

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.

19)**Use of Machinery**

In order to ensure the safety of all stakeholders during the use of machinery and while machinery and chemicals are stored, please follow these procedures:

- Staff will be trained in the use of machinery prior to use.
- Staff will be trained in the use of dangerous chemicals prior to use.
- The school will provide safety equipment for staff while they are engaged in the use of machinery or dangerous chemicals.
- The Property Manager will view all short term contractors' safety procedures prior to the commencement of work. The Principal will review safety procedures of all contractors engaged for a period of 3 days or more.
- Equipment and chemicals which could potentially cause harm will be identified, labelled and stored securely. (ie petrol, flammable materials in the property manager's shed)
- The Principal and property staff will provide safe conditions for children while machinery is being used in the school grounds.
- Students need to be aware of any coned off areas and hazard tape.

20)**Bullying**

In order to ensure the emotional, social and physical safety of children please follow these procedures:

- Staff member(s) to listen to any issues or complaints that children or parents raise.
- Acknowledge the issue and take complaints seriously.
- Gather all the facts from relevant sources, document and avoid making assumptions.
- For physical or emotional negativity to upset others refer to Responding to Minor Staff Managed Behaviour Flowchart. Strategies that could be used include:
 - Give some strategies to the victim
 - Conduct a restorative chat
 - Contact parents involved (as necessary)
 - Refer to the Consequences/Interventions
 - Talk with discretion at team level eg team assemblies and team meetings
- For on-going physical and emotional persistent acts of bullying (refer to Responding to Major Management Managed Behaviour Flow Chart):
 - Inform School Manager and teacher of the child doing the bullying
 - Inform appropriate Senior Leader
 - Senior Leader informs parents and manages the issue
 - The Senior Leader ensures the Principal is kept informed and/or involved.
- At the earliest convenience inform the teacher of the children involved in the bullying incident.
- Regularly remind children that any form of bullying is not acceptable including racist taunts, bullying of students with special needs, homophobic bullying and sexual harassment.

21)**Pandemic Planning**

In order to ensure the school community responds appropriately and effectively in the event of a pandemic, please follow these procedures:

- Ministry of Health and Ministry of Education recommendations are disseminated and followed.
- Procedures are developed specific to requirements outlined by the Ministry of Health relevant to the particular pandemic.
- Effective signage is displayed throughout the school reminding stakeholders of recommended hygiene procedures e.g. handwashing, sneezing and coughing procedures, use of tissues, use of hand sanitisers, disinfecting of hard surfaces.
- Regular up to date information is provided to parents and staff by the Principal.
- Email is in place and all staff are aware of their obligations and have relevant contact details at hand.
- Hand sanitisers, hand soap, tissues, disinfectant, cloths, paper receptacles and any other necessary hygiene items are provided where and when appropriate.
- The school website, eTap emails and Seesaw are used as a means of regular community communication.
- Specific plans/procedures are in place for the various Alert Levels of the pandemic

22) Adult Helper

In order to establish a responsive and effective partnership between the school and parents/caregivers, and community and to welcome and utilise the expertise of parents and people within the wider community to support the learning and teaching, sporting and cultural programmes, please follow these procedures:

- Adult helpers may be invited or volunteer to act as 'helpers' for regular, ongoing activities throughout the school.
- Adult helpers are to be clearly informed of their obligations and purpose as helpers within the school environment.
- Adult helpers are to be made clear of the need to maintain confidentiality about any children and any sensitive issues that they may encounter while helping. Any concerns with regards to children's behaviour should be reported to the staff member in charge.
- Adult helpers who transport children should not provide any extrinsic rewards to children.
- The transportation of children in a private vehicle on any school related journey must
 - Have parental/caregiver consent
 - Have drivers with a full and current NZ driver's licence.
 - Be in a vehicle that displays a current warrant of fitness, holds registration and is legally roadworthy.
 - Have 3 point seat belts for all students.
- A briefing of all adult volunteers appropriate to the activity (as determined by the organising staff member) must be carried out before the activity commences.
- Adult volunteers assisting outside the classroom in any situation should be given clear guidelines of their responsibilities such as Risk Analysis Management Systems, day activity timetable and instruction sheets.
- Should an incident occur beyond the school boundaries parents are asked to write a report and a copy provided to the Principal upon return to school. Parents of the children concerned may be notified at the discretion of the Principal.
- Overnight parent helpers will be Police vetted. Any alerts from these will be reviewed and assessed by the nominated Police vet agent and the Principal. A decision for their suitability will be made accordingly.

