

## **NAG 5 Health, Safety and Wellbeing Procedures Index**

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**1) Maintaining Currency of Legislation**

In order to ensure all legal obligations in relation to current Ministry of Education (MoE) legislation please follow these procedures:

- The principal will read, disseminate and file all MoE legislation as it arrives at the school.
- Staff members who learn about recent changes to MoE legislation or new legislation will ensure the information is passed on to the senior management team.
- A watching brief will be maintained of the MoE website by all senior managers.
- Senior managers will ensure they attend appropriate MoE information updates.

## **2) Child Protection Students**

In order to ensure the physical and emotional wellbeing and safety of all students at Royal Oak Primary School, our child protection procedure supports our staff to respond appropriately to potential child protection concerns, including suspected child abuse and neglect.

Reported child abuse and neglect will involve:

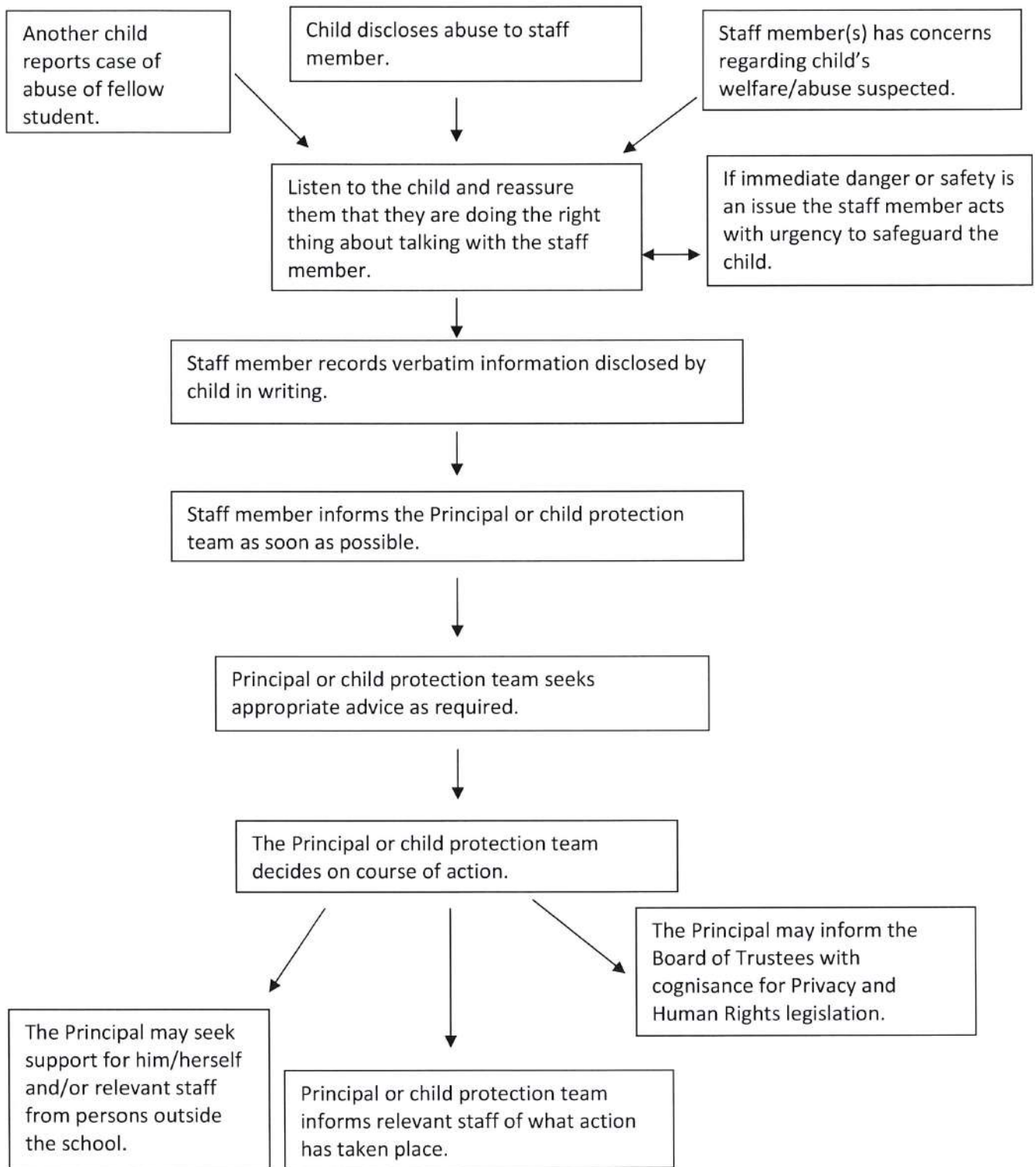
- paramount consideration being the welfare and interest of the child
- appropriate guidelines for teachers and others working with children
- commitment to ensure that children are provided with preventative education (ideally on a 3-year cycle)
- the development of procedures for dealing with cases of current or historical abuse
- identification of external agencies used, services provided, liaison required along with appropriate procedures

