration block foyer, MPLC and Resource Centre.
- **Class Safety Checklists** will be given out on Staff Professional Day at the commencement of the school year for completion by the end of Week 1; and any safety issues noted in the Hazards Register.
- **Contractors** working within the school will be asked to read and sign the External Contractor Health and Safety Agreement held at the school office.
- **Emergency / Evacuation Procedures** will be clearly displayed in each room.
Emergency drills will be carried out once a term, alternating between fire / earthquake in / out of class time. Teachers are expected to practise in/out of class drills with their students each term.
- **First Aid Register** will be maintained of administration for injuries to students and guidelines for informing parents will be attached to the inside front cover of that register.
- **First Aid Training** : all teaching and administration staff will have a current first aid certificate – training will be paid for by the school, with the course being completed in teachers' own time, except in exceptional circumstances approved by the Principal.
- **Hazards Register** will be kept in the Staffroom Health and Safety box and staff regularly reminded of its location. Forms will be completed by staff identifying hazards.
The register will be checked weekly by the caretaker / monthly by the Health and Safety Committee and remedial action carried out as per Health and Safety legislation.
The register will also be checked by the Health and Safety Committee at its meetings.
- **List of Students' Current Medical Conditions / Allergies** and the medication recommended will be maintained on the school electronic management system. Medical Conditions Lists will be held in the Admin Block Medical Room and Emergency Bin.
- **Medical Room** will be fully equipped with protective equipment and instructions. Persons dealing with any condition involving blood / body fluids must take protective measures, eg, wear disposable gloves; protective shield when administering mouth to mouth resuscitation, etc.
- **Medication Consent Forms** will be completed by parents and filed in the main office.
- **Memos to Staff** will be circulated as necessary to inform of Worksafe representatives and any Health / Safety issues.
- **Paint Storage** will be carried out according to manufacturers' instructions.
- **Protective Equipment / Instructions for Use** will be provided for caretaking – ear muffs, safety glasses, face masks, gloves, protective clothing.
- **Road Patrol : Traffic Incident Forms** – in the event of a traffic infringement teachers are responsible for the completion of an online infringement notice.
- **School Building Systems and Features Procedures Manual** – in cupboard under main reception counter - to be completed and checked yearly. Online report to be completed monthly.
The Road Patrol Co-ordinator will confirm that forms are faxed to the Police.
- **Spray Storage** will be carried out under the same conditions as for Chemical Storage.
- **Staff Accident Register** will be filed in the Health / Safety box in the staffroom for completion by staff in the event of accidents or near misses in the school. The Register will be checked by the Health and Safety Committee at its meetings.

- **Staff Induction Checklists** will be included in Orientation Books provided to new staff and will require the signatures of staff members and supervisors.
- **Student Accident Register** will be maintained of all serious injuries, (requiring hospital treatment). The Register will be checked by the Health and Safety Committee at its meetings.
- **Visitors' Register** will be located on the parent counter in the school office.
All visitors to the school will be required to complete the register, and wear a NPS lanyard holding emergency procedures information .

2.05 Adult / Student Contact

1. Adults should be professional and cautious in situations where **alone** with a student. There are times when this is unavoidable. Where it is necessary and appropriate, ensure that you are clearly visible to other people.
2. Staff need specific permission from a parent to transport a student on his/her own. If no parents are in the vehicle, then two adults must be in the vehicle.
3. Use careful judgement regarding physical contact when coaching, or helping in outdoor pursuits. Refer to NPS Restraint Guidelines to confirm acceptable contact.
4. Students must never be subject to any form of abuse.
5. Adults act as important role models for students, therefore need to use positive and appropriate language.
6. Wherever possible, adults should supervise children of the same gender. Appropriate warning should be given before entering sleeping quarters or changing areas of the opposite sex.
7. It is illegal to search or strip search students.
8. Wear disposable gloves when administering first aid, especially where there is an open wound or bleeding is concerned.
9. No alcohol is taken or consumed on our school trips and camps.
10. Our school is a smoke free zone. No adult will smoke in the company of children on or off campus.

2.06 Behaviour Management

1. The Board of Trustees have a responsibility to provide a safe physical and emotional environment for students. (NAG 5.1)
2. Behaviour Management in the school is based on the Behaviour Management Programme.
3. The emphasis is on the positive.
4. Response to behaviour should be consistent.
5. Expectations should be clear, explained and followed up.
6. Feedback or follow up should be immediate.
7. The Syndicate Behaviour Plan outlines the right and expectations of students.
8. Each classroom to compile appropriate classrooms rules, rewards and consequences at the beginning of each year - these to be displayed on classroom walls and inserted in student workbooks if desired.
9. The Tu Meke tickets are the basis for playground behaviour management.
10. The School Crisis Plan caters for emergencies in the classroom and playground, involving situations where trauma impacts on the school.

