



## NAG 5

# HEALTH & SAFETY

2020 - 2023

### **POLICIES**

- Behaviour Management
- Blood Borne Viruses
- Child Protection
- Drugs
- Emergency Management
- Health & Safety
- Student Attendance

### **PROCEDURES**

- Administration of Prescribed Medicines
- Cybersafety
- Duty
- Food & Nutrition
- Hazards / Risk Management
- Pandemics
- Smokefree Environment
- Sun Safety
- Traumatic Incidents
- Treatment of Illnesses & Injuries
- Uniforms
- Visitors to the School

# **BEHAVIOUR MANAGEMENT POLICY**

## **RATIONALE**

Children have the right to learn and play, and teachers have the right to teach in a school environment free from disruptive, intimidating or other inappropriate behaviour.

## **PURPOSE**

- To ensure classroom teaching and learning programmes are not unduly disrupted by inappropriate behaviour.
- To ensure students know what is acceptable behaviour both in the classroom and in the playground, and know the consequences of inappropriate behaviour.
- To provide a safe environment for children and staff, both in the classroom and in the playground.

## **GUIDELINES**

1. Positive reinforcement will be used throughout the day, both in the classroom and in the playground to reinforce appropriate behaviour.
2. Appropriate behaviour will be acknowledged in a variety of positive ways, both formally, e.g. school assemblies, newsletters, 'reward days', Papatakaro o Papatuanuku awards, and informally, e.g. verbal and non-verbal affirmations, verbal and written feedback, classroom rewards.
3. Classroom rules will be developed collaboratively with students and recorded in a Classroom Behaviour Management Plan, together with the consequences for non-compliance. This will be sent home for parents to sign and their acknowledgement will be returned to school within the first month of the year.
4. Classroom and playground rules will be consistent through the use of the six dimensions: treatment, communication, learning, safety, movement and problem solving.
5. The consequences for non-compliance with classroom and playground rules will be consistent throughout the school.
6. Students and parents/caregivers new to the school will be informed of the classroom and playground rules together with the consequences of non-compliance.
7. Where a child has a specific behavioural need, an individualised plan will be developed in consultation with parents / caregivers, the leadership team, and where necessary, with outside support agencies.
8. When stand-down or suspension is being considered, M.o.E procedures will be followed and decisions made in accordance with the legal requirements.
9. Students showing non-compliance with classroom and playground rules will work through the restorative justice programme.
10. There is zero tolerance for bullying (including via any electronic media) which is defined as deliberate and hurtful behaviour which is repeated over a period of time and demonstrates such behaviours as:
  - Deliberate hitting or kicking, threatening, coercion.
  - Name calling, insults, put downs, racist or sexist remarks.
  - Taking property, destroying another person's property.
  - Continuous exclusion from groups.
11. The rules and guidelines for Physical Restraint will be followed at all times. Physical Restraint will only be used for incidents of fighting, students with weapons, students causing physical harm to others and students running onto a road.

**CONCLUSION**

Aorangi School will provide a happy and safe learning environment where students develop the life skills of self-management and self-discipline.

## BEHAVIOUR MANAGEMENT – PROCEDURES

### CLASSROOM RULES

Teachers and students will work collaboratively to develop a set of classroom rules at the beginning of each school year. The classroom rules will include a;

- Treatment Rule
- Learning Rule
- Communication Rule
- Safety Rule
- Movement Rule
- Problem Solving Rule

Where a gentle verbal reminder does not correct inappropriate student behaviour, the negative consequences for non-compliance with the rules will include:

1. Name on the whiteboard.
2. One cross – up to 10 minutes timeout within the classroom.
3. Two crosses – up to 20 minutes timeout in the buddy classroom.
4. Three crosses – withdrawn from the learning environment. Teacher – Parent / Caregiver conference if required.
5. Assistant Principal / Principal conference.

