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LEAMINGTON



Health and Safety Policy

Leamington School Health and safety policy

Leamington School provides a safe physical and emotional environment for its students, employees, parents, caregivers and visitors by complying with all current legislation that ensures the safety of everyone using its resources and premises.

The School's comprehensive procedures relating to health and safety ensure that the following are provided.

- A safe, clean work environment for students and employees.
- Safe methods and safe practices are used in all School on-site and off-site activities.
- Compliance with relevant legislation and Ministry of Education requirements.

The Principal, with responsibility for the day-to-day operation of the School must complete the following.

- Take reasonable steps to protect students, employees and visitors from unsafe or harmful conditions.
- Take reasonable steps to ensure students and staff members make safe use of the Internet and print media.
- Ensure a risk analysis management system is carried out where and when appropriate.
- Ensure crisis management and emergency preparedness documentation is understood by all staff and reviewed annually.
- Consult with the community regarding the health programme being delivered to students.
- Provide privacy of personnel documentation held at School

Legislative Requirements

Leamington School's Health and Safety policy addresses the following legislative requirements

- The Board's commitment to comply with relevant health and safety legislation
- Board of Trustees and Principal's responsibilities for health and safety
- Staff responsibilities for health and safety
- Schools delegation of health and safety coordination roles to staff as appropriate
- Support for staff participation and consultation on health and safety
- School commitment to accurate reporting and recording
- Reporting to the Board of Trustees on accident frequencies and severity (see *Action Guide 7, Toolkit 10F*)
- Reporting of serious harm injuries to OSH and the Ministry of Education
- School commitment to continuous improvement and encourage best practice in health and safety management
- The school's commitment to support the safe and early return to work of injured employees

Regulations

- Health and Safety in Employment Act and Regulations 1992
- Building Act 1991
- Education Act 1989

- Employment Relations Act 2000
- Human Rights Act 1993
- New Zealand Bill of Rights Act 1990
- Privacy Act 1993
- Protected Disclosures Act 2000
- State Sector Act 1988
- Toxic Substances Act 1979
- National Administration Guidelines (nos 4 and 5)
- Health and Safety Code of Practice for State (MoE) Primary, Composite and Secondary Schools
- Food and Nutrition Guidelines 2007
- Smoke-free Environment Act 2005

Procedures

In addition to the specific procedures below, the School ensures the following.

1. Employees / students are provided with basic health and safety rules, information and training.
2. Regular inspections are carried out to identify potential and significant health hazards, and all practical steps taken to remove, reduce or provide protection from them.
3. Employees are advised of hazards in their work place and how to avoid or deal with them.
4. All serious injuries, occurring in the School or on an Education Outside the Classroom programme, that further medical intervention are recorded in the accident register and investigated.
5. Effective emergency and crisis response documentation is provided to cope with all likely emergencies.
6. The Principal investigates and reports to the Board any accident involving serious injury which occurs in the School or during on off-site School activity.

Procedures Include

Accident Management
 Afterschool care
 Alcohol and drugs
 Behaviour management / Discipline
 Child abuse
 Children's medication
 Civil Defence Preparedness
 Collection, storage and access to personal information
 Complaints
 Court orders against parents / caregivers
 Crisis preparedness
 Cyber Safety
 Education outside the classroom

Emergency evacuation
Emergency preparedness
First Aid and infection control (including pandemic plan)
Food sales
Hazards register
Parent Helpers
Playground supervision
Police vetting
Protected disclosures
Prohibiting the use of force
Request for Information
School equipment
School bells
Sexual harassment
Smoking, drugs, alcohol
Sun safety
Transport
Traumatic Incidents
Visitors to the school
Water outage

Accident Management

- Minor injuries - children are sent to the sick bay by the duty teacher who then arranges for a teacher aide / office staff to care for the child.
- Serious injuries - children are to be left at the scene until checked by senior staff / teacher aide.
- When there is concern about an injury a senior teacher / teacher aide, qualified in first aid, to be asked to check the child.
- If children are left in the sick bay to recover the Secretary is to be asked to watch the child, and the classroom teacher notified.
- Accidents requiring medical attention are:
 - To be notified to a senior teacher
 - Arrangements are made to contact the parents
 - Principal is notified
 - Family doctor /or other medical practitioner is contacted
- In the event of not being able to contact a parent, arrangements will be made to transport the child to a doctor. Principal / Deputy Principal to organise. Costs incurred in treatment and transport will be claimed from the Parent / Caregiver. In all cases requiring medical attention a report will be filed in the accidents report file held by the principal.
- Accidents requiring medical attention or caused through unsafe equipment or practices will be reported to the Board at their next meeting.
- Staff and Board will work together to eliminate equipment / games that are considered to place children at undue risk..
- Serious accidents will be reported to OSH. A record of all treatment will be kept in the medical room.

Afterschool Care

The programme goals and objectives are:

- To ensure that children are safe in a supervised environment between 3.00 p.m. and 5.30 p.m. when requested by parents or caregivers. This is available on a permanent or part time basis.

There will be:

- An emphasis on care and recreation in a safe, secure environment.
- Compliance with OSCAR recommendations regarding ASC programmes.
- Information to reach every family which might otherwise have chosen to leave their children at home alone.

Staffing

- The programme will be staffed by a caring person or persons who understands the principles behind the programme and who meets the person specification listed in the job description.

A separate detailed policy and set of procedures on After School that supports the Health and Safety policy is held with the other school policies.

Alcohol and drugs

- Alcohol/drug/possession/ use by young people is a health risk activity that can result in injury, problem behaviours, and failure to achieve educational potential. Therefore, drug/alcohol/possession/ usage will not be tolerated at Leamington School.
- Alcohol/drug education may be taught as a part of a comprehensive health education programme consistent with Health and Physical Education in the New Zealand Curriculum, or other appropriate recognises resources.
- This programme will provide a balance of knowledge, clarification of attitudes and values, and skill development appropriate to the developmental level of the students.
- It will be based on the principle of harm minimisation.
- Leamington School will direct families/whanau to relevant support agencies.
- Children who use or possess alcohol/drugs in the school or during school activities will result in the attached procedures being followed.

SITUATION A: SUSPECTED USE

Report to the Principal

Monitor the situation and gather facts

The Principal will decide whether to: - interview the child
- contact the Parents/Caregivers
- refer to the Police

SITUATION B: POSSESSION OF DRUGS/ALCOHOL IN THE SCHOOL GROUNDS

In the presence of the Principal or witness seal the confiscated material and record the details –

- time
- location
- name of student and any others involved
- record on school letterhead and sign (both staff)

Secure appropriately until it is collected by the Police

Contact Police immediately

Interview those involved and notify the Parents/Caregivers

SITUATION C: PUPIL SHOWING EFFECTS OF DRUGS/ALCOHOL OR FOUND USING AT SCHOOL

Ascertain the risk to the pupil or others

Contact First Aid Officer, ambulance (if necessary), parents/caregivers and Police

Keep student in a quiet, safe place until they are treated or taken home

Supervise the student regularly

Secure the drugs as in B

Interview the student at an appropriate time

DEALING WITH THE SITUATION (AT THE APPROPRIATE TIME)

Arrange an urgent meeting with the Parents/Caregivers and student

Obtain support for the student and family

Protect the students privacy

If the child is fit for school they are to remain. Inform them that the matter will be dealt with at a time suitable to all involved.