2.07 Child Abuse Allegations Against Employees

- The safety of the child is the first consideration and all complaints will be taken seriously and dealt with effectively.
- Action will be guided by the Individual Employment Agreement or Collective Employment Agreement and / or principles of natural justice.
- No one person will have the responsibility for dealing with both the reporting issue and employment issues.
- Procedures for reporting abuse :
 1. The principal should consult with the child advocate to ensure implementation of guidelines regarding reporting.
 2. The chairperson of the school Board of Trustees should be informed as soon as possible.
 3. The principal will ensure records are kept of any comments by the student, complaints and/or allegations, and follow-up action taken.
 4. The decision to follow up on an allegation of suspected abuse or neglect against an employee of the school will be made in consultation with the following:
 - Oranga Tamariki
 - NZ Police
 - Chairperson of Board of Trustees

5. The principal and/or the chairperson of the Board of Trustees will have a dual responsibility in respect of both the child or young person and the employee. An immediate consultation will be sought with the agencies involved. The purpose of this consultation is to enable the principal and the board chair to discuss the concern or allegation and to :
 - determine the extent of the assistance they can give to the investigation;
 - consider the timeframe to be followed with regard to the possible conflict between what steps the board may take as an employer and possible police intervention;
 - consider the employer role of the board in conjunction with any procedures outlined in relevant employee agreements.
6. When it has been determined the board should pursue the matter as an employer, the board shall advise the person accused of the allegation and seek a response. The employer will refer to the relevant employee agreement in every case when proceeding with disciplinary action.
7. The employee complained against will be advised of their right to seek support/advice from:
 - NZEI or other appropriate union/representative;
 - other relevant teachers' organisation if applicable;
 - a legal representative or anyone they choose.
8. Under no circumstances will the child or young person raising the concern or making the allegation be exposed to unnecessary risk. This may require the board to contemplate removal of the employee from the school environment subject to the requirements of the applicable employment agreement.
9. The board will ensure actions taken by the school do not undermine or frustrate any investigations being conducted by any external agency. It is strongly recommended that the board maintain a close liaison with Oranga Tamariki and the Police to achieve this.

2.08 Employee Assistance

1. The school will promote an awareness of the issue of workplace stress. Senior staff will be trained to recognise potential workplace stress situations and to deal with them within the resources of the school. Staff will need to be educated and trained in strategies to reduce unhealthy stress levels.
2. Refer to OSH booklet "Healthy Work : Managing Stress in the Workplace" for identification of unhealthy stress – copies in Principal's file H01-10, on Executive Officer's noticeboard and in the Resource Centre.
3. The school will have a clear process for considering and responding to complaints and concerns from employees and for identifying and minimising hazardous levels of workplace stress.
4. The staff will be made aware at a Staff Professional Day prior to the commencement of Term 1 and the first staff meeting in Term 3 of the Employee Assistance Plan (Appendix 2.08A); and the need to take responsibility for their own stress levels including regular holidays, effective time management, efficient planning and classroom management and reporting to senior management unhealthy levels of stress. Support staff will be advised at a weekly meeting in Term 1.
5. Personal / professional counselling funded by the school will be made available to employees.
6. The school will ensure that an employee who needs sick leave for workplace related stress is properly supported when s/he returns to school. This may relate to his/her curricular and co-curricular responsibilities.

2.09 Food and Nutrition / School Lunches

1. School lunches will provide a wide variety of healthy food choices that reflect NZ Heart Foundation recommendations.
2. School lunches will be sold with no expectation of profit.
3. Food will be carefully stored in hygienic and smokefree environments.
4. Food handlers will be trained on the importance of safe food handling practices, eg, frequent handwashing and use of disposable gloves.
5. Through classroom programmes students will be encouraged to take responsibility for their own health, eg, choosing foods low in fat, sugar and salt, 5 fruit/vegetables a day.
6. Food and drinks served or sold on school grounds in normal school hours will reflect the aims of the NZ Health Curriculum.
7. All staff members will be encouraged to model healthy eating behaviour.
8. An awareness of the different cultures in the school community will allow for traditional food preferences and customs.