23) Use of Animals for Teaching Purposes

In order to ensure that all live animals in school are well cared for and their welfare is paramount, please follow these procedures:

Ensure -

- Proper and sufficient food and water is supplied.
- Adequate shelter is provided.
- The opportunity to display normal patterns of behaviour is catered for.
- Appropriate physical handling.
- Protection from, and rapid diagnosis of, injury and disease.
- During school holidays or when school is closed pets need to be sent home or an alternative environment needs to be provided.

Staff and children may bring ~~and use~~ animals to school:

- For observation as a loved pet.
- As a classroom pet.
- For pet days where students and teachers share their feelings for their pets and appropriate care is observed and rewarded.
- To observe the complete life history of an animal.
- To observe and measure behaviour, body, structure, function and/or animal responses.
- To learn the responsibilities of humane care.

24)**Food At School**

In order to ensure the provision of appropriate nutrition for children to have a better opportunity of learning, and participating in classroom and school activities, please follow these procedures:

- The school supports the Ministry of Health's initiative for parents/caregivers to provide nutritional and adequate food for their child(ren).
- All drinks from home must be water and kept in non-breakable containers.
- Knives of any description are not permitted.
- Parents are encouraged to notify the school of any special health, cultural or religious dietary needs.
- Allergies and food intolerances need to be recorded on eTAP
- Sharing of school lunches and/or morning teas is prohibited. (unless it is deemed an organised special occasion)
- The use of the school's external providers for ordering lunches is appropriate but parents are recommended to provide the students with food for Break 1 and Break 2
- Children without lunch report to the school office.
- All children will adopt the school's pack in/pack out process which requires them to retain any wrappers, papers, skins and containers within their lunchbox and return them home.
- Naked lunches are recommended and encouraged.
- Food scraps may be used for the worm farm under teacher direction.
- Letters are sent home to classes if there is a child with nut allergies, requesting that no nuts or products containing nuts are brought to school.

25) Food Activities Procedure

In order to comply with relevant legislation and regulations and ensure appropriate food preparation and consumption in school community activities, please follow these procedures:

In seeking approval for food based activities the following will be considered:

- Educational value
 - Curriculum relationship
 - Medical, cultural or religious implications
 - Current legislative compliance including hygiene
 - Encouragement and promotion of the sense of community within the school
 - Student health
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- All approved food based activities must comply with relevant Ministry of Health guidelines.
 - Parents will be notified that they are not permitted to bring, offer, purchase or supply food for children other than their own

26)**Rewards Procedure**

In order to ensure that extrinsic rewards do not jeopardise the health and well-being of children at Royal Oak Primary School, please follow these procedures:

- Teaching staff, support staff and trained volunteers operating special learning or behaviour programmes, who interact with children at Royal Oak Primary School may use extrinsic motivators to reward social behaviour(s) and learning as part of the school programme.
- Extrinsic rewards for individual or groups of children may include stickers, merits, golden tickets, stationery items, extra computer time, game time, small game items, certificates or selected free time
- The appropriateness of the reward should be considered in terms of allergy, religious based, medical or cultural reasons.
- Parent helpers, volunteers, and people who transport children are not to bring, offer, purchase or supply food treats, sweets or any extrinsic rewards to children.
- If a parent helper, volunteer or transporter considers children deserve recognition this information is to be given to the teacher or staff member in charge.
- Money is not to be used as an extrinsic reward in any circumstances.