Behaviour management / Discipline

Behaviour management is the collective responsibility of all staff members at Leamington School.

Each student and the circumstance will be dealt with on a case by case basis. The following guidelines will apply

- The student will be assisted to articulate the bad choice they made.
- The student will be assisted to articulate a better choice they could have made.
- Any actions taken by the teacher will be with the intention of correcting the behaviour with a focus on personal and school wide social responsibility for their actions and empowering the student to not make the same poor choice in the future.
- Under no circumstances will corporal punishment be used.
- The student will feel that any action taken by the teacher was fair.

Any matters deemed serious or ongoing by the teacher will be forwarded to the principal.

The school has a zero tolerance approach to inappropriate or uncooperative Physical, emotional, verbal and spiritual behaviour. Behaviours of these types, classified as serious will in the first instance be dealt with by the principal with the intention of aiding the student to make a better choice. If this intervention is unsuccessful, the options of stand-down, suspension and exclusion will be explored following the Ministry of Education regulations.

Any guidance counselling of students will be dealt with by the staff member deemed most suitable or by an external agency if required.

Our rules are best summed up as expecting children to show respect for all people and property. We have a virtues programme throughout the school to encourage positive development of skills in order to achieve this.

Playground

Use positive approaches first – see list below.

Inappropriate behaviour:

1. Isolated from playground
2. Recorded in the duty incidents folder. Followed up by the Principal.

Serious Misbehaviour (i.e. physical and verbal violence, theft, bullying, vandalism, persistent inappropriate behaviour)

1. Withdrawal from the situation if possible – or send crowd away.
2. Advise Principal/DP/AP who will decide consequences either/and
 - a) phone call to parents
 - b) extended withdrawal from the playground and / or classroom
 - c) within school stand down (being removed from class and play ground), or suspension (depending on number of days child has been stood down in any year to follow Ministry of Education guidelines.)

Class

Our classes are places for learning to occur and respect to be shown to others. As much as possible, positive strategies will be used to modify unacceptable behaviour. See list of ideas.

Inappropriate behaviour:

1. Classroom management (“traffic light” type system)
2. Buddy class for up to half a day

Persistent inappropriate behaviour – such as 4 - 5 times to the buddy rooms

1. Senior teacher/DP and/or Principal notified
2. Principal works with the child to change behaviour to reflect the severity of the behaviour with a focus on bringing about sustained change.
3. Child and parent informed that the next stage is “internal suspension”
4. Internal suspension (includes break time)
5. Stand down from School (up to 5 school days in a term, or no more than 10 school days in a year)
6. Suspension
7. Exclusion

Serious Misbehaviour (i.e. physical and verbal violence, theft, bullying, vandalism, persistent inappropriate behaviour)

3. Withdrawal from the situation if possible – or send class away.
4. Advise Principal/DP/AP who will decide consequences either/and
 - d) phone call to parents
 - e) extended withdrawal from the playground and / or classroom
 - f) within school stand down (being removed from class and play ground), or suspension (depending on number of days child has been stood down in any year to follow Ministry of Education guidelines.)

LEAMINGTON SCHOOL BEHAVIOUR EXPECTATIONS

We expect that the children at Leamington School will:

- Follow instructions
- Respect others, i.e. no swearing, abusive language or gestures
- Stay in the boundaries
- Play fairly and act safely
- Care for school and others property
- Keep hands and feet to themselves
- Use their **WITS**

Criteria for writing behavior letters home.

Children write their own letter explaining why they have been sent from the class. Juniors may draw it and class teacher write story.

Class teacher write a note on the letter requesting parents to read and sign it and send back to school tomorrow. Check letter has date on it. Teacher photo copy letter in case it “gets lost.”

Record event in communication book.
Paste returned letter in communication book.

Behaviour Management

Behaviour Management begins with Positive strategies. Some ideas are below:

Classroom

- Praise, praise, praise
- Stamps, stickers, sticker charts
- Spot children showing the virtue of (and praise)
- Early birds lists, smiley face lists
- Class sticker charts – working towards a reward at the end of the day / term.
- Maunga – children work their way up the mountain. First time they get a blue card, second time they get a gold card and 15 minutes free choosing e.g. Bumble Puppy
- Individual programme: Each child's name on the white board on card. Tick system. Three ticks and they get a sticker on their chart. Fill the chart and child gets a certificate and they get a grab – bag
- Virtues box within the room. Teacher puts children's names in the box and on Friday the teacher pulls out 2 names and they get to choose stationery
- Friendship circle – Warm Cuzzies
- Acknowledging virtues

Playground

- Praise, praise, praise
- Organised Playground Games
- Sports Equipment available balls etc
- Bumble Puppy
- Library
- Board Games
- Virtues Vouchers

CHILD ABUSE

1. The school senior leadership team lead by the Principal is the group with whom teachers/parents/caregivers can discuss/report suspected cases.
2. Teachers are obliged to report suspected abuse to a member of the senior leadership team.
3. If a child discloses abuse to a staff member this will be reported to the senior leadership team. A discussion will take place and a decision of further action will be made.
4. Further action could include; discussion with the Public Health Nurse or Youth Aid Officer, noting in a diary if no further action is required at this time, referral to the Social Welfare Intake Team, the Police, Police Sex Abuse team.
5. When a disclosure occurs, or abuse is suspected, teachers will **not** ask leading

- questions.
6. After the disclosure the child will not be asked to repeat the story until interviewed by appropriate authorities.
 7. Only the staff member directly involved with the child will be informed and will be kept up to date on proceedings as the situation may affect the child's learning.
 8. Parents / Caregivers may be informed of abuse following council with appropriate agencies. Each case will be dealt with on it's merits.
 9. Confidentiality will be maintained at all times.
 10. Documentation is important and relevant dates/notes kept.
 11. The 'Keeping Ourselves Safe' programme has been implemented in the School to enable children to feel comfortable regarding the disclosure of abuse to any staff member.
 12. 1. Staff will be asked to take the phone number of any person purporting to be a member of an outside agency, check the number, and then ring back. This will help ensure confidentiality.
 13. 2. Teachers will record any concerns in their workplans or diaries.
 14. 3. When a teacher is concerned about a child they are to discuss it with a member of the Senior Management Team.
 15. - the incident will be logged in such a way that the child's identity is kept confidential.
 16. - the member of the Senior Management Team may require more information (teacher will continue to monitor situation).
 17. - if further action or investigation is felt necessary the Principal will be informed.
 18. - the Principal will contact the appropriate agency and without identifying the child seek advice on the appropriate action.
 19. - keeping in mind the safety of the children, teachers/staff may consult parents about changes in behaviour to ascertain whether the change may have been caused by the family's home circumstances.
 20. 4. Once an agency has been involved that agency and where appropriate the Police, will investigate and the school will act on the advice from those agencies.
 21. 5. In disclosure cases parents will be informed by the Principal unless the students welfare is likely to be threatened by members of the household. The agency which is involved in the cases may be responsible for informing parents as they have the skills to handle the situation in the most appropriate way to support the child.
 22. 6. Support for staff and the child concerned will be sought from the agency involved.
 - 23.