2.10 Hepatitis / HIV / AIDS

1. The school is committed to providing a safe physical and emotional environment for students and staff. A positive approach is taken when dealing with the issues of Hepatitis/HIV/AIDS and other serious communicable diseases. Refer to Appendix 2.10A for information on these diseases.
2. There should be a supportive environment that prevents unfair treatment of individuals who have contracted Hepatitis or HIV / AIDS.
3. Staff or students at any stage of Hepatitis or HIV / AIDS infection do not pose a health risk to other staff or students in a school setting because these are blood borne diseases. Care and personal protection are paramount in dealing with first aid situations where bleeding occurs.
4. Disclosure of HIV status (where known) is entirely voluntary and is left up to the individual. Nayland Primary School will neither confirm nor deny rumours of Hepatitis or HIV / AIDS in the school.
5. Confidentiality is maintained at all times according to the wishes of the person/s concerned. Staff working with Hepatitis/HIV/AIDS must be informed so that correct safety procedures can be followed.
6. The issues of Hepatitis or HIV / AIDS are discussed and questions answered in an appropriate manner within the health programme.
7. All staff should take the appropriate precautions when dealing with blood-borne diseases in administering First Aid and disposing of contaminated wastes. Refer to Appendix 2.10A.
9. These guidelines will be shared with staff at a Professional Day prior to the commencement of Term 1 to ensure a continuing awareness.

2.11 Parental Involvement on School Trips

1. Parents must abide by our Adult/Student Contact Guidelines – 2.05 above.
2. When transporting students the Transport Guidelines should be adhered to.
3. A parent will be asked to be a “deputy’ on each class trip in the event the teacher is unable to continue managing that trip.
4. Teachers must share their Risk Management Plan with parents.
5. When working with or transporting a group away from the school grounds, no unscheduled activities should take place, eg, stopping at shops.
6. Parents will be responsible for the safety of the students in their group.
7. Parents will be expected to listen to all instructions provided to students to ensure that they are aware of their responsibilities.
8. Parents will act as good role models through their behaviour on class trips, eg, no smoking, use of positive and appropriate language, wearing of sunhats.
9. Students causing concern will be transported and supervised by their parent or the teacher when travelling by car.
10. Teachers often have background information that other adults do not have. The teacher is, however, subject to the Privacy Act and may only disclose sufficient information to deal with the situation.
11. Consideration must be given to the size of groups and the group personalities allotted to parents when travelling by car.
12. An Incident Report will be completed by the staff member involved following a severe behavior incident.

2.12 Reporting Child Abuse and Neglect

1. The paramount consideration is the welfare and interests of the child.
2. Nayland Primary has a commitment to ensuring that children are provided with preventative education through the Health and Physical Education curriculum, to enhance their safety and awareness.
3. Training will be facilitated for all staff to help them identify suspected abuse and / or neglect and to be able to respond appropriately. Training needs will be identified and planned regularly in consultation with staff; and in liaison with Oranga Tamaraki and NZ Police.
4. Further support can be gained from Special Education, Ministry of Education.
5. To manage suspected cases of child abuse and / or neglect a staff member will be nominated as a safety advocate for the child.
6. The vital role of cultural groups and local support agencies is recognized by Nayland Primary in ongoing communication and liaison with the wider community. Similarly, the role of Oranga Tamaraki and NZ Police is recognized in the consultative process.

7. Decisions about informing parents or caregivers will be made after consultation between the school and Oranga Tamariki.
8. When suspected abuse or neglect is disclosed by a student, it is right of any adult to make a report of concern to Oranga Tamariki regarding that student.
9. Refer to Appendix 2.12A : Signs of Abuse or Neglect and Reporting Procedures.

2.13 Safe Cycling

1. The school supports the NZ Police Student Cycle recommendation that children under 10 should not cycle to school, unless accompanied by an adult or college student.
2. It is suggested parents first walk the route to be cycled with their children, pointing out any danger spots – wet road conditions, car hazards, etc. Wherever possible children should be encouraged to use the railway reserve.
3. All school students, in compliance with the law, will wear cycle helmets (NZS approved) at all times when cycling.
4. At regular intervals during the school year, eg, assemblies, students will be reminded of the importance of wearing cycle helmets correctly.
5. All Year 3-6 students will participate in Cycle Safety programmes when available.
6. Parents will be requested in newsletters to regularly check the roadworthiness of their children's cycles, and the condition and fitting of their helmets.