Please follow these procedures:

- Staff, including part time and relieving teachers, are provided with training and/or relevant documentation in recognizing signs of physical emotional and sexual abuse. Refer to "How Can I Tell?" Recognising child abuse (Child Matters)
- If child abuse or potential child abuse is suspected, witnessed, reported or disclosed; the matter must be reported immediately to the Principal (or child protection team)
- Confidentiality of the information is protected at all stages
- If a child discloses any abuse, listen and reassure them but do not make promises or commitments, you cannot keep
- Do NOT formally interview the student- obtain only necessary relevant facts if and when clarification is needed
- Carefully record any physical or behavioural observations and ensure anything said by the student is recorded verbatim
- Check that the comments and events surrounding the concern have been recorded in writing Include date, time and who was present. The recorder needs to sign the information.
- No photos are to accompany a report unless requested by legal authorities. Eg: Oranga Tamariki (OT), Court
- Do not ask the student to tell their story again to another staff member
- The Principal, or specified designated person will contact OT (0508326459) or the Police to make a report of concern (May phone 508EDASSIST 0508332774 the school helpline to get advice and ensure they are covered under the Vulnerable Children's Act)
- Consultation will take place between the Principal and OT to decide who will inform the parents or caregivers and provide support for the family
- Ensure that the student has a designated advocate supporting him/her through this process
- After notification to OT or Police, Principal and staff are encouraged to seek the support and counselling from appropriate persons if required
- The Board of Trustees is alerted to the situation, in committee, if deemed appropriate by the Principal
- The Principal will ensure staff involved are treated with compassion and offer counselling if required
- All staff will be police vetted as per Teachers' Council requirements