**Severe** cases of inappropriate behaviour may be fast-tracked to an appropriate step.

**Crisis** cases will mean immediate move to step 5.

**Deliberate acts of violence** will move immediately to step 5.

### SCHOOL-WIDE PLAYGROUND RULES

All students will follow these rules:

- |                        |  |
|------------------------|--|
| ● Treatment Rule       | Be kind, polite and sensible.            |
| ● Communication Rule   | Listen carefully. Follow instructions.   |
| ● Learning Rule        | Be in the right place at the right time. |
| ● Safety Rule          | Use equipment properly and play safely.  |
| ● Movement Rule        | Walk on the concrete.                    |
| ● Problem Solving Rule | Stop. Think. Do the right thing.         |
|                        | Use your W.I.T.S                         |
|                        | ● Walk away                              |
|                        | ● Ignore                                 |
|                        | ● Talk about it                          |
|                        | ● Seek help                              |

Where a gentle, verbal reminder does not correct inappropriate behaviour, the negative consequences for non-compliance with the rules will include:

1. Verbal reminder of the rule. Name recorded in the playground duty book.
2. Withdrawn from the play area for a specified time.
3. Time out at lunchtime to complete a thinking plan and / or reparation.
4. Withdrawn from the playground. Teacher/Whanau conference after three withdrawals.
5. Assistant Principal / Principal conference.

# **BLOOD-BORNE VIRUSES POLICY**

## **RATIONALE**

The Board of Trustees will balance the rights of people living with blood-borne viruses (e.g: Hepatitis B, AIDS) with its responsibility to provide a safe school environment.

## **PURPOSE**

- To protect an individual's right to privacy.
- To protect a student's right to free education in any state school.
- To ensure that a safe environment is maintained for staff and students.

## **GUIDELINES**

1. Individuals with a blood-borne virus will be supported so that they can live as normal lives as possible.
2. Individuals with a blood-borne virus should be able to participate in all activities at school as their health permits.
3. Staff will treat all children with an injury as if they have a blood-borne virus, wear gloves, and dispose of the gloves after ensuring all areas are clean.
4. Upon enrolment parents will be asked if their child has a blood-borne virus of any description particularly HIV/AIDS or Hepatitis B.
5. This information will remain confidential to the child's parents, Board of Trustees, School Secretary, Senior Leadership Team and child's teacher. Under no circumstances will this information be made public knowledge.
6. The school's health programme will be used to educate students and staff about blood-borne viruses.

## **CONCLUSION**

By providing a safe school environment all students, including those living with HIV/AIDS will have access to an education at Aorangi School.

# CHILD PROTECTION POLICY

## RATIONALE

Aorangi School recognizes that the well-being and safety of children is a paramount concern. This includes the prevention of child abuse or maltreatment. Aorangi School supports the role of statutory agencies (the Police and Oranga Tamariki) in the investigation of abuse and will report cases of suspected abuse to these agencies.

## PURPOSE

- To ensure that the safety of the child is paramount.
- To provide procedures for dealing with cases of suspected abuse or neglect.
- To provide guidelines as to which help agencies will be used, interview procedures and how parents and caregivers will be informed.
- To ensure the protection of children by safety checking all staff, including volunteers, part time and temporary roles, and contractors.

## GUIDELINES

1. Child abuse refers to the harming (whether physically, emotionally or sexually), ill treatment, abuse, neglect or serious deprivation of any child.
  - a. *Physical abuse* – any acts that may result in physical harm of a child.
  - b. *Sexual abuse* – any acts that involve forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening.
  - c. *Emotional abuse* – any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development.
  - d. *Neglect* – the persistent failure to meet a child's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.
  - e. *Family violence* may be witnessed/experienced by children and involve physical, sexual and emotional abuse.
    - i.
2. Staff will be receptive and sensitive to children so that children feel listened to and believed.
3. The school will use the most appropriate agency to deal with suspected abuse cases.
4. In the case of a report from a third party to the school, the first course of action will be for the school to direct the third party to a help agency without becoming involved. The school may be involved at a later date.
5. Parents will be informed except where the student's welfare is likely to be threatened.
6. The agency involved in these cases will be responsible for informing parents as they have the skills to handle the situation in the most appropriate way to support the child.