27)**Road Safety**

To ensure the safety of children on the road whilst in the care of the school, please follow these procedures:

- **To and From School**
The school cannot take responsibility for children in the transition to and from school on a daily basis.
- **Pedestrian**
Safe road crossing procedures and safe walking places will be emphasised through the school police education programme.
- **Traffic Safety Teams**
The school establishes a traffic safety teams to facilitate the safe crossing of school students across Manukau Road. The Pah Rd crossing is operated by traffic lights.
- **Car Parking**
Parents who drop off and pick up children from school must park according to the Road Code and Traffic regulations and must ensure the safety of children at the school gates at all times.

Designated school car parks are for staff use only.

- **Cyclists**
In order to cycle to and from school, students must have parental permission and preferably cycle with an adult.
- **Buses**
All buses used for transporting students must have a current registration and certificate of fitness

A parental/caregiver signed permission slip is a prerequisite for all school trips requiring vehicle transportation.

- **Private Cars**

The transportation of children in a private vehicle on any school related journey, must be:

- By signed parental/caregiver consent.
- By drivers with a full and current NZ drivers licence.
- In a vehicle that displays a current warrant of fitness, holds registration and is legally roadworthy.
- Has 3 point safety belts.
- Has booster seats for children under 7 years of age

Guidelines

1. Pedestrian Safety

- 1.1 Children are encouraged to walk to school in pairs/groups.
- 1.2 Children must obey the walking school bus rules – as outlined in the leaflet provided to people who register.
- 1.3 Children must walk on the footpath where one is available.
- 1.4 Children must use the pedestrian crossing and school road patrol where available.

2. Cyclists / Scooterists

- 2.1 All Year 5 children will undergo cycle safety training
- 2.2 Children under the level of Year 5 may not cycle/scooter to school unless accompanied by an adult.
- 2.3 All cyclists must wear an approved NZ/Australian Standards safety helmet, which is correctly adjusted and securely fastened. (Cyclists Declaration form)
- 2.4 All bikes/scooters will be stored at the risk of the owner in the designated rack areas and locked up. A lock must be provided by the owner.
- 2.5 Parental/caregiver written permission must be provided prior to cycling to/from school. This permission will be held by the Principal.
- 2.6 Bicycles and scooters must be walked through the school grounds and across the pedestrian crossing.
- 2.7 Helmets are recommended for students riding scooters.

3. Bus Safety

- 3.1 Emphasise safe practices when getting on and off buses.
- 3.2 Seating on a bus –2/3 on a seat.
- 3.3 No children standing in the aisle.
- 3.4 Children must stay seated during the duration of the bus journey.

4. Transport of Children by Private Motor Vehicle

- 4.1 All drivers must hold a full, current New Zealand drivers licence.
- 4.2 All vehicles must have current registration and a current warrant of fitness which must be clearly displayed in the vehicle, and vehicles must be legally road worthy and insured.
- 4.3 The driver and all passengers must wear a safety belt. The driver of the vehicle is responsible for ensuring all his/her passengers are wearing safety belts correctly and using booster seats if under the age of 7.

5. Traffic Safety Teams

- 5.1 The school patrol is manned by Year 6 students.
- 5.2 School patrols will be trained yearly by a Police Education Officer.
- 5.3 In order for a student to become a student patroller they must have written permission from their parents/caregivers.
- 5.4 School patrols operate twice daily during school terms, 8:25 – 8:45am and 3:00-3:15pm. An adult supervisor is always present.

ROYAL OAK PRIMARY SCHOOL

Transport of Children by Private Motor Vehicle Disclaimer Form

I, confirm that:

- I hold a full, current New Zealand drivers licence.
- My vehicle displays a current registration, current warrant of fitness and is legally road worthy.
- My vehicle is insured.
- My vehicle has three point seat belts for passengers.

Signed:

Dated: