

# ROSENEATH SCHOOL HEALTH AND SAFETY POLICY

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**REVOCATION:** this Roseneath School Health and Safety Policy revokes all former health and safety policies at Roseneath School ("**School**").

**PURPOSE:** The Board is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to achieve this to ensure the health and safety of all students, staff and other people in the workplace. The Board is responsible for ensuring health and safety procedures are developed and implemented, however, employees need to be aware of their responsibilities and comply with the Board's health and safety policy and school procedures.

The Board will, as far as is reasonably practicable;<sup>1</sup> comply with the provisions of legislation dealing with health and safety in the workplace, by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation with workers and the school community on the strategy occurs
- ensure there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures, and comply with the Sale and Supply of Alcohol Act 2012 (<http://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html>)
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries, and reporting serious harm incidents
- having a commitment to a culture of continuous improvement

The Principal, as Officer has responsibility for implementing this policy and therefore must:

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<sup>1</sup> **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

- exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations<sup>2</sup>
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure that the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke free environment
- ensure a risk analysis management system (RAMS) is in place and carried out
- seek approval for overnight stays/camps/visits attesting first to their compliance with above
- consult with the community every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the Board Chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
- cooperate with school health and safety procedures
- comply with the health and safety legislation, duties of workers
- ensure their own safety at work
- promote and contribute to a safety conscious culture at the school.

The Roseneath School Health and Safety Policy deals with health, safety, hygiene, first aid, hazards, and other issues impacting on the health and safety of members of the immediate School community. The Board is committed to constant improvement of health and safety outcomes at Roseneath School and welcomes a collaborative approach with the School community. The desired outcome of the Roseneath School Health and Safety Policy is that: *Roseneath School is a safe and healthy physical and emotional environment for all staff and students.*

**GENERAL STRUCTURE / CROSS-REFERENCES:** the Roseneath School Health and Safety Policy comprises a number of Chapters dealing with different aspects of health and safety at the School. Each Chapter is to be read in conjunction with the other Chapters due to the interconnected nature of health and safety issues. Cross-references to other policies (in particular the Roseneath School Emergency Management Policy) will generally be appropriate. Staff and the Board must also take into account other applicable legislation, Codes of Practice and Ministry of Education guidelines and, where appropriate, best practice. Where there is a divergence of practice between this Chapter and the applicable Code(s) of Practice, the Code(s) will take precedence.

APPROVED:



DATE:

8 May 2018

REVIEW DATE:

July 2020

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<sup>2</sup> know about work health and safety matters and keep up-to-date, gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations, ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks, ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information, ensure there are processes for complying with any duty, and that these are implemented, verify that these resources and processes are in place and being used.

## **ACCIDENTS / ADMINISTRATION OF FIRST AID AND MEDICATIONS**

### **Compulsory Cross-Reference Document:**

- HIV / AIDS and Blood-Borne Viruses Chapter

### **Description and Purpose of Accidents / Administration of First Aid and Medications Chapter:**

The Accidents / Administration of First Aid and Medicines Chapter of the Roseneath School Health and Safety Policy deals with prevention of, and reaction to, accidents and medical issues at the School.

Our Accidents / Administration of First Aid and Medicines Chapter aims to:

- raise awareness of, and discuss prevention of, accidents at the School;
- set out guidelines for administration of first aid at the School; and
- set out guidelines for administration to medicines by staff to students.

### **Guidelines:**

#### *Non-attendance due to illness or injury*

1. Where a member of the School community is ill, they will be encouraged to recuperate off School premises until they are no longer infectious.
2. We are committed to supporting the safe and early return to work of injured employees.

#### *Accident prevention*

3. Staff and students of the School should be aware at all times of actions, activities and hazards at the School which may cause or contribute to an accident.
4. Staff and students will aim (and take all reasonable steps) at all times to prevent accidents at the School.
5. In particular, where an activity (eg cooking, physical education, or Education Outside the Classroom) attracts a higher risk of accidents, staff will discuss accident prevention measures with students as necessary.
6. Where a student has a severe allergy, Staff and students will be made aware of their needs.

#### *First aid training and equipment*

7. We will always have an available member of staff who is trained in first aid. Such staff will keep their training current, and be designated as a first aider. A certificate in first aid from St John Ambulance or the New Zealand Red Cross Society is recognised as an acceptable level of training.

8. Where the designated first aider is unavailable, we will ensure that a deputy / back-up first aider is available.
9. The designated first aider is responsible for the maintenance and use of first aid equipment. The first aid equipment is provided by the Board, and is stored in the medical room. The designated first aider may request new first aid equipment from the Board as necessary.

#### *Dealing with accidents*

10. Where an accident occurs at the School, our staff will seek to provide initial first aid to any persons affected.
11. We will seek to utilise current best practice techniques for first aid, including treatment and sanitisation.
12. Where the accident is minor, the duty teacher and / or designated first aider will treat the injury. Staff members may treat their own minor injuries. All minor injuries and near misses will be recorded in the Injury Register.
13. Where the accident is more than minor, our designated first aider will provide initial first aid and make the injured person comfortable. The Hataitai Medical Centre or ambulance services will be used as necessary. We will notify the parent / caregiver / partner / whānau of the injured person by telephone call. We will record the incident in the Injury Register, and the principal will be notified of the accident.
14. Any costs incurred in obtaining external medical treatment are expected to be met by the member of staff (if a member of staff is injured) or by parents / caregivers / whānau (if a student is injured).
15. Where body fluids / matter (eg blood or saliva) are spilt in an accident, we will ensure that students do not touch the fluids / matter, and will keep students from the area until it is hygienic again. Cleanup of the fluids / matter will occur in a manner that does not allow them to come into contact with anyone, with all items used in cleanup either destroyed or sterilised.
16. Where any serious injury occurs on School premises, we will notify Occupational Health and Safety as soon as possible, and file a written report with Occupational Health and Safety within the prescribed timeframes.
17. In the case of serious injury, we will ensure that the injury scene will remain as untouched as possible except where necessary to, eg, prevent further harm.

#### *Administering of medicines to students by staff*

18. We recognise that all students have a right to education even if they are on medications.
19. Our Staff are not normally responsible for administering medication to students. Parents / caregivers / whānau should, where possible, arrange for medicines to be taken outside of School hours.
20. We will ask parents not to send medications to School with students, except for inhalers and other necessary medications (e.g., insulin) except where the Principal has granted written approval / acknowledgement. We will keep a register of known asthmatics and students / Staff with other medical conditions (such as allergies) at the School Office.

Emergency medication for asthmatics and students / Staff with allergies will be kept at the School.

## **CHILD PROTECTION POLICY**

### **Description and Purpose of Child Protection Policy**

This policy outlines the Board's commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children. It includes the Board's expectations when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them. Volunteers are those who regularly work for a school on an ongoing basis or those that have regular unsupervised access to students during normal school hours.

The Board of Trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our school who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

### **Delegation:**

Although ultimate accountability sits with the Board, the Board delegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, our Principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the School (noting the Guidelines contained within this Chapter).
2. Comply with relevant legislative requirements and responsibilities.
3. Make this policy available on the School's internet site or available on request.
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required.
5. Ensure the interests and protection of the child are paramount in all circumstances.
6. Recognise the rights of family/whanau to participate in the decision-making about their children.
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response.
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal.

10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the Board or designated person.
11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise.
12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy.
13. Ensure that this policy forms part of the initial staff induction programme for each staff member.

**Guidelines:**

*Safety Checking:*

14. All staff who are employed in our school, whose work involves regular or overnight contact with children will be safety checked. Teachers (including relievers) undergo safety checking by the Education Council as part of their ongoing registration and practising certificate process. Non-teaching staff are required to be Police vetted every three years.
15. We will consent to other organisations doing a safety check on our behalf where appropriate (e.g. for teachers on practicum).
16. We will request confirmation of the safety checking status of children's workers employed by other organisations hosted in the school (e.g. dental therapists).
17. Volunteers (such as parent helpers) are not required to be safety checked under the VCA or Police vetted under the Education Act, however the Principal may decide that carrying out some form of safety check is good practice (such as for overnight camps or long-term volunteer activities).

*First instance reporting:*

18. If we suspect that a student is suffering, has suffered, or will suffer from harm (whether physically, emotionally, or sexually) be ill-treated, abused, neglected, or deprived, we will document our suspicions and the reasons for them. A file will be opened by the Principal in which all records relating to the case shall be retained.
19. We will keep any records relating to a suspected incident of child abuse confidential to the School and the outside agencies responsible for the case.
20. We will take a precautionary approach to child protection, and recognise that good faith actions under this policy are more appropriate than failing to act.

*Interviewing victim:*

21. We will not usually attempt to question any student we suspect is suffering from child abuse, as this is best left to professionals trained in the interviewing of children.

*Involvement of external agencies:*

22. Our Principal must contact CYF (0508FAMILY or 0508 326 459) to report the suspected child abuse at the earliest possible opportunity. (Any teacher reporting suspected abuse should always remain available to provide information to the Principal during this stage.) CYF will normally refer the matter to the Child Abuse Team within NZ Police.

23. We will act upon CYF advice, or the Child Abuse Team's assessment and selected course of action, as appropriate.
24. Where necessary, we will make intermediate arrangements to support the student or Staff involved in the case. (CYF or the Public Health Nurse can be of assistance.) However, after reporting by the School, it is expected that all dealings with the student about the matter will normally be arranged for by the outside agency involved including:
  - making the child safe;
  - contacting the parents / caregivers / whānau of the student; and
  - keeping the School informed about the situation.

*Communications:*

25. All further communications regarding the School and outside agencies must be conducted through the Principal.
26. The Principal shall keep the Chairperson of the Board informed throughout.
27. Where a parent contacts the School regarding any child abuse situation, he or she should be referred to the Principal.
28. In following all of the above steps, the Principal will take all reasonable steps to ensure that the matter and details remain confidential to the parties involved.

*Education:*

29. We will train our Staff as necessary to recognise the symptoms of child abuse.
30. We will discuss with Students ways to keep themselves safe, and the need to report child abuse.

**Related documentation and information:**

- Further information including frequently asked questions (FAQs) are available on the NZSTA website [www.nzsta.org.nz](http://www.nzsta.org.nz)
- Ministry of Education website [www.education.govt.nz](http://www.education.govt.nz)
- Vulnerable Children Act 2014
- Further information and sample child protection templates are available in the Children's Action Plan guideline Safer Organisations, Safer Children: <http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Organisations-safer-children.pdf>



## FOOD SAFETY AND THE PROMOTION OF HEALTHY FOOD

### Compulsory Cross-Reference Document:

- Accidents / Administration of First Aid and Medications Chapter

### Description and Purpose of Food Safety and the Promotion of Healthy Food Chapter:

The Food Safety and the Promotion of Healthy Food Chapter of the Roseneath School Health and Safety Policy deals with promoting and practising food safety and healthy food at the School.

Our Food Safety and the Promotion of Healthy Food Chapter aims to:

- prevent food poisoning at the School;
- control potential hazards which could affect the safety of School food;
- raise awareness of food safety issues at the School; and
- promote healthy eating.

### Guidelines:

#### *Personal hygiene:*

1. Our Staff, students and parents / caregivers / whānau involved in food preparation at the School must ensure that they clean their hands prior to handling food.
2. Our Staff, students and parents / caregivers / whānau must not be involved in food preparation if they are sick, have a stomach illness, or an open or infected wound.
3. Our Staff, students and parents / caregivers / whānau involved in food preparation must cover any wound with waterproof dressings, or wear disposable gloves.

#### *Food hygiene:*

4. We recognise that good food hygiene is achieved by protecting food from contamination (preventing bacterial growth, and by destroying harmful bacteria by thorough cooking or processing), and that contamination can be passed on by dirty hands, equipment, packaging, work surfaces or foods touching.
5. When cooking, we will keep all work surfaces, utensils, and equipment clean (including after preparing raw foods but prior to preparing other foods with the same items).
6. We will keep perishable foods refrigerated below four degrees celcius.
7. We will thoroughly wash all fruit and vegetables.
8. We will always keep cooked and raw food separate.
9. We will keep food in clearly labelled, covered containers.
10. We will prepare food as close as possible to consumption.
11. When cooking food, we will ensure it is very hot before serving.

12. Where food is prepared off-premises, we will ensure that it is from a smokefree environment.

*Promotion of healthy eating:*

13. We will promote healthy eating for all Staff and students.
14. We will educate students about healthy eating choices as part of the School Curriculum.
15. We will offer healthy choices at School events.

## **HARASSMENT AND PERSONAL PROTECTION:**

### **Compulsory Cross-Reference Documents:**

- The Complaints Against Staff Chapter of the Roseneath School Employment Policy;
- The School Climate, Student Behaviour, and Discipline Chapter of the Roseneath School School Management Policy; and
- Applicable legislation including (without limitation) the Human Rights Act 1993 and the Employment Relations Act 2000.

### **Description and Purpose of Harassment and Personal Protection Chapter:**

The Harassment and Personal Protection Chapter of the Roseneath School Health and Safety Policy outlines the School's intolerant approach to harassment and violence, and guidelines to ensure that all members of the School community feel safe and protected at the School.

Everyone has the right to work without harassment (Human Rights Act 1993 and Employment Relations Act 2000), and everyone should feel protected and safe at the School. Harassment can be subtle or overt, and can include (without limitation):

- excessive attempts to have communications with, or be near, someone;
- sexually-oriented jibes or abuse;
- offensive gestures or comments;
- unwanted and / or deliberate physical contact;
- requests for sexual contact (with or without promises of preferential treatment in return);
- offensive emails; and / or
- displays of pornographic material.

Threats (eg, bullying) and physical violence are also offensive to the personal integrity of individuals, and will not be tolerated at the School.

Our Harassment and Personal Protection Chapter aims to:

- eradicate harassment and violence of any kind or extent at the School;
- ensure staff have support if they are subjected to offensive, unwelcome or inappropriate behaviour that detrimentally affects their employment, job performance, or job satisfaction;
- ensure that students have support if they are subjected to offensive, unwelcome or inappropriate behaviour of any kind; and
- provide guidelines for responding to, and resolving, situations in which harassment or violence has occurred.

### **Guidelines:**

1. We will not tolerate inappropriate behaviour, such as harassment or violence, or threats of harassment or violence, at School.

2. We will educate all members of the Staff about threats to personal integrity such as harassment and violence, and the damage that such issues can cause.
3. If harassment or violence occurs, the complainant may make a complaint by approaching the Principal, the Chairperson of the Board, or a New Zealand Educational Institute officer, counsellor, or field officer.
4. A complainant may have a support person with them when making the complaint.
5. The complaint should be documented by the complainant and the person who receives the complaint.
6. We will treat complaints confidentially wherever possible, and aim to ensure that the complainant is not subjected to any further / additional embarrassment or victimisation as a result of their making a complaint.
7. We will act promptly when a complaint is made. The person responsible for the alleged harassment or violence should be confronted and informed of the complaint, and will be told that the behaviour is unacceptable and must stop. Assurances of cessation of the behaviour must be sought and given, and an apology made to the subject of the harassment or violence.
8. If the matter is deemed serious, or the harassment or violence does not stop, the person responsible for the inappropriate behaviour should be informed and the complaint will be referred to the Board.
9. The Board will consider any referred complaints promptly and deal with them as they see fit. Where a member of staff is harassing or acting violently towards other members of the School community, they may be dealt with in accordance with the conditions of their employment. If a student is persistently, or markedly, harassing or acting violently towards other members of the School community, they may be disciplined in accordance with the School's policies.
10. If the matter is deemed sufficiently serious by the Board, it may be referred to the Police. If an illegal event has occurred, the Board must refer the matter to the Police.
11. Where there is conflict between this policy Chapter and the Complaints Against Staff Chapter of the Roseneath School Employment Policy, or the School Climate, Student Behaviour, and Discipline Chapter of the Roseneath School School Management Policy, the other policy Chapters supersede this Chapter.

## HAZARDS

### Compulsory Cross-Reference Documents:

- Roseneath School Hazards Register;
- The Roseneath School Health and Safety Policy; and
- All relevant legislation, standards and Codes of Practice, including (without limitation) the Health and Safety in Employment Act 1992.

### Description and Purpose of Hazards Chapter:

The Hazards Chapter of the Roseneath School Health and Safety Policy outlines management of hazards on the premises of the School, to create a safer environment for students and Staff.

Our Hazards Chapter aims to:

- encourage awareness of actual or potential hazards on School premises;
- minimise, isolate, or minimise the number of actual or potential hazards on School premises;
- encourage reporting of hazards; and
- keep track of all actual or potential hazards at Roseneath School.

### Guidelines:

1. We will always aim to ensure that the School premises are safe and hygienic.
2. We will maintain a Hazard Register of possible hazards on the School premises, and remedial actions.
3. We will make all students and Staff aware of possible hazards on the School premises, and how these are dealt with by the School.
4. We will encourage the reporting of defects and safety issues to the Principal, and follow these up as soon as possible with repairs / action plans.
5. Where a major hazard is identified, the Principal will report it to the Board for follow up.
6. We will comply with all relevant health and safety legislation, standards and Codes of Practice.
7. We will accurately report and record accidents, incidents and injuries, as well as near misses.
8. We will ensure that staff are adequately trained for the tasks they are required to do, including in relation to health and safety issues.
9. We will provide safe means for access and egress to and from the School premises.
10. We will use appropriate safety equipment, devices, and best practice techniques, and design School facilities (eg, playgrounds) to conform with safety standards.

11. We will encourage all students to take reasonable care and use protective equipment when using playgrounds or undertaking other activities such as rollerblading or skating, and will designate appropriate areas of the School premises for such activities.

## **HIV / AIDS AND OTHER BLOOD-BORNE VIRUSES**

### **Compulsory Cross-Reference Documents:**

- Accidents / Administration of First Aid and Medications Chapter;
- Applicable legislation, Ministry Guidelines and Codes of Practice, including (but not limited to) the Education Act 1989, the Human Rights Act 1993, the Health Act 1956, the Health (Infectious and Notifiable Diseases) Regulations 1996, the Privacy Act 1993, the Health and Safety in Employment Act 1992, and the National Education Guidelines.

### **Description and Purpose of HIV / AIDS and Other Blood-Borne Viruses Chapter:**

The HIV / AIDS and Other Blood-Borne Viruses Chapter of the Roseneath School Health and Safety Policy outlines the School's responsibility for providing a safe school environment taking into account the risks of blood-borne viruses.

Our HIV / AIDS and Other Blood-Borne Viruses Chapter aims to:

- provide guidelines for the management of blood-borne virus risks;
- provide for a safe and healthy environment at School in relation to blood-borne viruses; and
- ensure that students and staff with blood-borne viruses are able to participate in School life to the extent their health permits.

### **Guidelines:**

1. Where a student or member of staff has a blood-borne virus, including but not limited to HIV / AIDS, the infection should be disclosed to the Principal.
2. We will comply with our legal reporting obligations.
3. The Principal shall inform the Chairman of the Board and teachers of any student or member of staff with a blood-borne virus. This information may be shared by the Principal (as appropriate) with teaching staff, and the Chairman of the Board may (if necessary) disclose this information to the Board.
4. Knowledge of people within the School with blood-borne viruses may be used by the Principal and Board as necessary to:
  - judge if it is possible that a contamination incident has occurred at the School;
  - determine what level of education about blood-borne viruses is necessary within the School community; and
  - inform parents / caregivers / whānau of students with immune system compromising blood-borne viruses if there is an outbreak of an infectious disease at the School (eg, chicken pox, mumps).
5. We will educate staff about the dangers of, and methods of dealing with, blood-borne viruses.
6. When an injury occurs at the School where bleeding (or other spilt bodily fluids, eg saliva) occurs, the injured person will be treated as if they have a blood-borne infection.

7. If it is possible that bodily fluids are exchanged (eg, blood and saliva penetrating another person's skin, eyes, nose, ears or mouth) in an incident at School, we will:
- In the case of a student, contact their parents / caregivers / whānau;
  - Provide first aid, including thorough washing of the contact point; and
  - If we know the source of bodily fluid has a blood-borne virus or other infectious disease, advise the parents / caregivers / whānau (if a student is the recipient) or staff member to seek medical attention.



## PREVENTING AND RESPONDING TO SUICIDE

We value the well-being of our students and staff and act on any concerns we have about their welfare. As part of our commitment to health and safety, we aim to provide and maintain a safe physical and emotional environment and a positive, inclusive culture. This whole-school approach is an important part of preventing suicide.

1. Staff maintain positive learning environments and relationships with students and encourage resilience, self-awareness, and acceptance.
2. Staff are alert to changes in students' performance, attendance, and demeanour, and act on any suspicions or concerns.
3. The school monitors the health of workers as part of its primary duty of care, and discusses workload and stress levels at health and safety meetings and performance appraisals.
4. We have procedures in place to help maintain a safe environment, including:
  - comprehensive digital technology policies and procedures to guide our use of the internet, mobile phones, and other ICT devices and equipment
  - guidelines for dealing with bullying, including cyberbullying and harassment
  - recognising stress in the workplace as a hazard to be managed.

### Acting on concerns:

If a staff member becomes aware that a student or colleague is at risk of self-harm or suicide, they take relevant action as outlined in the Ministry's resource kit. Actions include support, monitoring, and disclosure as relevant to the situation. Care is taken to respect a person's wishes for confidentiality and to ask their permission to disclose information to another party. It may be necessary to breach a person's confidentiality to ensure their safety, particularly in an emergency.

If there is a threat of imminent suicide:

- Try to ensure the person's immediate safety.
- Call for support and stay until it arrives. Do not leave them alone.
- If possible, ring 111.
- Remove any obvious means of suicide.

### Responding to a traumatic incident:

A traumatic incident, such as a suicide or attempted suicide, adversely affects the whole school community. The school responds as appropriate in the immediate aftermath and with ongoing support. This may involve implementation of the crisis management plan and contact with the Ministry of Education Traumatic Incident Team.

## **ROAD SAFETY**

### **Description and Purpose of Road Safety Chapter:**

The Road Safety Chapter of the Roseneath School Health and Safety Policy deals with the School's concern that, with its premises on a main traffic thoroughfare, students can walk safely to and from School.

Our Road Safety Chapter aims to:

- raise awareness of road safety issues at Roseneath School; and
- ensure that students learn safe road crossing techniques.

### **Guidelines:**

1. Our Staff will teach students about safe road crossing techniques.
2. Our students should be accompanied by an adult if crossing the road away from the crossing.
3. Parents / caregivers / whānau are expected to park in a legal and safe manner on Maida Vale Road when dropping off, or picking up, students. Parents are reminded to model appropriate driving speeds around the school, and other agencies are invited to work with the school to support road safety in our community.
4. A duty teacher will oversee the road area at the end of school hours, including pupils catching their buses.

## SEXUAL BEHAVIOUR IN CHILDREN

Schools have a responsibility to promote the healthy development of their students and to protect them from harm.

The school does this by:

- teaching about sexual, emotional, and physical development through the health curriculum; and about appropriate and inappropriate behaviour through its behaviour management strategies and Keeping Ourselves Safe programme
- demonstrating respect and appropriate behaviour through its care and management of students
- noticing and dealing appropriately with sexual behaviour in children.

Sexual behaviour includes questions, touch, conversations, and interest about sexuality and/or relationships. It is important to respond appropriately to sexual behaviour in children. This requires identifying whether the behaviour is normal for the developmental stage of the child, or of concern. It is important to consider the behaviour in the context of what you know of the child's background, their age, emotional development, the behaviour's effect on others, and what is normal for the child's stage of development. (For guidance about whether a child's behaviour is normal, concerning, or harmful, see the STOP programme's [What is normal and Concerning Sexualised Behaviour](#).)

Inappropriate sexual behaviour will be treated and recorded in a consistent way with how we treat all inappropriate behaviour, and any behaviour of a sexual nature will be responded to according to the level of behaviour demonstrated:

- Behaviour that is normal for the developmental stage of the child will be de-escalated, with a reminder that it is not appropriate at school.
- For behaviour that is of concern, further monitoring will take place, and parents will be informed as we would inform them with all concerning behaviour
- For behaviour that is harmful, management and family will be involved in an appropriate response, following advice and guidance from agencies such as WellStop and the Ministry of Education.

A child whose behaviour is concerning poses a threat to the welfare of other students, and also to themselves through their increased vulnerability. If the behaviour is of concern, the school must act to protect and support the children involved.

Depending on the seriousness of the behaviour, the "offending" child may need guidance around suitable boundaries, or specialised outside support. Inappropriate behaviour can sometimes indicate that the child has been exposed to pornography, unsafe situations, or abuse. If you are concerned, seek advice, for instance, from the STOP Programme, or the Police Child Abuse unit.

### Resources:

- [STOP](#).
- NZ Police: [Keeping Ourselves Safe](#).
- Abuse recognition and reporting procedure
- The school's sexuality programme and/or health curriculum.

## **STRESS MANAGEMENT AND PSYCHOLOGICAL HEALTH**

### **Compulsory cross-reference documents:**

This Stress Management and Psychological Health Chapter is to be read in conjunction with:

- any applicable individual or collective employment agreement;
- the rest of the Health and Safety Policy;
- the Roseneath School Employment Policy;
- the applicable legislation, including (but not limited to) the State Sector Act 1988, the Health and Safety in Employment Act 1992, and the Accident Compensation Act 1991; and
- Codes of Practice and Ministry of Education guidelines.

### **Description and Purpose of Stress Management and Psychological Health Chapter:**

The Stress Management and Psychological Health Chapter of the Roseneath School Employment Policy deals with providing a school environment that promotes health, safety and welfare. Our School recognises that the psychological health and well-being of Staff and students is as important as their physical health. Our School values and supports a collaborative management style and urges consultation between the Principal and Staff in identifying, reporting and managing hazards and avoiding them wherever possible.

Our Stress Management and Staff Safety Chapter aims to:

- provide guidelines for consultation between the Principal and staff in identifying, reporting and managing stress and other psychological hazards and avoiding them where possible.

### **Guidelines:**

1. Our School will, where possible, promote the following initiatives in regard to the psychological health and welfare of Staff and students:
  - collaboration between the Principal and Staff to promote health and welfare;
  - provision of personnel counselling, rehabilitation coordination and other support services;
  - Occupational Health and Safety training as necessary, including stress management, rehabilitation and related topics;
  - offering training and development opportunities as necessary to enhance Staff skills, abilities and knowledge;
  - development and implementation of fair and equitable processes;
  - implementation of a sexual harassment policy and procedures and the provision of a sexual harassment contact person; and
  - ongoing review of indicators of psychological health across the School and within particular work sites / groups of work sites.

## SUNSAFE

### Description and Purpose of Sunsafe Chapter:

The Sunsafe Chapter of the Roseneath School Health and Safety Policy deals with minimising skin damage caused by excessive exposure to the harmful ultraviolet (UV) rays of the sun, which can increase susceptibility to dangerous skin cancers and melanoma in later life.

Our Sunsafe Chapter aims to:

- raise awareness of, and discuss prevention of, sun exposure and its effects at the School; and
- ensure, as far as is practicable, that students of the School are protected from excessive exposure to the sun.

### Guidelines:

1. We will ensure that shade is provided to students when outside (eg trees, shelters).
2. We will have water resistant sunscreen available in each classroom (although staff will not generally apply it to students), and encourage parents / caregivers / whānau to provide sunscreen in their child's bag.
3. We will request that parents / caregivers / whānau provide students with hats for use at School which protect students' face, neck and ears.
4. Sunsafe Roseneath hats are available to purchase from the office.
5. We will request that students wear those hats when outside during Terms 1 and 4, and if not, that the students play inside or in designated shady areas.
6. We will encourage Staff to act as sunsafe role models by wearing sunsafe clothing options (eg hats), applying sunscreen, and seeking shade where possible.
7. We will teach students to be sunsafe as part of the School Curriculum.
8. We will positively reinforce the School's sunsafe message through newsletters and activities.
9. At enrolment, we will inform parents / caregivers / whānau of the School's sunsafe policy and its requirements, and ascertain whether students being enrolled have an allergic reaction to the sun or sunscreen.

## **TOBACCO, DRUGS AND ALCOHOL**

### **Compulsory cross-reference documents:**

This Tobacco, Drugs and Alcohol Chapter is to be read in conjunction with:

- Ministry of Education, Guidelines for principals and boards of trustees on stand-downs, suspensions, exclusions and expulsions, 2009.

### **Description and Purpose of Tobacco, Drugs and Alcohol Chapter:**

The Tobacco, Drugs and Alcohol Chapter of the Roseneath School Health and Safety Policy deals with the School's approach to the consumption / use of tobacco, illegal drugs and alcohol on School premises and at School-related events. These substances can cause profoundly detrimental effects on the health and learning abilities of young people. This Chapter, due to these effects, extends to all members of the School community (including, but not limited to, families and contractors) while on School premises.

Our Tobacco, Drugs and Alcohol Chapter aims to:

- ensure that students are protected from the effects of tobacco, drugs and alcohol on School premises;
- create positive role models of Staff in relation to tobacco, drugs and alcohol;
- prohibit the consumption of alcohol on School premises except where responsibly offered to adult members of the School community as part of a School event;
- prohibit consumption or use of tobacco on School premises; and
- prohibit the use of drugs (other than prescribed / medical pharmaceuticals as necessary for health) on School premises.

### **Guidelines:**

#### *Consumption of alcohol on School premises:*

1. Our School buildings and grounds are to be alcohol free at all times except when alcohol is responsibly served to adults at functions outside School hours.
2. When alcohol is served as part of a function outside School hours, we will comply with best practice host responsibility, and strongly encourage positive role modelling regarding the consumption of alcohol.
3. Where relevant, we will make visitors to the School aware of our policy on tobacco, drugs and alcohol.

#### *Smoking and non-medicinal tobacco products prohibited:*

4. Our School buildings and grounds are to be non-smoking zones at all times.
5. We will erect and maintain signs indicating that smoking is prohibited on School premises at:

- every entrance to the premises; and
  - every outer entrance to every building or enclosed area forming part of the premises.
6. No non-cigarette tobacco products may be used or consumed on School premises except non-smoke producing products used as part of a tobacco use cessation programme (eg tobacco patches).

*Drugs prohibited:*

7. Our School buildings and grounds are to be drug-free at all times, except for prescribed / medical pharmaceuticals required for health reasons.

*Violations:*

8. Where products prohibited by this Chapter are used on School premises, the Principal is responsible for receiving, actioning and resolving complaints about their use. Where the Principal is unable to satisfactorily resolve a breach of this Chapter at first instance, the complaint will be referred to the Board.
9. The Principal and Board have the following powers for breach of this Chapter by a student:
- The offending item (eg cigarette, bottle) **shall** be seized by a member of Staff and held by the Principal. Where the item is illegal (eg illicit drugs), the Principal **shall** inform the Police and temporarily hold it prior to turning it over to the Police.
  - The Principal **shall** inform the parents / caregivers / whānau of the student of the breach.
  - Students **may** be suspended at the discretion of the Principal.
  - The Principal **shall** supply the name of the student to the Board Chairperson for further enquiry as necessary.
  - The Board **may** suspend the student (if not already suspended) and / or refer the name of the student to the Police.
10. Staff may be disciplined, in accordance with their terms of employment and relevant legislation, for breaches of this Chapter. Where illegality is involved, the Police shall be informed.
11. Visitors (including contractors) may be asked to leave, and / or may be banned from, School premises if they breach this Chapter. Where illegality is involved, the Police shall be informed.

## APPENDIX A: HAZARDS REGISTER

This document lists actual or potential hazards within the School premises that the Board and School have identified, together with steps to be taken to eliminate, isolate, minimise or manage them.

### Identified hazards

12. **Bank area/Saluting Base:** The steep banks down to the roadway below are out of bounds because of the danger of pupils falling off these banks and also the danger for traffic and passers-by if pupils throw objects down onto the roadway.