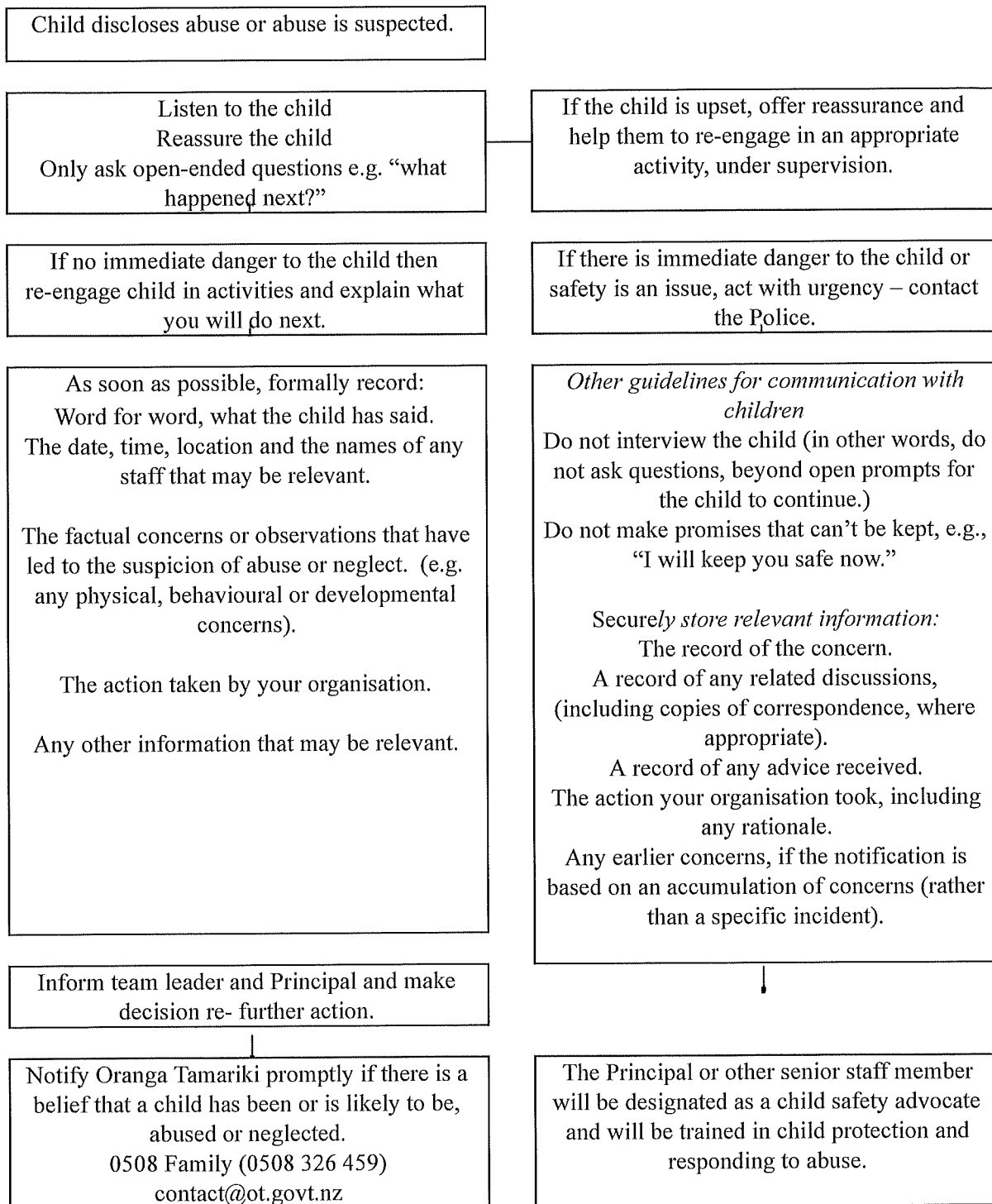
7. A staff member who suspects an abuse case must consult the Principal, who will take appropriate action.
8. Whenever an interview is held with a child, an adult on the staff whom the child has confidence in, should be present.
9. The confidentiality of any informant will be maintained.
10. Staff should be aware of the indicators of abuse.
11. All staff and volunteers working with children will be recruited safely. Safety checks will be completed for all people employed or engaged in work that involves regular or overnight contact with children.
  - *Employee* – a person of any age employed by an employer to do any work for hire or reward.
  - *Engaged* – someone other than an employee who is engaged to do any work for gain or reward e.g. a contractor.

## **CONCLUSION**

Children at risk through abuse will have their concerns addressed in a sensitive manner and with dignity and respect.

## Procedure for responding to a disclosure / concern about abuse

### The welfare of the child must be first priority



### N.B

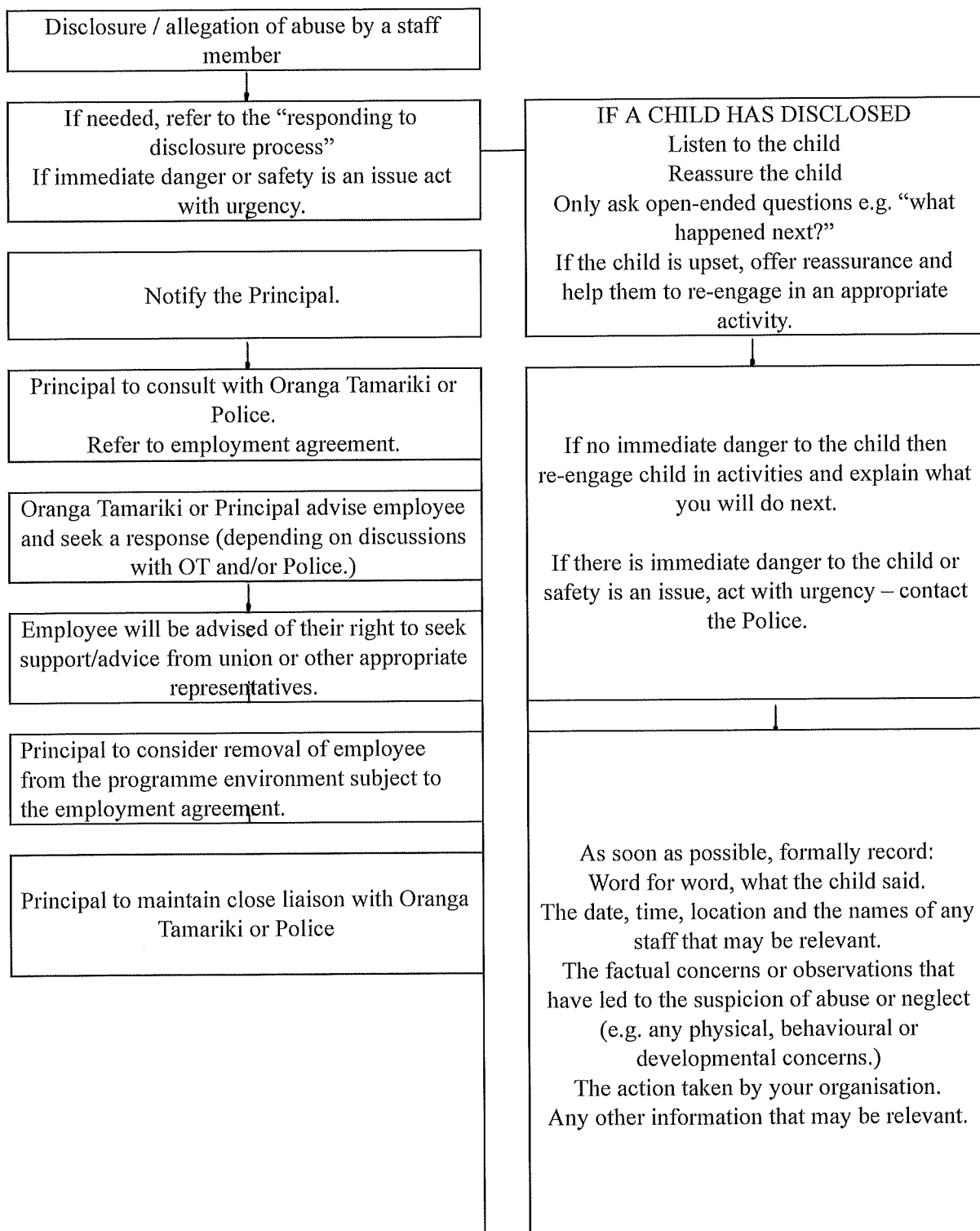
Any adult on staff who is present at an interview with a child may be required to give evidence in Court in the event of a defended hearing.



## When an allegation of abuse is made against a staff member

Where it is suspected that child abuse has been carried out by a staff member, (paid, unpaid or in any programme role), the matter must be reported promptly to programme management.

Under no circumstances should the child making the allegation be exposed to unnecessary risk. This may require programme management to consider removal of the staff member from the programme environment subject to the requirements of the applicable employment contract. All actions will be undertaken with appropriate care to maintain confidentiality.





## Children's Worker Safety Check.

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

1. Identity Confirmation

- a. Electronic Identity Credential (proof attached)
- b. Confirmation of identity (1), original primary identity document. (Proof attached)
- c. Confirmation of identity (2), original secondary document. (Proof attached)
- d. Photo identity or identity referee. (Colour proof attached)
- e. Personnel Records – no other claim to this identity. \_\_\_\_\_

2. Interview

- a. Date of interview: \_\_\_\_\_
- b. Names present during interview: \_\_\_\_\_  
\_\_\_\_\_

3. Work History Obtained (Attached)

4. Referee

- a. Name of referee (1): \_\_\_\_\_  
date of contact: \_\_\_\_\_
- b. Name of referee (2): \_\_\_\_\_  
date of contact: \_\_\_\_\_

5. Seeking Information – relevant professional organisation.

(Proof Attached)

- a. Education Council
- b. Other

6. NZ Police Vet

- a. Date of Police Check: \_\_\_\_\_
- b. Ref: \_\_\_\_\_
- c. Confirmation filed: \_\_\_\_\_

7. Assessment of Risk

Conclusion:

# **DRUGS POLICY**

## **RATIONALE**

Aorangi School is committed to providing its students and teachers with the knowledge and strategies to make healthy, safe and sensible choices in relation to drugs.

## **PURPOSE**

- To provide a safe school environment.
- To ensure sensible use of medication at school by raising individual awareness e.g. asthma inhalers, and to provide guidelines for the use of prescribed medicines.
- To ensure that students and adults are aware of the need to make sensible choices for good health.

## **GUIDELINES**

1. Students, staff and parents and caregivers will have opportunities to become more aware of relevant health factors through class lessons, letters home, use of resources and professional development.
2. There will be an on-going commitment to education which assists children to make sensible choices e.g. Life Education.
3. Staff will utilize the expertise of outside agencies to help students use their individual medication correctly e.g. Asthma Awareness, Epilepsy.
4. Prescribed medicine will be stored and administered according to the Administration of Prescribed Medicines Policy.
5. No staff member, adult or student will be permitted to possess, supply, consume or use any illegal, non-prescribed drug at any time.

## **CONCLUSION**

Aorangi School will be a safe environment where students will be provided with the knowledge and strategies to make sensible, healthy, informed choices on the use and misuse of any chemical substances, now and in the future.

# **EMERGENCY MANAGEMENT POLICY**

## **RATIONALE**

In the event of an emergency, the following of correct procedures will allow students, staff and visitors to remain calm and safe.

## **PURPOSE**

- To ensure the safety of all students, staff and visitors should an emergency occur.
- To minimise stress for students, staff and visitors by knowing how to respond appropriately according to the type of emergency.
- To ensure appropriate consideration, support and consultation is made.

## **GUIDELINES**

1. Information about Emergency Procedures and evacuations will be displayed in each area.
2. Efficient drills will be organised and practised regularly, at least once per term.
3. All visitors must sign in at the school office. On evacuation visitors must be checked against this list.
4. Staff and students will be familiar with the Emergency Procedures for:-
  - Fire
  - Earthquake
  - Volcanic Eruption
  - Police / Lockdown
5. The Emergency Procedures will be followed during an event.
6. The Traumatic Incidence Response Plan will be followed in the aftermath of an emergency.
7. An emergency kit will be kept in the school secretary's office for use during an emergency.

## **FIRE**

All occupants should:

- act on hearing the alarm
- staff should:
  - activate the nearest fire alarm and dial 111
  - reassure students
  - evacuate students and all personnel and visitors
  - check that all rooms have been evacuated. Staff closest to toilets, resource and meeting areas to check
  - close door and windows if time and safety permits
  - supervise the evacuation to the assembly area
  - take the class emergency roll, provided by school secretary
  - report to the Principal with all present / or missing

## **EARTHQUAKE**

All occupants should:

- remain in the building until the shaking stops and/or the evacuation signal is given
- staff should:
  - instruct students to stop, drop and hold
  - reassure students and other occupants
  - move children away from the windows and items that could fall
  - if outside, move children away from power poles, buildings and trees
  - if evacuating, staff should follow the normal evacuation procedures

## **VOLCANIC ERUPTION**

- stay indoors
- close all doors and windows
- heed announcements made via telephone or intercom from the office
- if outside cover nose, mouth and eyes and take shelter or enter nearest building

## **LOCKDOWN**

- school phone system will signal a lockdown during class time
- school bell will ring if during breaks and a message will come over the intercom
- lock doors and windows and pull curtains
- all to sit quietly away from view
- Principal to check all doors and windows locked if applicable
- remain in this position until a communication giving the 'all clear' is given by the Police, Armed Offenders Squad or the Principal.

## **STAFF RESPONSIBILITY**

- ensure children are familiar with the correct procedures to be followed in an emergency
- check toilets, resource and meeting areas if close to these
- ensure safety of children, other staff and visitors during an evacuation
- attend to first aid needs of children
- take the emergency roll at the assembly area
- report to Principal with numbers at the evacuation point

## **OFFICE STAFF**

- keep emergency rolls current and up to date
- check the evacuation kit and maintain equipment
- undertake training in first aid every two years
- ring bell or activate lockdown message
- take evacuation kit, emergency rolls, school cell phone, list of adults on site, and keys to assembly point

## **CARETAKER**

- check all sheds locked
- check all doors and windows locked on way to assembly point
- assist any staff needing support or help with children

## **PRINCIPAL**

- to act as fire warden
- record all present or if persons are not in assembly area

- liaise with emergency services

### **SCHOOL EVACUATION KIT**

The evacuation kit is kept in the school secretary's office and is clearly marked.

- emergency roll
- caregivers contact list
- first aid kit
- master keys to all doors and padlocks
- torch and batteries
- plastic bin liners
- list of school contacts - Board of Trustees, after hours numbers
- whistle
- paper and pencils
- gloves
- tissues
- water
- dust masks
- school map showing water/electricity/computer mains

### **CONCLUSION**

Students, staff and visitors will remain safe, accounted for and calm during an emergency event.

## **HEALTH & SAFETY POLICY**

### **RATIONALE**

The Board of Trustees is committed to taking all practical steps to provide and maintain a healthy work environment and safe working conditions in compliance with all statutory requirements and approved codes of practice.

### **PURPOSE**

- To take all reasonable steps to provide a safe work environment and to ensure the safety of all staff, students, visitors and members of the public.
- To ensure staff are trained in safe work practices.

### **Guidelines**

1. All Staff have individual responsibility for health and safety.
2. New staff members will be inducted into school health and safety guidelines and procedures.
3. Policies on The Treatment of Illnesses and Injuries, Administration of Prescribed Medicines and Blood Borne Viruses will be followed.
4. The Board will undertake hazard identification as prescribed by the Health & Safety at Work Act 2015. This responsibility may be delegated to the school caretaker. Any substandard conditions and practices will be recorded in the Hazard Register and corrected.
5. The management team will ensure appropriate emergency procedures are in place.
6. All accidents, together with actions taken, will be recorded. Where necessary, accidents will be investigated to determine their cause so that corrective measures can be taken.
7. Staff will be appropriately trained in basic first aid and delegated staff members will hold a current First Aid Certificate.
8. Police vetting of teaching and non-teaching staff will be done in compliance with regulations.
9. The principal will report to the Board any accident involving serious injury which occurs in the school or during an off-site school activity.
10. The principal will ensure contractors and subcontractors working in the school operate in a safe manner.
11. There will be ongoing evaluation, review and updating of our compliance with health and safety.

### **CONCLUSION**

Every staff and Board member is expected to share in the commitment to identify hazards and prevent all accidents/incidents, which may cause personal injury, health problems and property damage.

## **STUDENT ATTENDANCE PROCEDURES**

### **RATIONALE**

The Education Amendment Act, 2017, requires that all children, six years old and over, or those enrolled at five years of age must attend school. The Principal is accountable to the Ministry of Education for the daily attendance of all students listed on the school admission register.

### **PURPOSE**

- To optimize learning, students are required to attend school at all times, unless ill or absent for a valid reason.
- Aorangi School will have clearly identified systems of monitoring student attendance.
- Parents and Caregivers have roles and responsibilities in ensuring attendance of students and of notifying the school of any student absence.

### **GUIDELINES**

1. Teachers will mark the class roll online, each morning at 9:00am and each afternoon at 1:30pm. Presence will be recorded with P. Absences will be recorded with ?
2. All student absences will be noted on the absence board each morning and afternoon session.
3. Parents or Caregivers who remove their student from school during the day are required to report to the school office and collect an Early Pick Up slip.
4. Parents will be informed of the requirement to contact the school office if their child is absent for any reason. The school office will contact parents of an absent student.
5. Teachers will ensure that frequent non-attendance of students is brought to the notice of the leadership team.
6. The school will follow the procedures for truant students if student non-attendance becomes of concern.
7. Parents / Caregivers will be informed of their legal responsibilities regarding student attendance and the consequences of non-attendance at the beginning of each year.

### **CONCLUSION**

Aorangi School will facilitate student achievement by ensuring their daily attendance at school.



## **ADMINISTRATION OF PRESCRIBED MEDICINES PROCEDURE**

### **PURPOSE**

- To ensure students receive prescribed medication in school hours where required.
- To ensure staff record all and any medication administered.
- To ensure medication is stored or locked away as appropriate.

### **GUIDELINES**

1. Students have a right to receive prescribed medication in school hours if this enables them to access education.
2. School staff will not administer prescription medication at school unless there is written permission from parents and the Principal agrees.
3. No non-prescription medication is to be sent to school. Staff will not administer these under any circumstances.
4. For long term medication, parents/caregivers will be required to complete an Administration of Medicines at School form.
5. For short-term medication such as anti-biotics, it will be sufficient for the parent / caregiver to write a note requesting that the medication be given.
6. Staff will voluntarily administer medication. This will be recorded in the Administration of Medications register and initialled.
7. Parents may choose to allow their child to self-medicate.
8. All medication will be kept secure in the first aid room or the fridge.
9. Parents of children who require on-going medication will receive a copy of the policy and procedure at the beginning of each school year.

## ADMINISTRATION OF MEDICINES AT SCHOOL

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Parent / Caregiver: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ or \_\_\_\_\_

My child requires the following prescription medication at school:

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It needs to be taken at \_\_\_\_\_ (time) or when needs dictate (please circle)

Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

My child will administer his/her own medication YES / NO

My child needs supervision with taking his/ her medication YES / NO

My child requires an adult to give the medication YES / NO

My child is taking this medication because s/he has:

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I accept full responsibility for maintaining supplies, having my child's name, the name of the drug and the correct dose on the container, and that the supplies will not have passed the expiry date. I have given permission for a member of staff to administer the medication according to my child's needs as indicated above and accept that this may not be the same staff member each time. I accept that Aorangi School will take due care with the administration of this medication but I release the school and staff from any responsibility associated with it.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

## **CYBERSAFETY PROCEDURES**

### **PURPOSE**

To provide access for all staff and students to information and communication technologies while maintaining a safe learning environment.