## Following suspected or disclosed incidence of any abuse

### FLOW CHART OF ACTION

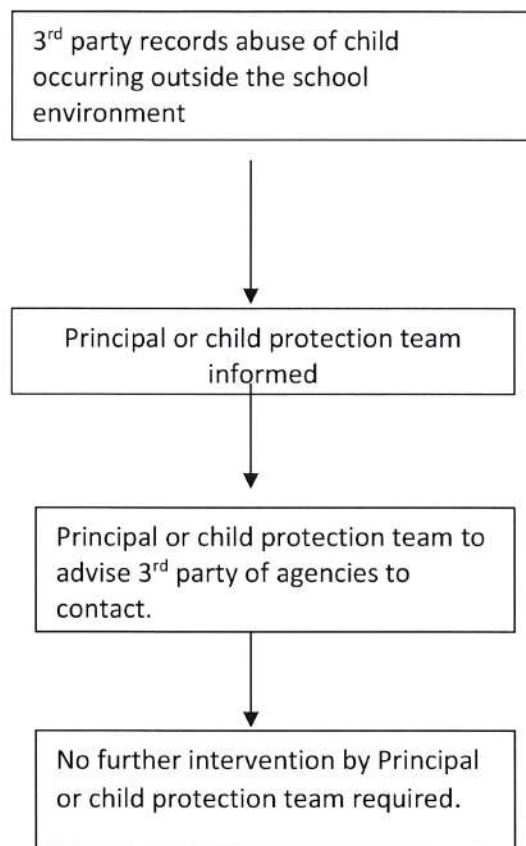


#### **Points to note:**

- Documentation may be used in court as evidence for any person/s
- Avoid making judgements – simply record the facts.
- Interviewing suspected abuse victims is best left to those who are trained in such techniques.
- The Principal or child protection team should be responsible for ensuring that the child's welfare remains paramount.



### Following suspected or disclosed incidence of abuse





**Confidential**  
**Disclosure Form**

Date:

Time:

School:

Location:

Student's Name:

Gender:

Activity/situation:

Report of disclosure/alleged neglect or abuse child's voice (verbatim):

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Add paper if necessary

This report is based on what I am able to recall to the best of my knowledge.

Signed.....Date.....

Time.....

Full Name.....

Relationship to child:

**Additional comments related to the disclosure**

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Signed.....Date.....  
Time.....



### **3) Hazards and Maintenance**

In order to ensure the safety and care of children, staff and visitors at all times please follow these procedures:

- All staff must be actively involved in the management of hazards.
- In day-to-day situations if a staff member identifies a hazard, or has it communicated by a parent, he or she should assess the seriousness of the hazard and, if possible, eliminate it.
- Report any hazard that cannot be eliminated to the property manager either by phone if urgent (021 512457) or by email as soon as possible.
- The property manager will recommend the control measure:
  1. Eliminate – repair/remove
  2. Isolate – use warning signs
  3. Minimise – provide training and monitor
- The property manager will ensure known hazards are monitored on a daily basis.
- The property manager will also attend to any reported hazard and assess the hazard, eliminate, isolate or minimize the hazard and inform staff concerned of control measures.
- Review hazard register on an annual basis during Term 4 in consultation with the property manager.
- The Ministry of Education and other government agencies, such as OSH and ACC, shall be notified of incidents as required by legislation or where deemed by Senior Managers to be necessary.
- Senior Managers will ensure staff and children practise emergency procedures each term.

All staff will be involved in the process as follows:

- Teams will review the general classroom section
- Senior managers will review the general indoors and outdoors sections
- Property manager will review property maintenance sections
- The office staff will review the administration section.

#### **4) Illness and Injuries to Children**

In order to ensure the safety and care of children in the event of an accident please follow these procedures:

- Parent/guardian and caregiver emergency contact numbers are to be updated at least annually by the school and parents will be requested to notify the school immediately whenever a change occurs.
  - All injuries and illnesses will be referred to the Health Room for treatment.
  - All referrals to the Health Room will be recorded accurately in the Health Room computer/accident register.
  - All injuries requiring outside medical treatment will be recorded on the child's eTap profile – this generates the report for the Board.
  - In the event of injuries or illnesses requiring outside medical treatment, parents/guardians, caregivers or emergency contacts are to be contacted immediately.
  - In the event of a child being sent for further medical treatment, the school will make a follow-up call to the parents, unless parents have notified us of the outcome prior.
  - In the event of **serious** injuries or illnesses requiring immediate urgent medical treatment, the school must call an ambulance first to care for the child and then call the parents/guardians. The school has discretion to call the emergency medical services prior to calling the parents.
  - In the event of head injuries, parents/guardians are to be notified by telephone. Where there has been no subsequent contact then a follow up note will be sent home on the day of the injury by the office, confirming the injury and action taken. If a child returns to the classroom the teacher should be notified of the injury.
  - In the case of an injury requiring outside medical treatment, and the parent/guardian cannot be contacted, the Principal's permission is required so the child can be taken to a medical facility accompanied by a delegated staff member.
  - In the case of an illness and/or injury, and a parent/guardian or caregiver cannot be contacted before 3pm, an ill and/or injured child will remain at school until parental contact has been made.
- 1/2
- The School will adhere to the rulings handed down by the Ministry of Health on contagious diseases.