*Response:*

- (a) From time to time, a Roseneath staff member may open the bank area for supervised play of Year 4-8 students only.
- (b) The boundaries are clearly marked and understood by pupils, prior to entering the space
- (c) Pupils understand that they must help monitor each other's behaviour or they will be unable to play in the area, and/or an accident may occur.

13. **New adventure playground:** Pupils need to become familiar with the apparatus and consider others while using it, because there is a risk of falling or colliding with another user.

*Response:*

- (a) The playground meets safety standards and there is special matting in place.
- (b) The duty teacher will monitor/oversee the area. Care is taken with numbers using the playground, weather conditions (eg rain) and the manner in which the equipment is being used.
- (c) The Principal/staff will remind pupils about appropriate use of apparatus.
- (d) Rule: not to be used when wet.

14. **Old adventure playground:** The old tyre/bark chip base has proved effectual. The main risk is pupils falling from one side of the top area. It is difficult to keep bark chips on the area.

*Response:* Bark chips to be renewed annually.

15. **School drive and entranceway:** There is a risk of pupils being struck by cars as they walk up and down the School driveway.

*Response:*

- (a) Parents are told not to bring cars into grounds during pupil arrival and departure times. Signs to that effect are placed on the driveway.
- (b) New fencing with a gateway has been erected, so that cars cannot access the lower driveway during School hours. The gate is closed shortly after gam and reopened at 3pm



- (c) The duty teacher will check on pupils leaving by the driveway at the end of the school day.
- (d) Pupils are made aware of the dangers.
- (e) A bollard is placed on lower section of the driveway.

16. **Exit from School gateway area:** The road area is dangerous, with parents trying to find parks to pick up pupils, and traffic and buses travelling in both directions.

*Response:*

- (a) The duty teacher will oversee the road area at the end of school hours, including pupils catching their buses.
- (b) Pupils must not cross the road anywhere other than on the pedestrian crossing situated at the south end of the Roseneath shops unless accompanied by an adult. Pupils must otherwise use the pedestrian crossing.
- (c) If the number of pupils using the crossing increases significantly, then a system of patrols will be needed to be reinstated.
- (d) Pupils are made aware of the dangers and rules.

17. **Exit from School - pupils not picked up by parents/caregivers:** Pupils are sometimes not picked up by parents/caregivers immediately after school.

- (a) The duty teacher will bring these pupils back down to the school foyer area and contact the parents.
- (b) Pupils are made aware of this rule.

18. **Balls over boundary fences:** In some areas it is risky for pupils to retrieve balls because of the steep banks over the fences.

*Response:* Pupils to contact duty teacher for help.

19. **Strong winds:**

- (a) **The main entrance door at the School office** slams in strong winds, making it particularly dangerous for younger pupils.

*Response:* in strong winds a sign will be used to direct people to another entrance/exit.

- (b) **The upper bridge door** also slams in strong winds. This can be a danger to pupils' fingers.

*Response:*

- (i) Slow release mechanisms have been fitted, but these have little effect in very strong winds.
- (ii) Doors can be locked from inside and pupils asked to use door down below in the corridor.

- (c) **The driveway exit** can be very challenging in gale-force winds (particularly for New Entrant/Year 1 pupils) especially around Gateway Flats drive and there is a risk of being blown over or onto the road.

*Response:*

- (i) Senior pupils to aid younger pupils.
- (ii) Duty teacher to watch out for pupils on driveway.

20. **Storage of cleaning materials:** Cleaning materials are to be kept in the cleaner's room opposite Aft Class. Many of these materials could cause harm if taken internally by pupils.

*Response:*

- (a) The room is out of bounds for pupils.
- (b) Door to remain locked/bolted.

21. **Dangerous items left in School grounds:** At the beginning of the school day items may be found in the grounds which have been left by public users. Items may include glass, drugs and material used in drug taking.

*Response:*

- (a) The grounds will be checked by Principal/Deputy Principal each morning.
- (b) Pupils are made aware of steps to take if items are found (ie report to a teacher).
- (c) Pupils must wear footwear in playground areas at all times.

22. **Large trees in grounds/high wire-netting fences:** Pupils may climb trees and fences, and there is a corresponding risk of pupils falling.

*Response:*

- (a) Pupils are instructed not to climb trees or fences more than three metres high.
- (b) The duty teacher will monitor compliance with this rule at lunchtime/break.

23. **High walls beside Hall playground/School driveway:** There is a risk of pupils climbing these walls and falling down onto the playground below.

*Response:*

- (a) School rule - the wall area is out of bounds, and this rule is enforced by all staff.
- (b) The high wall below the driveway has been fenced off.



**APPENDIX B:**

<https://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Tools/Health-and-Safety-at-Work-Act-2015-practical-guide.pdf>