Children's medication

1. Medication will be kept in a locked drawer in the main office. **Epi Pens** kept in sick bay in locked cupboard.
2. Asthma medication can be kept in a locked teacher's drawer.
3. A list of children who have allergies and special health needs will be kept in the medical room.
4. Photographs of children requiring special medical attention will be displayed

- in the medical room for teachers information.
5. Parents who request special medical attention such as the administering of injections and medication must do so in writing.
 6. It is the parents responsibility to ensure that the medication is appropriate and has not exceeded the use-by-date. Written instructions must be provided for pharmacy purchased medication.
 7. The Board of Trustees accepts that staff members asked to administer special medication will need to be properly trained.
 8. The Board will also provide opportunities for staff to upgrade their First Aid skills.
 9. Children who are ill will be placed in the medical room and their parents/caregivers contacted. Office staff will monitor children in the medical room.
 10. A Teacher Aide will be responsible for dispensing medication to children at the appropriate time. A record of medication administered is kept.
 11. Medication administered at school must be in the correct container so that the Doctors instructions can be followed.
 12. The Board will have a standard letter, approved by a lawyer, for parents to request ongoing administering of medication.

Civil Defence Preparedness

1. Staff will ensure that all means of egress are clear at all times.
2. Annual surveys of fire equipment will be carried out.
3. The alarm system will be fail safe. A back-up hand bell will be available.
4. Smoke stop doors will be closed at all time.
5. Exit signs will be clearly displayed.
6. Evacuation notices will be displayed in all areas.
7. Some staff will be trained in First Aid.
8. Fire and Earthquake Drills will be held regularly.
9. The assembly areas for the school are set out in the Procedures Manual.
10. The Principal will be responsible for decisions to evacuate and re-enter buildings.
11. The Board Chairperson and Principal will be responsible for media statements.
12. The school will liaise with the Council, the Fire Service and The Civil Defence Organisation.
13. Emergency Procedures will be set out for various emergencies and recorded in the School's Procedure Manual.
14. Key personnel and key holders contact numbers will be displayed.
15. Teachers will be made aware of 'Emergency Procedures - Guidelines for Schools' as part of the induction process.
16. The Civil Defence Emergency action manual is in the Principal's Office. A copy is also on the office computer.

Collection, storage and access to personal information

- All relevant information pertaining to students will be confidential to office personnel, the principal, the teacher concerned and any other staff member on a need to know basis.
- Parents will have access to information on their child/ren only.
- All information relating to staff members will be confidential to the principal, and management team members on a need to know basis.
- Non custodial parents / caregivers will not receive information on any student or be granted access to any student unless expressly sanctioned by the custodial parents / caregivers.

Complaints

All complaints will be resolved at the lowest level possible and as informally as possible. Where this is not achieved the board will consider the complaint when it is submitted in writing and will make a decision on it after considering all the evidence and written submissions.

Guidelines:

1. In every case both this procedure and the relevant employment contract will be consulted.
2. Concerns (as distinct from formal complaints) will be dealt with informally by the class teacher wherever possible.
 - i. Parents/caregivers are encouraged to discuss concerns they may have regarding their children's education directly with the class teacher concerned, making an appointment to ensure a mutually acceptable time outside of normal class hours.
 - ii Staff members are strongly encouraged to follow up concerns with the parent/caregiver concerned after an appropriate passage of time to discuss perceived developments both for an evaluation of developments and for P.R. reasons.
 - iii The staff member must keep the principal informed.
3. Complaints not resolved through discussion should be referred to the Principal.
 - i The Principal, wherever appropriate, will seek to resolve complaints informally in the first instance.
4. Allegations are to be notified immediately to the Principal or the Board. After investigation the appropriate outside agency may be contacted.
5. Formal complaints can be made to the Board.
 - i Complaints to the Board are to be in writing signed by the complainant. The problem is to be defined and a concise statement of facts made.
 - ii Complaints should only come to the Board when the complainant has followed the earlier steps of the procedure (i.e. step 1 - consult the teacher, step 2 - consult the Principal) and is not satisfied with the outcome.
 - iii The chairperson, in consultation with the Principal, may investigate to see if the

matter can be resolved prior to being discussed by the Board. If the chairperson is able to resolve the matter then the Board should be informed of the outcome.

iv Where the complaint comes to the Board, the Board will immediately acknowledge to the complainant, in writing, that their complaint has been received and that the action will be taken in accordance with this policy.

v The Board will ensure that the policy appropriate to the issue is in place and that the requirements of this policy are being met, and that a fair and equitable process has been followed to reach a decision.

6. Both the complainant and the person against whom the complaint is being made may have a support person at any face to face meeting.

7. All consultations, investigations, statements from witnesses, action taken, will be recorded in writing, dated and signed by those involved.

8. In the event of the complaint being against the principal, the Board will follow through the steps above.

9. Where a verbal complaint is made to a member of the B.O.T. about a staff member the Board member shall ask the complainant to discuss the matter with the Principal.

10. Complaints against the Board, individual members or Board policy shall be made to the Board chairperson in writing.

11. Board members are to regard complaints against individuals made to the Board as confidential and shall not express personal opinions on the matter.

12. Board members with personal knowledge or a conflict of interest may exclude themselves from participating in the complaints procedures.

13. Before determining action to take, the Board should be prepared to seek advice.

14. If the complaint relates to alleged misconduct, the staff member concerned will be advised of the right to representation and the Board shall comply with the requirements of the relevant employment contract. Such matters will be conducted in Committee.

Court orders against parents / caregivers

Only written and official legal documents will be actioned by the school.

Any court order against a parent or caregiver will be strictly followed by the school.

All information contained in a court order will be forwarded to the classroom teacher, the principal and any other relevant people on a need to know basis.

The principal will keep a record of all court orders.

The school will follow the order until it is superseded by another written, official document.

Crisis preparedness

Needs to be developed

Cyber Safety

The overall goal of Leamington Schools Cyber Safety Procedure is to maximise the educational benefits of communication technologies while minimising the risks.

Use of the Internet and other communication technologies at Leamington School is to be limited to educational and personal usage appropriate in the school environment. Appropriate use also includes staff professional development.

‘Other communication technologies’ include the mobile phone and technologies associated with Internet use e.g. digital camera and web cam. Included, too, are similar technologies still being developed.

The communication technologies at Leamington School are available to staff and students under certain conditions, as outlined in their signed Use Agreements. The school will make basic training available for staff using these technologies. Associated professional development needs will be considered.

Appropriate cyber safety measures will be put in place and enforced by the school. In order to ensure the safety of the school learning environment, action will be taken if these safety regulations are breached by students or staff.

These Cyber safety procedures apply to all employees of the Board (i.e. teaching, support and ancillary staff) and to all students. It also applies to teacher and other professional trainees assigned to the school from time to time, relief teachers, and staff and students in the Community Education programme. It also applies to any other people wishing to use school equipment to access cyber space.

The Principal and Staff will actively monitor the effectiveness, relevance, and appropriateness of the Cyber Safety procedures within Leamington School, and will make changes to its procedures, through consultation with the Board to ensure the aim of the Cyber safety procedures are met.

Guidelines

1. All students must read and sign a Computing / Cybersafety Use Agreement outlining the regulations and conditions under which computers and communication technologies may be used while at school or in any way which affects the safety of the school learning environment. The agreement must also be signed by a parent/caregiver.
2. Students will be supervised while using school ICT; the degree and type of that supervision may vary, dependent on the type of technology concerned, where the equipment is physically situated and whether or not the activity is occurring in the classroom.
3. All staff must sign a Cybersafety Use Agreement which includes details of their professional responsibilities and the limits to their own use of the Internet.
4. Educational material on cybersafety will be provided by management to staff and students, and to parents/caregivers. As well, additional safety education will be delivered, where relevant, through teaching programmes.
5. Basic training for staff will be made available by management, as will appropriate professional development.

6. The necessary procedures will be put into place by the school to address cybersafety issues in all venues where the Internet and other communication technologies are accessed by staff or students.
7. The school will provide an effective electronic security system, which is financially practicable. The school will continue to refine methods to improve cybersafety.
8. The Principal will be responsible for the establishment and maintenance of a cybersafety programme in the school. (The Principal may well delegate that responsibility.)
9. The Board reserves the right to check communication technology-related work or data of staff or students at any time on school equipment, and to carry out a comprehensive investigation of any breaches of the school's Cybersafety procedures. Such breaches will be taken seriously and be dealt with as outlined below. In such incidents, there will be special attention paid to the need for specific procedures as regards the gathering of evidence. If illegal material or activities are suspected, the matter will be reported to the Police or the Department of Internal Affairs Censorship Compliance.
10. The school will consult with the wider school community and provide opportunities to learn about cybersafety issues e.g. through Parent Information Evenings.

Implementation

1	<ul style="list-style-type: none"> • All students must read and sign a Computing / Cybersafety Use Agreement before using any technology that allows them access to cyber space. • The agreement must also be signed by a parent/caregiver. See attached pages for Student Use Agreements. • Teachers will regularly refresh students on the importance of cyber safety and the rules we follow to ensure Leamington School provides a Cyber Safe Educational environment.
2	<ul style="list-style-type: none"> • The schools definition of monitoring is the 'ability to oversee, assist, record, track students use of use of cyberspace in a way that protects students of Leamington School from the potential dangers associated with cyber safety, while also exposing them to the educational benefits this realm can facilitate. • All students who use a computer will have to login with a class password where possible when accessing the internet / email. • Each classes movements on the internet / email will be filtered according to safety standards appropriate to their age level. • When students leave a computer they must log off from that computer to ensure the integrity of the school filtering system is maintained.
3	<ul style="list-style-type: none"> • All staff will sign a cyber safety agreement. • At regular and appropriate intervals, staff will review the Cyber Safety agreement to ensure it is still relevant, and to refresh understanding and responsibility concerning cyber safety.
4	<ul style="list-style-type: none"> • Each year teachers will provide ongoing education programmes to students at the start of each year, and through out the year as appropriate, concerning cyber safety. • Staff will be provided the information and resources needed to ensure an effective education programme on cyber safety is taught in classrooms. • At regular intervals, the school will provide information to parents/ caregivers on cyber safety. Possible forums for disseminating Information to parents / caregivers will include but not be limited to newsletters, pamphlets, and education evenings.
5	<ul style="list-style-type: none"> • Staff will receive ongoing professional development into the use of ICT, and how to maximise the benefits of cyber space, without compromising the integrity of a cyber safe environment. • Training may take the form of staff meetings, internal professional development sessions, call back days, self pace workshops, and external professional development.
6	<ul style="list-style-type: none"> • Any student accessing cyber space through a non networked computer, and / or on a computer that does not require an individual login name or password, will be actively

	<p>supervised by a teacher in the room with the student at all times, or working with other students.</p> <ul style="list-style-type: none"> At no time will a student on a non networked computer, and / or on a computer that does not require an individual login name or password / or on a computer that does not actively filter content be permitted to work alone.
7	<ul style="list-style-type: none"> Leamington School will filter its broadband through Watchdog or other appropriate internet filtering agency which provides active content, virus, email filtering appropriate to an educational setting. The Principal is responsible for monitoring the use of individual users. The principal may delegate this task to another staff member.
8	<ul style="list-style-type: none"> The principal or delegated staff member will oversee and be responsible for the school wide establishment and maintenance of a cybersafety programme within Leamington School. This will include overseeing the effectiveness of cyber safe programmes within classrooms. The principal or delegated staff member will work with teaches to ensure an appropriate and effective cyber safe programme is taught within individual classrooms.
9	<ul style="list-style-type: none"> The principal acting as the B.O.T. representative may check communication technology-related work or data of staff or students at any time to ensure the technology is being used in an appropriate, educational manner. Any student data of the type 1,2,3 will be dealt with internally by the school. In most cases, the school will inform a parent of the content that was found, and revoke the students access to the abused technology. The Board Chairperson acting as the B.O.T. representative may check communication technology-related work or data of the principal at any time to ensure the technology is being used in an appropriate, educational manner. The Principal or B.O.T. reserves the right to remove any technology owned / leased by the school, to allow for the gathering of evidence that breaches Leamington School Cyber Safety procedure. All staff data that is deemed to be inappropriate will be classified and dealt with in the following manner as outlined below and in accordance with the Staff Discipline Policy.

Grade	Deliberate accessing,/sending / storage of Data of Type	Action
1	Illegal material deemed to be objectionable under the films, videos and publications act 1993	Reported to DIA and police. Technology removed and stored for evidence gathering. Emergency B.O.T. meeting held.
2	Age Restricted Material; Offensive material(e.g. hate material, drug recipes, bomb designs, etc); Threatening or stalking of a student or staff member.	Principal and Board Chair Person to decide on necessary action. The matter may be referred to the B.O.T. to make a decision as to the appropriate action to take in the first instance. Any subsequent instances not initially referred to the B.O.T. will be discussed by the B.O.T.
3	Inappropriate material for an educational environment; Copyright Infringement; Compromising of school network structure (e.g. deliberate or ongoing accidental injection of virus).	Censured by Principal or Board Chairperson. If the behaviour continues, the matter will be referred to a full B.O.T. meeting. The principal or board chair person reserves the right to take the matter

		further if they deem necessary in the first instance.
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EDUCATION OUTSIDE THE CLASSROOM

1. All Education outside the Classroom programmes shall be managed according to the Safety Programme Training Guidelines outlined by the Ministry of Education and will adhere to the procedures outlined by the Ministry of Educations Safety and EOTC 2002.
2. The school will consider subsidising education Outside the Classroom activities on a case by case basis.
3. Children will not be excluded in Education outside the Classroom activities because of financial reasons.
4. All Education outside the Classroom experiences must have a clear purpose planned/identified that considers the needs of the children.
5. First priority should be given to the utilisation of resources in the school's local area.
6. The safety and welfare of the pupils is paramount in all Education Outside the Classroom activities. The teacher in charge of a planned EOTC event will submit a Risk Analysis Matrix to the principal, preferably at least one week before departure.
7. School camps will be conducted at a minimum of every 2 years for senior children.
8. Opportunities for members of the community to participate will be fostered and valued.
9. Consideration must be given to a balance of trips planned throughout the year.
10. Principals written approval must be sought before plans are finalised in the form of completing an EOTC Application Form, preferably at least one week before a planned EOTC event.
11. Other private vehicles are used for EOTC activities the board requires those vehicles/drivers to:
 - (a) Have a current WOF and registration
 - (b) Hold a current drivers licence
 - (c) Bus drivers - current licence
 - (d) Seat belts for all children
 - (e) Be aware of the school smoking, drugs and alcohol procedure when on a school trip, including travelling in cars, and participation at the locality.
12. All overnight trips must have BOT approval.

Ratios required for EOTC events

Water 1 to 4

Fire 1 to 5

Tramping 1 to 6 (can be less depending on the skill of the leader. This will be decided by the principal)

EMERGENCY EVACUATION

1. Teachers first responsibility is to see to the safe orderly evacuation of children in their care. Do not remove any equipment or belongings.
2. Close windows and doors if time permits.
3. Don't walk close to buildings.
4. Assemble on the areas listed below.
5. Take attendance register with you / or class list at the classroom door.
6. Teacher reports to syndicate leader who reports to Principal when classes checked.
7. Important to keep calm during entire process.

PROCEDURES	All rooms to assemble near netball court
Room 2 teacher	Check senior block toilets and close outside door.
Room 4 teacher	Check journal resource room.
Sandy	Close foyer.
Room 6 teacher	Check Special Needs room, Reading Recovery room and staff toilet.
Room 8 teacher	Check corridor and door to Lamb St.
Room 9 teacher	Boys and girls toilet, Maori Resource Room. Close door.
Room 10 Teacher	Check library, ICT suite.
Room 11 teacher	Check dental clinic.
Room 12 teacher	Check toilets in Room 11/12 block.
Room 14 teacher	Check toilets in Rooms 13/14 block.
Room 15 teacher	Hall / toilet / lounge/ mezzanine floor.
Caretaker	Report to Principal, check buildings.
Dental Nurse	Take children from clinic to their classes. Check toilet and bays, close doors and windows.
Secretary/Principal	Check staff toilets, staffroom, close doors. Collect essential records (listed elsewhere). Ring alarm, phone emergency service. Proceed to assembly area.
Teacher/ Teacher Aides	In small rooms. Close own rooms. Help with children from room return to their class.
If in Hall	Rooms 1-4 to exit using the left hand side. Rooms 6-16 use right hand side exit doors either the top

or bottom doors.

If out in grounds and alarm sounds go to your assembly area outside and wait outside for teacher.

One continuous Ring. This is the emergency bell. Students and teachers are to follow the evacuation procedures on display in each class.

7 - 8 Rings. This is a signal to either
Return to class and stay there until further notice
Stay in class and do not leave until further notice.

We need this bell in the case of an unexpected event where we don't want the students in the grounds. In this case one of the office staff will circulate around the rooms to ensure there is a teacher in each room, and will organise coverage of rooms as needed.

Emergency Preparedness

In an emergency the safety and well being of the students, staff and others, attending the school is paramount.

- Leamington Primary will at all times strive to maintain a safe school environment
- The Principal, or Acting Principal, has the authority to close the school when he/she deems necessary. Pupils are to be advised of the closure as soon as possible by telephone and local radio stations.
- All teaching staff and non-teaching staff are familiar with the school's emergency procedures.
- The school will carry out regular health and safety audits of the school, fittings and contents. Classroom teachers will also conduct regular audits of the classroom hazard checklist.
- Fire drills will be practiced at least once per term. The responsibility for organising the drill will be delegated to the principal or deputy principal, but the management of these drills is the responsibility of the principal who is the fire warden. A fire evacuation route, assembly area and procedures will be displayed in every classroom.
- An earthquake drill will happen in the same week as the fire drill. It is the classroom teachers' responsibility to ensure this happens.
- Provisions for disabled persons' safety needs are to be planned for by the classroom teacher so that these have been practiced rather than waiting for an emergency.
- The school will designate a non-teaching staff member to have the school register of attendance ready during fire drills or any actual emergency.
- A non-teaching staff member, i.e. the school secretary will ensure there is a school evacuation kit containing
 - first aid kit
 - radio plus batteries

- administration documents

First Aid & Infection Control

Injury in the school, on a school trip, or on the bus

1. - Minor injuries will be treated by a qualified first aid practitioner, who will ensure gloves are worn in any situation involving contact with blood.
2. - For injuries where the qualified first aid practitioner suspects further medical attention is required, the following steps will be taken;
 - a. Contact the parents / caregivers of the injured student;
 - b. In the event that parents / caregivers cannot be contacted, an ambulance may be rung, depending on the suspected severity of an injury;
 - c. If in the judgement of the first aid practitioner the student is in pain, or in need of urgent medical attention, an ambulance will be rung at the soonest opportunity, with parents / caregivers being contacted to notify them that an ambulance has been rung.
 - d. Any students who need to be transported to a medical institution in an ambulance will have an adult accompanying them. If the child's parent / caregiver are unable to travel in the ambulance, a member of staff from Leamington School will accompany the child.
 - e. In the event of an injury occurring on a school trip with only one staff member present, and a child needing to be transported to a medical institution in an ambulance, and the child's parent is unable to travel with them, the teacher may delegate a parent helper to accompany the child after consultation with the principal, or deputy principal.
 - f. In the event of an injury occurring on a school trip and a child needs to be transported to a medical institution in an ambulance, the teacher will make all possible efforts to contact Leamington School as soon as practicable.

Infectious Illnesses (including Head Lice)-

1. Anyone suffering from an infectious or notifiable disease listed the Ministry of Health's schedule (revised July 2001) will be excluded from attending the school for the period stated.
2. The school will make information available for parents giving guidelines for when to keep students at home.
3. If a student falls ill during a session steps will be taken to
 - * isolate the student from others assigning an adult to supervise the student.
 - * return the student to the care of the appropriate parent/caregiver (or emergency contact person) without delay.
4. In the case of serious illness that seems to call for medical aid all reasonable steps will be taken to seek this, preferably from the family doctor.
5. When necessary the school will take steps to inform parents of any infections present in the school's community without breaching personal privacy.
6. If a child is found to have head lice, the child will not be permitted to return to school until such time as the child has been treated (both the live lice treated and / or eggs treated.)

PANDEMIC PROCEDURES

GUIDELINES

Pandemic manager:

Principal and/or the Deputy Principal.

Duties the pandemic manager” may perform include:

- Establishing a system to monitor staff who are ill or suspected of being ill, including contacting staff who are unexpectedly absent from work – has their doctor been notified of their illness? Have they been in contact with anyone? Have “contact” issues been addressed? Is someone able to care for them?
- Ensuring school has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.

Medical advisor :

Public Health Nurse

Activation of pandemic action plan

The Ministry of Health will widely publicise any changes to the “alert codes”, and may signal the need to activate action plans and continuity plans. The Ministry of Education has a communication contact “tree” to assist with keeping regional and local Ministry offices, education agencies, and education sector groups informed of these changes. Schools will most likely find out about changes to “alert codes” via media, or from a sector representative group.

Communication with the school community

Each Board member will have a list of people to contact in an emergency – a ‘phone tree’. The Pandemic Manager will contact the Board to activate the phone tree when and if necessary.

Protection measure	Where applicable
Hand hygiene, cough etiquette, ventilation	Everyone, all the time
Health and safety policies	School, all the time
Social distancing	Everyone, whenever practical stay at least one metre away from other people.
Protective barriers	In situations where regular work practice requires unavoidable, relatively close contact with the public, for example, reception areas.

Restricting workplace entry of people with influenza symptoms

Students who are unwell should remain at home and staff, parents and whānau should be advised not to come in to the school when they are feeling unwell, particularly if they are exhibiting any influenza symptoms. Unwell staff and students (through their parents/whānau) should be advised to contact a doctor by phone, and to stay at home until symptoms resolve.

Managing staff and students who become ill

Assess whether the person or child has any of the following:

- High fever (or feel feverish and hot)
- Headache, fatigue and weakness
- Sore throat, cough, chest discomfort, difficulty in breathing
- Muscle aches and pains.
- Been overseas recently to an affected country
- Been in contact with someone diagnosed with influenza.