- Accidents and serious illnesses will be reported to the Board by the Principal in his/her twice termly report.
- Children who suffer from a potentially life threatening allergy or other medical condition should wear a 'medical alert' bracelet/necklace advertising that fact.
- Individual Health Action Plans are kept in the Health Room, with a copy in the classroom filing cabinet for staff to follow.
- For extreme (life-threatening) conditions, information is shared at staff meeting and a record kept in the relevant playground duty bags.
- Administration staff will hold a current First Aid certificate.

## **5) Emergency Procedures**

In order to ensure the safety for all at a time of any emergency, please follow these procedures:

- Procedures will be clearly documented and known by all school staff and students.
- Procedures will be displayed in classrooms, taught in class lessons, and emergency procedures practised on a regular basis.
- The school maintains an Emergency Kit. This is located in the Health Room and is updated the first week of each term.
- The procedure for Fire and Civil Emergencies will be reviewed annually and displayed for all to use.
- The website, email and texting process is used as means of conveying general messages if possible.
- A checklist of tasks is maintained by the Office Administrator (and checked off during all practices).
- Maintain a calm and reassuring demeanour in all instances (either practice or real) and remember that common sense prevails.
- Refer to the School Organisation and Procedure File for details.



**6) Attendance**

In order to ensure the optimal learning of all children through regular attendance at school, please follow these procedures:

- Electronic Attendance registers will be kept to record attendance, lateness and non-attendance.
- Teachers will report to the Principal any student whose pattern of attendance causes concern.
- Teachers must ensure a consistent system for completing electronic attendance registers, twice daily at 8:50am and 1:30pm
- Paper rolls are available for relieving teachers as required.
- The office staff will phone home to the parent of any child unaccounted for as early as possible in the day.
- Parents must contact the school if their child is absent.
- A child who is absent without explanation for 3 consecutive weeks will be considered truant.
- A child who is absent on a continual basis will be considered truant.
- Parental notification is needed for children taking extended holidays.
- Late children will be given a late stamp and must report to the office.
- Children will be made aware by teachers of the need to be at school on time and regularly.
- Use will be made of formal communications to remind parents/caregivers of the expectations of regular attendance.
- Parents will be invited to meet with the Principal if regular lateness or absence is noted to consider next steps e.g. referring to truancy officers.

## **7) Communicable Diseases**

It is the responsibility of the Board to provide appropriate information to parents, staff and students about communicable diseases whilst protecting the privacy of individuals.

- “Information for Parents” is available from the school office and is provided to parents on enrolment.
- The Ministry of Health will update staff about procedures for dealing with communicable diseases.
- Staff will notify the Principal if they suspect that a student has a communicable disease. The Principal will notify the parents if necessary.
- Information about the health needs and status of any student is documented and is subject to the Privacy Act.
- Staff will use disposable gloves when dealing with all body fluids and blood from cuts or accidents.
- Open wounds must be covered at all times.
- Hats, combs and head gear should not be shared.
- The Principal reserves the right to exclude students who are known to have a communicable disease.



## **8) Administering Medication**

In order to ensure children who require medication during the normal school day are able to take it safely and with parental consent please follow these procedures.

- Under NO circumstances shall staff administer the first dose of any medicine to a child.
- Parents must sign a Medicines Administration and Medical Treatment Agreement when enrolling children at the school. No medicine will be administered to a child by a staff member until the agreement is signed.
- Designated staff will be given the appropriate training and information on medicine administration.
- All medicines brought to school must be:
  - Clearly marked with the child's name, doctor's name, date and parents' phone numbers.
  - Clearly detailed with the dosage, administration details and any other relevant information as to how and when the medicine is to be administered.
- Medication must be kept in the school administration area, not with children or in classrooms.
- Type 1 diabetes students will have their testing kit and supplies with them in the room at all times. They will have a trained Support Staff member supervising them.
- Staff may defer the decision to the Principal of whether to administer medication. The Principal may decline to administer medication and advise parents of this decision.
- Parents of children with asthma or life threatening allergies must supply the school with an action plan for administration of any medicines including treatment devices such as inhalers. This will be lodged with other information on the school's database.
- Parents of asthmatic children, children with any condition requiring self-administration (eg diabetes) or children with life threatening allergies must sign a disclaimer to allow the child to self-administer the medicine. Accordingly parents of such children will be responsible for the child's medical requirements whilst at school.
- Children with a potentially life threatening medical condition should wear a medical alert bracelet/necklace.

**9) Sun Safety**

In order to ensure children play safely in the ultra violet rays of the sun please follow these procedures.

- Children must wear hats when outside during class and break times in terms one and four.
- Staff must ensure children without hats play only in the shade when outside in terms one and four. This is compulsory.
- All staff and students are to wear suitable clothing at high sun exposure times. It is the parents' responsibility to apply sunscreen to their child or send sunscreen that their child can apply themselves.
- Sports events during Terms one and four should be scheduled before 11am where possible, or alternatively shade provided.
- Hats must not be shared and must be kept in school bags.

**10) Custodial Matters**

In order to ensure the school responds appropriately to custodial matters please follow these procedures.

- Any matters of this nature that are discussed with class teachers must be reported in confidence to the Principal.
- Confidentiality must be maintained at all times.
- Where there is split custody, all written documentation such as reports and newsletters, will be available to both parents.
- Impartiality with both parties must be maintained.
- The Principal must have knowledge of all legal dealings and dealings with outside agencies.
- The emotional well-being of the child must be paramount.
- The relevant staff will be made aware of parents who are subject to a court order prohibiting access during school or pick up after school. Police and or security may be called for support if necessary.
- Official / legal documents are filed in the Principal's office.

## **11) Out of Class Supervision**

In order to ensure children are safely supervised when they are outside the classroom, please follow these procedures.

- Train children to walk quietly around the school. (Refer to Positive Behaviour guidelines)
- Ensure that children know and understand how they should behave when outside their classroom e.g. at a school assembly.
- Praise children for appropriate behaviour.
- Monitor all children to ensure their safety when working outside the classroom. Set clear expectations for children working independently around the school.
- Be aware of any hazards that could present a risk when moving from place to place in the school or local environment.
- Follow set positive play procedures when supervising children in the playground.
- Follow Positive Relationship procedures (matrices) when outside of the classroom.



**12)****Risk Analysis for EOTC**

In order to ensure children are kept as safe as possible while taking part in EOTC, please follow these procedures.

- All EOTC must be planned in advance at the team level and be documented in both year and term overviews.
- A Risk Analysis Matrix (RAM) must be completed in full consultation at team level at least one week prior to the EOTC and signed by the Principal and for each event when risk is a possibility.
- The signed RAM must be discussed with the children and parents before the EOTC takes place.
- Before the RAM is completed, new venues should be visited by the Team Leader/ Senior Manager (or organising teacher) and assessed for suitability and associated risk.
- Consideration should be given to using trained instructors as appropriate.
- EOTC where children are in water must have a 1:4 child / adult ratio.
- EOTC where children are near or on water must have a 1:4 ratio.
- Overnight EOTC or bush walks must have a 1:6 ratio.
- All other EOTC must have a 1:8 ratio.
- A medical kit and cell phone must be taken for all EOTC.
- Ensure adult supervision (parents) are not also risks to themselves or others.
- Have a clear idea of student medical history – take any special medications required.
- All overnight EOTC parent helpers will be police vetted.

## EOTC / Trip Checklist / Visiting Shows ✓

<b>Teacher in charge:</b>	<b>Class/es involved:</b>		
<b>Destination:</b>	<b>Date of trip:</b>		
<b>TASK</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Booking confirmed, pricing confirmed			
Bus quotes organised via Louise and bookings confirmed			
Office advised of cost to children so activity can be loaded for receipting purposes and payment lists created for office book			
Date added to school calendar – advise Principal			
Parent letter approved by Principal and copied			
Letter /permission slips sent home and received back. Follow up on slips not returned			
Confirm parent help either by letter or phone			
Previsit to venue by teachers involved (as appropriate)			
RAM completed, printed, signed and submitted for approval by Principal at least one week prior to event			
Parent information sheet compiled and distributed along with RAMS			
Copy maps of route to trip destination (if applicable)			
Trip meeting organised / training for parent helpers (if applicable)			
Motor vehicle disclaimer form completed by parents transporting children			
Children prepared for outing / RAM information shared			
Cheques requisition form completed at least 3 days prior to date required (to Nemia)			
Inform teacher aides / RTLBs / Lewis Eady etc (anyone who is scheduled to work with children on trip day)			
Arrange timetable swaps if you have library, music, Te Reo, or similar scheduled			
Arrange duty swaps if applicable			
First aid kit ordered before the day– any special medications required noted			
Children grouped with parent helper – list compiled			
Prepare materials required for children (pencils, worksheets etc)			
Collect labels for children (supplied by Louise)			
Leave a completed Trip Helpers List at School Office on day of trip			
Marking of roll and cross checking late children before leaving on trip			
Mobile phone charged – have numbers of other teachers on trip keyed into phone			
After the event inform Louise of any children who did not attend so the charge against their name is deleted			

**Please share this completed checklist with your team leader and/or Senior Manager**



**13)****Pastoral Care**

In order to ensure all stakeholders involved with Royal Oak Primary School are treated with appropriate consideration and care please follow these procedures.

- Respect for confidentiality must be maintained at all times.
- As appropriate, when a community (staff, parent or caregiver) member makes it known that he/she is unwell or unhappy, the matter should be discussed in confidence with the Principal.
- Support for staff who are new to the school is a whole staff responsibility, with mentors assigned as appropriate by the Principal.
- Children who are new to the school should be supported by class “buddies” and carefully monitored until the teacher is certain he/she is fully integrated into the school.
- Parents who are new to the school will be invited to a special orientation meeting with Senior Managers.
- A caring, friendly and respectful school climate should be continually maintained.

**14) Protected Disclosures**

In order to protect staff raising allegations of serious wrongdoing within Royal Oak Primary School please follow these procedures:

- Staff members who declare a serious wrongdoing has occurred will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure in compliance with the Protected Disclosures Act 2000.
- Staff members should submit the disclosure in writing to the Principal (or Board Presiding Member if the Principal is implicated in the matter).
- The written disclosure should contain the nature of the wrongdoing, the name/s of those involved, surrounding facts including details relating to the time and/or place of the wrongdoing (if applicable).
- Within 20 working days of receipt of the disclosure the Principal (or Board Presiding Member) will examine seriously the allegations of wrongdoing and determine whether a full investigation is required.
- All disclosures will be treated with utmost confidence.
- The identity of the disclosing person will be protected to the best of the ability of those involved with the investigation.
- At the conclusion of an investigation a report will be prepared by the Principal (or Board Presiding Member) with recommendations for action if appropriate and sent to those involved.
- A disclosure may be made to an appropriate authority if the Principal or Board Presiding Member is involved in the wrongdoing, or in urgent or exceptional circumstances, or if there has been no action within the 20 working day timeframe.