2.14 Severe Behaviour Management

1. **References : NPS Restraint Guidelines** focusing on 'Good Practice Guidance', 'Preventive Techniques' and 'De-escalation Techniques'; and **NPS Student Wellbeing Handbook**.
At the start of each year and on the appointment of new staff these documents will be discussed with staff, who will be directed to read the online versions.
2. The Education Act defines physical restraint as using physical force to prevent, restrict or subdue the movement of a student's body or part of the student's body.
3. Physical restraint can only be used by teachers or authorised staff members. Teachers are people employed in a teaching position at a school. This includes a person with a Limited Authority to teach and a relief teacher employed at a school. All teachers are automatically authorized to act under the legislation. Authorised staff members are employees of a school authorized by their employer to use physical restraint.
4. The Act limits the use of physical restraint by teachers or authorized staff members in schools to situations where : the teacher or staff member reasonably believes that the safety of the student or of any other person is at serious and imminent risk; and the restraint used is reasonable and proportionate in the circumstances.
5. The Act bans the use of seclusion in schools.
6. Student and staff wellbeing come first.
7. The focus for all staff must be on prevention and de-escalation.
8. Staff must follow the 'Reporting and Documenting the Incident' Procedures in the NPS Restraint Guidelines after an incident or restraint.

2.15 Sexual Harrassment

1. Sexual harassment is verbal or physical behaviour of a sexual nature which is unwelcome, unsolicited and not reciprocated. It takes the following forms:
 - requests for favours which may be related to threats concerning employment or success at school
 - display of pornographic or offensive material - offensive comments
 - unwanted or deliberate physical contact - unwanted / repeated written or telephone contact
2. It can occur between staff and staff, staff and student or student and student.
3. Harassment can inhibit employment or learning, and causes distress to the victim.
4. In the case of staff, sexual harassment constitutes serious misconduct with the harasser liable for disciplinary action.
5. Responsibility of the Board of Trustees

It is the legal responsibility of the Board to ensure that the school operates free from harassment and to ensure that procedures are in place to deal with complaints from students and staff.

6. Prevention : best addressed through the education of staff and students:

- Staff : provision of educational material or training courses.
- Students : education about acceptable and unacceptable behaviour.
Counselling will be made available if necessary.

7. Making and Handling Complaints

- Student : Student Harassment

Where a student complains of harassment by another student, the parent or guardian should discuss this with the principal who will endeavour to resolve the matter with the student concerned.

- Staff : Student Harassment

Where a staff member is suspected of harassment, the parent/guardian should approach the principal in the first instance. The principal will endeavour to resolve the issue with the staff member concerned and advise the parent/guardian of the action taken.

If the parent/guardian is not satisfied he/she may approach the Chairperson of the Board.

If the staff member is not satisfied, he/she should approach NZEI for assistance, if a union member.

Disciplinary action should be in accordance with the Board's Staff Discipline Policy and Procedures.

- Staff : Staff Harassment

Where a staff member is being harassed by another staff member, the procedures provided by NZEI should be followed. In the first instance the complainant should approach the harasser or enlist assistance from other staff to resolve the issue.

If these informal steps fail, then a complaint should be lodged with the principal or a NZEI Counsellor who will attempt to resolve the issue with the staff member concerned.

2.16 Sunsmart

1. Outdoor activities, lunches and assemblies will be planned with Sun Sense in mind.
2. SPF 30+ Sunscreen will be available in each classroom and its use will be promoted in classes, newsletters and all school trips in Terms 1 and 4.
3. There will be Sun Sense awareness programmes taught in classes and promoted in school newsletters.
4. Lunches should be eaten in the shade during Terms 1 and 4, with teacher supervision.
5. Hats are compulsory for students and staff, with adult helpers being expected to wear sun hats, for all outside activities during Terms 1 and 4. Brimmed hats, legionnaire or bucket style, will be encouraged. Children without hats will play in the shade.

2.17 Totally Smokefree Environment

1. The use of tobacco products in any form in any of the school buildings or grounds, at all times, by any person associated with the school is prohibited. This includes external contractors, who may work on the school premises.
2. All school events will be smokefree at all times.
3. Prominent notices will be displayed indicating that smoking is not permitted on school grounds.
4. Hirers of school facilities will be advised of the school's smokefree policy.
5. All new staff will be advised of this totally smokefree policy and all parents/caregivers will be advised by school newsletter at least once a year.
6. Health education will stress the harmful effects of smoking through teaching relevant sections of the health syllabus.
7. Complaints procedure:
All complaints shall be put in writing to the Principal and will be dealt with within 20 days. (All contraventions will be dealt with as any breach of school policy).
8. Parents must provide smokefree transport on school trips.

NAYLAND PRIMARY SCHOOL

EMPLOYEE ASSISTANCE PLAN

**Staff member
(with unhealthy stress)**

LEVEL 1

Unresolved

Syndicate Leaders

Resolved

LEVEL 2

Unresolved

**Principal
Deputy Principal
Assistant Principal**

Resolved

LEVEL 3

Unresolved

**Outside Agencies
NZEI
Doctor
Counsellors**

Resolved

LEVEL 4

Unresolved

Sick Leave
*Med.cert if more
than 3 days*

Resolved

HEPATITIS, HIV / AIDS AND OTHER BLOOD BORNE VIRUSES

Human Immunodeficiency Virus (HIV)

A virus which attacks the immune system. People with HIV become increasingly likely to develop certain infections, or some forms of cancer, which the body would normally be able to resist.

There is no legal requirement for this infection to be notified to health authorities.

HIV can only be transmitted through sexual activity, the exchange of blood by sharing syringes, or from mother to baby during pregnancy, delivery and breastfeeding - not by casual contact or the sharing of eating/ toilet facilities. HIV positive children represent a minimal risk to others.

Acquired Immune Deficiency Syndrome (AIDS)

The most severe clinical expression of infection with HIV, the criteria for diagnosis of AIDS has been established by the Ministry of Health. A medical doctor is legally required to notify the Medical Officer of Health, but the patient's name remains confidential to the doctor.

Hepatitis B

A vaccine preventable viral infection of the liver causing nausea, loss of appetite, vomiting and jaundice.

This is a notifiable disease, transmitted through close contact with blood or other body fluids - by close physical contact, sexual intercourse, from mother to baby at birth, by drug users, and tattooists using non-sterilised needles.

Hepatitis C

A notifiable blood-borne viral disease that affects the liver and can cause serious long term liver problems. It is transmitted through contact with infected blood - through drug use and contaminated skin piercing.

FIRST AID GUIDELINES

1. Any student who is bleeding from an injury should be removed for the protection and safety of all participants in any activity.
2. Wash hands before and after treatment for cuts and abrasions.
3. Cover all cuts on own hands with waterproof dressings before treating.
4. Avoid skin contact with body and body fluids.
5. Use disposable gloves if skin contact with blood or body fluid is likely.
Use paper towels to clean up blood or body fluids.
6. Soiled surfaces must be disinfected with cleaner sanitiser.
Use one part bleach to ten parts water.
Ideally bleach should be in contact with the surface for half an hour.
7. Place contaminated material, including gloves, in a plastic bag for safe disposal.

SIGNS OF CHILD ABUSE OR NEGLECT

General

- Moodiness, irritability, excessive crying
- Loss of appetite - change in eating habits
- Changes in behaviour
- Personality changes
- Withdrawn behaviour
- Being afraid to go home; running away
- Inability to concentrate
- Having unexplained fears - of people or places
- Sleep disturbances - nightmares, fear of going to bed or sleeping alone

Physical Abuse

Bruises, burns, fractures, scalds or grazes. These injuries may be accidental, but if a child seems to be hurt often, the injuries are getting more serious, or there's something odd about them, it could be abuse.

Emotional Abuse

Children may :

- Tend to believe they are bad and worthless
- Have problems getting on with others
- "Shut off" or become too good
- Have difficulty controlling anger

Sexual Abuse

Often the only sign may be some slight emotional upset. Children may :

- Complain of pain or irritation in the genital area, or get infections and urinary problems
- Start doing things they have grown out of - crying, wetting/soiling or clinging
- Have inappropriate sexual play or sexual language
- Give a coded message or say directly that they are being abused.

Neglect

Children may :

- Be sickly and fail to thrive
- Look uncared for, under-nourished, constantly dirty, ill or cold
- Do badly at school through being tired, hungry or ill

Reporting Procedures

1. If the child is in danger or unsafe, act immediately to secure their safety.
2. Listen to the child and reassure them but do not make promises or commitments you cannot keep.
3. Ensure that any information or disclosures by the child are written down and check that comments and events surrounding the concern have also been recorded.
4. Ensure that the child has a responsible adult supporting them through this process and that the support role is clearly defined.
5. Do not formally interview the child or young person. Obtain only necessary relevant facts if and when clarification is needed.
6. Inform the principal.
7. Agree on appropriate course of action.
8. The principal ensures notification to the Board of Trustees and Oranga Tamariki or the Police. Await further contact before taking any action.
10. After making sure the referral has gone to Oranga Tamariki or the Police, get support for yourself from appropriate persons if needed.