Fill in the suspected influenza Notification Form. Take names of contacts (those who have been within one metre of them or in an enclosed place for more than 60 minutes). File form in office. Copy to Public Health Nurse.

Organise for them to leave school immediately. Suggest they or their family call their doctor by telephone to advise that they have been in contact with a suspected influenza case.

If a sick child cannot leave school immediate because we cannot get hold of the parent, the child will be placed in a designated isolation zone e.g. SPELD room.

Suspected Influenza Notification Form

Details of Affected Staff/Students

Name:	Site:	Location of isolation:
Job title:	Nationality if visitor to site:	Date of birth: (optional)
Address:		
Telephone no: _____ (W) _____ (H) _____ (M)		
<i>Symptoms noticed:</i>		
Fever <input type="checkbox"/>	Body aches <input type="checkbox"/>	
Headache <input type="checkbox"/>	Fatigue <input type="checkbox"/>	
Dry cough <input type="checkbox"/>	Others <input type="checkbox"/>	Details: _____
Cold <input type="checkbox"/>		
Time of fever on-set:	_____	
Time of isolation:	_____	
Travel history over the past eight days:		
Countries visited	_____	
Flights taken:	_____	
Where referred:		
Contact List (See separate page)		

Where referred:
Contact List (See separate page)

Details of Reporter

Name:
Job title:
Telephone no: _____ (W) _____ (H) _____ (M)

Hygiene practices should be elevated in a pandemic to an even higher level than usual.

Remind staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.

Remove books, magazines and papers from common areas.

Consider ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.

Emergency Pandemic Supplies

Breathing mask, Latex / non-latex gloves, Paracetamol, Disinfectant, Cleaning fluid, Toilet paper, Tissues, Janola

Paper towels, Liquid soap/alcohol wash, Chux Cloths.

These supplies will be kept in the Store Room cupboard on a high shelf marked Pandemic Supplies and will be checked each term by the Pandemic managers.

LETTER TO PARENTS

Dear Parents / Caregivers

The government has announced that New Zealand is stepping up its pandemic influenza response plans. This means that the situation overseas has changed and New Zealand's borders have been tightened in an attempt to stop the virus getting here.

Our school is talking with health and civil defence officials and we have been advised that there is no reason for alarm. Our school will remain open until further notice. Our own pandemic plans mean that we have systems in place to help us cope if anything changes.

The most important thing you can do as parents and caregivers is reinforce healthy messages:

- Teach your children the importance of hand washing and drying – especially before meals and after toileting.
- Teach your children to use a disposable tissue when coughing or sneezing.

We ask that all children showing flu like symptoms be kept home until checked and okayed by a doctor or nurse to return to school. **The symptoms of influenza and how they differ from common cold symptom are included with this letter.**

The board of trustees and I are working closely with staff to ensure that all students at our school are kept as safe as possible.

If you have any questions or concerns please contact me directly. Thank you.

Yours sincerely

Principal

SCHOOL CLOSURE

Closing schools to students would not necessarily mean that facilities would be closed in a quarantine sense. Staff may still go to work, work remotely, or carry out 'alternative duties' for other agencies with their board's pre-approval. Facilities may also be used for alternative purposes such as Community Based Assessment Centres.

The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances:

- *Section 19* provides that a principal may exclude a student who may have a communicable disease (communicable diseases are specified in the Schedule to the Act. Highly Pathogenic Avian Influenza or 'bird flu' (HPAI subtype H5N1) was added on 12 February 2004. In practice, schools would generally proceed subject to advice received from health authorities.
- *Section 65E* provides that a board may close a school in an emergency such as an epidemic.
- *The Health (Infectious and Notifiable Diseases) Regulations* place duties on schools, teachers and parents in the case of a pandemic.
- *Regulation 14* provides that schools must exclude teachers and students who have an infectious disease.

Careful exercise of all these powers will be especially important in the "stamp it out" stage. Any decision by the board chair and principal to close the school should be based on advice from health authorities. Though schools in an affected area may be closed to students, schools in unaffected areas will be expected to maintain normal services. Ill-advised action such as an unnecessary closure would make life very difficult for the wider community.

Food sales

The school will comply with the Food and beverage classification system developed by the Ministry of Health. This legislation states that a three-tiered approach identifies foods and beverages that can be provided by the school:

every day

such as: sandwiches, rolls, wraps, yoghurt, vegetables and fruit

sometimes

such as: pizza, muffins, macaroni cheese

occasionally

such as: pies, sausage rolls, chocolate bars, and deep-fried foods, for example, fries. Ideally, only those foods and beverages that fit within the **every day** and **sometimes** sections of the Food and Beverage Classification System will be available at school, while the foods and drinks recommended for **occasional** use may only be offered about once or twice a term (for example, for particular events).

Hazards Register

A hazards register will be kept in the school office. This register will be continually updated and monitored to ensure all hazards are eliminated, isolated or minimised. As hazards are identified, the principal or deputy principal is to be informed. The principal or deputy principal is responsible for addressing / managing any newly identified hazards.

Parent Helpers

Parents are encouraged to be involved in the school, both within the classroom walls and out side of those walls. Parents will be under the direct supervision of the teacher, and children while in a parents care remain the responsibility of the teacher.

Helpers will not be permitted to be alone with any child other than their own in an environment that is does not have the likely hood of someone walking through at any time. All parent helpers who work with children on a regular basis will be police vetted.

Helpers for class trips will be required to attest to the suitability of the vehicle they are using by answering the following questions.

- Does your car have a current WOF and Registration?
- Does your car have a seatbelt for all children in the car?
- Do you have a current drivers licence?
-

Helpers at overnight trips are also required to sign an agreement to comply with the instructions given by the teacher/s responsible for the trip.

Playground Supervision

1. Teachers will be rostered for playground supervision periods.
2. Playground supervision begins at 8.20 a.m. and ends at 3.05 p.m.
3. Bus children are supervised until the last bus departs.
4. Three staff members supervise the children during morning break.
5. Three staff members supervise the first half of lunch time. At one o'clock three new staff members will supervise agreed areas. Two patrol the playground, one supervises a game/activity, and one teacher and teacher aide supervise the library. One staff member supervises road patrol on Scott Street before and after school.
6. Injured children are treated in the medical room by the teacher aide, /secretary/executive officer.
7. From time to time the staff will review games and activities and make decisions regarding safety and designate areas for activities.
8. Teachers on duty will move continuously around the grounds and buildings, and be actively engaging with children.
9. The Behaviour Policy gives guidance and support to teachers when dealing with playground issues.
10. The Deputy Principal or delegated staff member is responsible for drawing up, implementing, and supervising duty rosters/systems.
11. Children are expected to remain in the grounds at all times except when they have a note from parents/caregivers.
12. Visitors entering the grounds during break times must report to a staff member.
13. New Entrants will be dismissed outside Room 15.
14. The teacher responsible for relief teachers will ensure the relief teacher is aware of any duty requirements.
15. If a staff member is unable to fulfil their duty requirements, they will organise another teacher to do their duty for them.
16. In the event of a number of teachers being out of the school for a number of days, the deputy principal will organise a temporary duty roster to cover duty requirements.

Police Vetting

All regular parent helpers who have the opportunity to be alone with a child at school will be police vetted. This includes parents who help in the classroom and parents on over night trips. The results of the police vet will be seen by the principal alone. If the principal in their professional opinion feels the results of the police vet reveals a potential danger to any child, the parent concerned will be contacted, and the teacher will be informed that the parent will not be considered for parent help in any way. A confidential note will be made in the SMS, which is available to the Principal alone.

Protected disclosures

What is a Protected Disclosure

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

Definition of Serious Wrongdoing

- Serious wrongdoing includes any serious wrongdoing of any of the following type:
- an unlawful, corrupt, or irregular use of funds or resources of a public sector organisation; or
- an act or omission or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
- an act, omission, or course or conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to fair trial; or
- an act, omission, or course of conduct that constitutes an offence; or
- an act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement; -
- whether the wrongdoing occurs before or after the commencement of this act.

Conditions for Disclosure

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

the information is about serious wrongdoing in or by the school.

the employee believes on reasonable grounds the information to be true or is likely to be true;

the employee wishes the wrongdoing to be investigated; and

the employee wishes the disclosure to be protected.

Who can make a Disclosure

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

current employees and principal;

former employees and principals; and

contractors supplying services to the school.

Protection of Employees making Disclosures

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

may bring a personal grievance in respect of retaliatory action from their employers;
may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;

are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure; and

will, subject to Clause 5 of the Procedure, have their disclosure treated with the utmost confidentiality.

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

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

1. How to submit a disclosure

(e.g. The employee should submit the disclosure in writing.)

2. Information to be contained

(e.g. The disclosure should contain detailed information including the following: the nature of the serious wrong doing; the name or names of the people involved; and surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.)

3. Where to send disclosures

(e.g. A disclosure must be sent in writing to the Principal who has been nominated by the Board of Leamington School under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.)

OR

(If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the B.O.T. Chairperson.)

4. Decision to investigate

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

5. Protection of disclosing employees name

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

*to ensure an effective investigation
to prevent serious risk to public health or public safety or the environment
to have regard to the principles of natural justice.)*

6. Report of investigation

(e.g. At the conclusion of the investigation the Principal will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the B.O.T. Chairperson.)

7. Disclosure to an appropriate authority in certain circumstances

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:
the B.O.T. Chairperson in the school responsible for handling the complaint is or may be involved in the wrongdoing ; or
immediate reference to another authority is justified by urgency or exceptional circumstances; or
there has been no action or recommended action within 20 working days of the date of disclosure.

Appropriate Authorities include (but are not limited to)

Commissioner of Police
Controller and Auditor General
Director of the Serious Fraud Office
Inspector General of Intelligence and Security
Ombudsman
Parliamentary Commissioner for the Environment
Police Complaints Authority
Solicitor General
State Service Commissioner
Health and Disability Commissioner
The head of every public sector organisation

8. Disclosure to Ministers and Ombudsman

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure;
Has made the same disclosure according to the internal procedures and clauses of this policy.
Reasonably believes that the person or authority to whom the disclosure was made:
has decided not to investigate or;
has decided to investigate but not made progress with the investigation within reasonable time; or
has investigated but has not taken or recommended any action; and
continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

Prohibiting the use of force

The use of physical force for disciplinary purposes is prohibited under law.
Employees are only to use physical restraint / physical removal with a child if they believe on reasonable grounds based on the information they have or the situation that the child poses a threat to themselves or another person at Leamington School.

Any physical restraint should be sufficient to stop the child from harming themselves or another person, and should stop once the employee is satisfied the child no longer poses a risk to themselves or another person.

If the child needs to be physically removed from the playground or classroom, the employee should only do so as a last resort. The employee should attempt to / consider removing themselves and children, or seeking the assistance of the principal or deputy principal before physically removing the child/ren concerned.

At any time that a child needs to be physically restrained or removed from the class or the playground, the employee must inform the principal or deputy principal. A written account of what transpired must be submitted to the principal within 24 hours of the incident.

Any child that needs to be physically restrained or removed will have their parents or caregivers contacted as soon as is possible and practical, no later than 24 hours after the event, and in writing if the parent cannot be contacted by phone or spoken to in person.

Request for information

Students

Information on students will be disclosed only to those people who are listed on the SMS as having parent / caregiver status, or unless the school has written permission to disclose information to the person from a person listed in the SMS.

An agency that requires information on any student will only be disclosed once an official request has been made under the official information act.

Student information will be archived in accordance with the relevant legislation pertaining to the storage and archiving of student information.

Employees

Any information on employees will be available to the employee on request.

Once an employee no longer works at Leamington School, all records on the employee will be forwarded the employee.

School Equipment

The caretaker will regularly check all school equipment. Any piece of school equipment that is deemed to be unsafe will be immediately reported to the principal. A hazard register will be kept at the school.

School Bells

* **One Ring** (3-4 seconds). This is the regular bell signalling the end or start of a break.

* **Two rings.** Wet weather bell, stay inside until the duty teachers decide that it's appropriate to go outside.

* **One continuous ring.** This is the emergency bell. Students and teachers are to follow the evacuation procedures on display in each class.

* **7 - 8 rings.** This is a signal to either:

return to class and stay there until further notice
stay in class and do not leave until further notice

This bell in the case of an unexpected event where we don't want the students in the grounds. In this case one of the office staff will circulate around the rooms to ensure there is a teacher in each room, and will organise coverage of rooms as needed.

Sexual harassment

The Board will ensure:

- procedures are in place for the complainant
- a support network will be created
- a process for confronting the harasser will be developed
- that it is clear the behaviour is unacceptable
- that an absolute assurance that the harassment will stop is given and an apology will be made

Staff and community to be consulted and made aware of the Sexual Harassment Policy and procedures.

Procedures to be followed will be outlined clearly and specifically in accordance with Employment Contracts.

Complaints will be heard by the Complaints Committee and referred to Disciplinary Committee if necessary.

If the Complainant is not satisfied that the harassment and/or the apology has not been made to their satisfaction then a written complaint should be handed onto the Complaints Committee.

All complaints must be treated sensitively and with complete confidentiality by the Board and Principal.

It should be realised that harassment can take place outside work but still be work related.

Smoking, Drugs, alcohol

All legal requirements relating to smoking, drugs and alcohol will be enforced within school grounds, or where ever the "school" is operating in an EOTC capacity.

If a person is smoking, using drugs, or alcohol inside school grounds, the principal or deputy principal is to be informed immediately.

The principal or deputy principal will approach the person concerned, explain the legislative requirements and ask them to remove themselves from the school environment. If on an EOTC activity, and the principal or deputy principal is not present, the teacher in charge of the EOTC activity will have the responsibility to talk with the person concerned.

In respect to EOTC, the school grounds is considered any locality where "school is taking place", if that be outside the school grounds or not.

Any person involved in an EOTC experience will be informed of the smoking, drugs and alcohol expectations.

If the person concerned is unwilling to comply with the legislative requirements, the person responsible for addressing the issue will contact the police.

Sun safety

1. Sunsafe practices will be covered in the Health programme and revised prior to major outdoor activities
2. Children will be encouraged to use the abundant trees for protection
3. During the hot periods (Terms 1 and 4) children will be supervised while eating their lunch under shade.
4. The Board will continue to ensure an adequate number of shade trees are planted and maintained
5. During sports days as much use of the shaded areas will be used as possible. Hats, appropriate clothing and sunscreen must be used for sports days.
7. Umbrellas/shade structure to be utilised at the pool during school hours.
8. Children will be encouraged to use sunscreens. Zinc will be discouraged because of the staining effect on clothes.
9. Teachers will promote positive attitudes towards sunsafe practices.
10. The school will during Terms 1 & 4 have a policy of no hats no play (except in shade areas)
11. Children will be encouraged to drink water to avoid dehydration.

Transport

1. Pedestrians and cyclists will follow the approved routes to and from school:
 - a) Those who live west of Shakespeare Street to cross/turn at the Shakespeare/ Noel Streets intersection, thenceforth travel along Noel Street to Scott Street and onto the Scott Street entrance of the school.
 - b) Children residing east of Shakespeare Street and north of Browning St to cross at the Browning Street crossing and travel along Scott Street to the patrolled entrance.
 - c) Those children residing in the environs of Tennyson Street must make their way up that street and enter the school through the Tennyson/Noel Streets entrance.
 - d) The few children who live East of Carlyle Street must cross that street with extreme caution due to it being unpatrolled.
 - e) Children from the Milton Street area are to cross Lamb Street before coming to Scott Street, move down Scott Street and use the Scott Street entrance to the school. Extreme care must be used crossing Lamb Street as it is unpatrolled.
2. After consultation with the Hamilton Police it is recommended that pupils in Yrs 5 and 6 be the only ones eligible to cycle to school.
3. All cyclists will wear a New Zealand or Australian safety approved helmet whenever they are riding their cycle. The parents/caregivers of children not wearing helmets to school will be advised and the child may well be prevented from using their bike for a time decided by the Principal.
4. All cycles must be maintained to a minimum safety standard.
 - a) Each cycle to have two brakes in working order.

- b) Handlebars, seats, wheel lockings to be in good working order at all times.
 - c) Cycles will be checked by Law Enforcement Personnel.
5. The school will periodically incorporate "Safe Walking" and "Safe Cycling" units in its safety programmes.
6. Year 6 pupils who volunteer will be trained by Law Enforcement authorities/teaching staff to act as Road Patrol Wardens at the Scott St. school entrance, and Shakespeare/Noel Streets intersection. A roster system will be set up and operated by a designated teacher.
7. Duty teachers will supervise the Scott Street entrance and the Lamb Street bus bay daily between 3.00 p.m. and 3.20 p.m. to assist children entering or leaving school.
- 8. To ensure the safety of children at these entrances, car drivers are not permitted to stop/park vehicles in these vicinities between the patrolled times of 8.30 to 9 a.m. and 3 p.m. to 3.30 p.m.**
- 9. Drivers of vehicles dropping off or picking up passengers must park along the Lamb Street frontage with children entering or departing the school grounds through the pedestrian gateways NOT the bus bay.**
10. Bus monitors, who are senior pupils, will assist the bus drivers in maintaining order during journeys. Bus pupils are expected to behave appropriately but any major misdemeanours will be reported by the bus monitor to the Assistant Principal.
11. Any private cars used for transporting children on a school trip will have a licensed driver, be registered, possess a current warrant of fitness and secure each passenger in a safety belt. Drivers will be aware of the school smoking procedures.

Traumatic Incidents

1. Principal sets in place the relevant responses to the emergency as set out in Plan of Action for First Hour.
2. Office staff briefed to handle phone calls.
3. One Senior Teacher delegated to scene of incident, another Senior Teacher to ensure all children get to classes as soon as possible.
4. As soon as possible set in place relevant responses to the emergency as set out in Plan of Action for the Rest of the Day.
5. The Board Chairperson or Deputy will work with the Principal to deal with the media and community concerns.
6. Senior Staff are all familiar with "Guidelines to Assist in The Management of Traumatic Incidents".
7. Arrange for G.S.E. Trauma Response Team to be contacted to advise on support for children and staff.

PLAN OF ACTION FOR MANAGING A TRAUMATIC INCIDENT

A: First Hour

1. Arrange for emergency services to be alerted.
2. Secretary or Executive Officer to stay on phone-holds line open.
3. Principal goes to scene - check - information (takes an adult runner).
4. Principal's duties (adults in pairs). Direct as follows:
 - a) 2 x Traffic Control - if necessary
 - b) 2 x Crowd Control - children school
 - c) 2 x Tending to injured
 - d) Contact with staff member who has first aid
 - e) Information back to phone
 - f) Request senior teacher to scene
5. Senior teacher remains at scene - meeting emergency services
- ensure scene control

Principal returns to school
6. Bell - all children into class
7. Inform all teachers brief detail - send emergency memo to all staff -
more later - request all children stay in classrooms
8. Ensure hot drinks/blankets etc available - in the Hall if necessary.
9. Set up log of events
10. Respond to emergency medical services on arrival. (1 person)
11. Take advice from Emergency Services
re:
 - a) Identification
 - b) Informing parents
 - c) Interviewing witness (adults and children)
12. Assign teacher to accompany injured children
13. Cover for staff
14. Inform Chairman, B.O.T.

B. Rest of day

1. Arrange for someone to cancel (if possible) previously arranged appointments for the day.
2. Gather as much information as possible.
3. Call a meeting of Senior staff/BOT/other support services e.g. GSE.
Look at:
 - a) What to tell the children.
 - b) How to cope with children's reactions/questions.
 - c) Response to people outside the school.
 - d) Who does morning interval duty when full staff meeting needed?
 - e) Response to media - Plan Outline - What to release.
- What not to release.
 - f) Prepare written statement for staff to use back in classroom.
 - g) Decision made re parents taking children home/spending time in classroom.
 - h) Method needed for recording any child who is taken from school.
 - i) Develop a plan to manage events for rest of day.
4. Inform all staff at first break.
5. Staff talk to children.
6. Formal media release.

7. Write newsletter/information sheets for all parents.
 - a) The facts
 - b) What school has done
 - c) What the school plans to do
 - d) How children may react
 - e) How to get help
8. Decision made re:
 - a) Visiting bereaved parents.
 - b) Visiting parents of injured children.
 - c) Visiting children in hospital.

(suggest time during this day or in evening).
9. Delegate someone to answer the phone.
10. Arrange person to be "Front Desk" for inquiries.
(Hint: Could be a member of B.O.T.)
11. Continue to take advice or action from the Emergency Services.
12. Arrange regular hospital updates - ensure hospital number available.
13. School programmes/routines kept normal.
14. Set up support systems for child witnesses if need to talk to Police (in first instance try to contact parent to be this person).
15. At end of day hold a de-briefing staff meeting.
Plan for next day.
16. Ensure all people affected have some support after school finishes.
e.g. Staff member on crossing duty when accident happened.
17. Make use of NZEI Counsellors.
Ensure that anybody/class not in the school on the day is informed.

Visitors to the school

All visitors to the school will be expected to sign in at the school office. This does not apply to parents who are dropping items off for their children.

All tradesmen working at the school will be expected to liaise with the school caretaker or principal.

All tradespeople will be given a copy of the school Trades people expectations overview.

If a visitor wants to meet with a child, the principal or deputy principal, at their discretion, can choose to be part of the interview if the principal or deputy principal has reason to believe it is in the best interests of the child.

Water Outage

When the supply of water to classrooms has been compromised, the following procedure will be followed

- Chemical (waterless) hand cleaner will be placed in the toilet cubicles so children can wash their hands. A supply will be kept at the school at all times.
- Water Containers will be filled at a nearby property with drinking water for the children. Water containers are located in ??
- Buckets will be used to flush toilets. Water will be accessed from the school pool by staff members.