**15)**

**Visitors to the School**

In order to ensure the safety of visitors to the school please follow these procedures:

- All visitors to the school must sign in at the office on arrival, collect and wear a visitor's badge whilst in the school grounds and sign out by scanning their badge when departing.
- Visitors must be accompanied by a staff member while in the school grounds – or – visitors must advise administration staff of their intended location within the school.
- Staff must ensure visitors have followed above procedures.
- Any contractors or their employees will be responsible for ensuring their site is always safe for those at school during work being undertaken, including when they vacate the site.
- Contractors must confirm they have an occupational health and safety policy or statement and must comply with relevant legislation.
- Contractors and their employees must report all incidents/accidents including hazards to the Principal or his/her representative.
- All visitors must be free of the influence of drugs and alcohol and must comply with the Smoke Free/Vape Free environment.
- Staff are empowered to ask any visitor to leave the school grounds should he or she not comply with these procedures. (Police and/or security may be called for support).
- When staff consider there is intimidating behaviour by a visitor/parent the visitor/parent will be asked to leave the school grounds and a meeting with the Principal arranged.
- If a visitor/parent refuses to leave the school grounds the police will be called.

**16) Consultation Regarding Health Curriculum**

In order to ensure that community needs in the area of health curriculum are met please follow these procedures:

- Consult with the community every two years with regards to the health topics covered by the school.
- Consult with and inform the community when sexuality and puberty topics are discussed in Year 6.
- Provide an 'opt in' option for the sexuality and puberty talks in Year 6

**17) Crisis Management**

In order to ensure a careful plan of action is followed during times of crisis, please follow these procedures:

- The Principal (or delegated manager) must be notified of the crisis situation at the earliest possible time.
- Confidentiality will be maintained as appropriate.
- Emergency services may be called at the discretion of the Principal.
- An urgent meeting will be called for the Senior Management Team.
- The Board Presiding Member will be notified at the earliest appropriate time.
- The Traumatic Intervention Team or suitable external support will be called in if deemed necessary by the Principal.
- An up-to-date staff telephone list will be maintained.
- Staff and/or parents will be notified as deemed appropriate by the Principal.
- No staff will speak to any media. The Board Presiding Member will be the contact person representing the school, or the Principal in his/her absence.
- Media coverage will be at the discretion of the Board Presiding Member in consultation with the Principal.
- Counselling or crisis support will be made available to staff and/or children as required.



**18) Digital Citizenship and Cyber Safety**

Digital technologies are an integral part of pedagogy. Follow these procedures to maximise the benefits of the Internet, digital technology equipment and effective current cyber safety practices for student learning:

- The safety of children is of paramount concern. Any apparent breach of cyber safety will be viewed seriously and personnel disciplinary procedures will be followed.
- Use of the internet and digital devices by staff, students and other approved users at Royal Oak Primary School is for educational learning, professional development and personal usage appropriate in the school environment.
- The school has the capacity to monitor, access and review all use. This includes personal emails sent and received on the school's digital devices and/or network facilities at all times.
- At any time the school can access any material or equipment that is owned or leased by the school. The school may also request permission to audit privately owned digital devices used on the school site or offsite for any school related activity.
- Any issues relating to confidentiality and the secure storage of personal details, data and information (including images) will be subject to the provisions of the latest Privacy Act.
- Content is filtered through the Government funded 'N4L' initiative
- An age appropriate Digital Citizenship programme will be taught to all students to enable them to explore how decisions made in their digital lives can impact their relationships and future.
- Parents are informed that their child will be involved in a digital technologies programme that includes digital citizenship, the internet and published work and images online. There is an expectation that parents will be active participants in the growth of their child as a digital citizen.
- Parents will be contacted if students breach the appropriate use of the internet and digital devices and consequences will be developed in consultation with the Principal, class teacher, parent(s) and child.
- The school will continue to refine and review methods for improving physical and personal safety regarding the use of-digital devices and internet.