### **GUIDELINES**

1. All students must read and sign a Cybersafety Use Agreement each year which outlines the regulations and conditions under which computers and communication technologies may be used while at school. The agreement must also be signed by a parent/caregiver.
2. Students will be supervised while using school facilities.
3. All staff (i.e. teaching, support and ancillary staff) must sign a Cybersafety Use Agreement, when new equipment is issued. This 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.
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 and will continue to refine methods to improve cybersafety.
8. Student personal mobile phones and tablets will not be allowed at school.
9. The Principal will be responsible for the establishment and maintenance of a cybersafety programme in the school. (The Principal may delegate that responsibility to a member of the leadership team.)
10. The Board supports the right of the school to check communication technology-related work or data of staff or students at any time, and to carry out a comprehensive investigation of any breaches of the school's Cybersafety Use Agreements. Such breaches will be taken seriously and be dealt with through the school's disciplinary and support systems. 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.

## **CYBERSAFETY STAFF USE**

### **General Policy**

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

Staff need to be aware that any incident involving material which is deemed 'objectionable' under the Films, Videos and Publications Classification Act 1993 could constitute criminal misconduct necessitating the involvement of law enforcement. As well, involvement with any material which, while not illegal under the Act, is nonetheless detrimental to the safety of the school environment, may constitute professional misconduct serious enough to require disciplinary response by the school.

### **A Staff use**

1. All staff must read and sign a Cybersafety Staff Use Agreement and return the Agreement portion of the document to the ICT Manager. The Procedure pages should be retained for later reference.
2. All staff wishing to access the Internet on school equipment will be provided with an individual login user name and password. This needs to be kept confidential and not shared with anyone else; any illegal and/or inappropriate use of the Aorangi computer facilities can be traced to the perpetrator by means of this login information.
3. Staff will be provided with individual internet e-mail accounts.
4. Links to appropriate websites can be placed on the school web pages (home pages for the browsers) to provide quick access to particular sites.
5. Users must not attempt to download, install or connect any software or hardware onto school ICT equipment without the permission of the ICT manager.
6. Staff must comply with the Copyright Act 1994 and any licensing agreements relating to original work. Users who infringe copyright may be personally liable under the provisions of the Copyright Act 1994.
7. If the Internet and other communication technologies (e.g. mobile phone) are used to facilitate misconduct such as harassment or involvement with inappropriate or illegal material, the matter will be taken very seriously by the school and could result in disciplinary action.
8. Staff must ensure that security on home ICT equipment is regularly updated and ensure that any USB drives used at home and at school are regularly scanned for viruses.
9. Staff need to be aware of confidentiality and privacy issues when accessing student or staff information via the school network.
10. If a staff member wishes his/her own child to make use of the school Internet equipment, the same prohibition of misuse applies as for student use. In particular, note that the parent must be present at all times and is fully responsible for the conduct of his/her child, who would use the parent's login.
11. Unintentional accessing of inappropriate material must be brought to the attention of the ICT manager and recorded in the cybersafety incident book.

### **B Staff responsibilities when using the ICT technologies with students**

1. Before ANY student can make use of the Internet:

- A current Aorangi School Cybersafety Student Use Agreement (completed at enrolment and at the beginning of each school year) must be filled in and signed by both student and caregivers.
  - This form should be returned to the school office.
  - This permission form must be recorded at the school office and then needs to be filed in the student's purple folder. Office staff will, on request, print off a class list for staff so that it is clear which students do not yet have permission to use the Internet.
  - UNDER NO CIRCUMSTANCES may a staff member permit a student to use the Internet unless that staff member has sighted official proof that the school has on record a Use Agreement signed by both the child and a parent/caregiver.
  - It is the staff member's responsibility to ensure that this condition is met.
2. Students may only have three Windows open at any one time.
  3. A staff member must be in the room, remain there and actively supervise while the students are using the Internet. No students may be sent to a computer room unsupervised to use the Internet, in or out of class time.
  4. Students should be regularly reminded of the contents of the Use Agreement they have signed and that there are serious penalties (including possible involvement of law enforcement) for significant breaches of this agreement.
  5. Students need to be directed to places on the Internet, rather than be permitted to surf.
  6. Inappropriate use of the Internet or any other communication technologies by a student must be reported immediately to the ICT Manager. If that person is absent, then another senior member of staff should be notified.

### **C Student Photos Online**

The school website is able to be accessed by staff and students. Permission for putting student work on the website must be obtained from the Principal. The office staff will then upload any text and / or pictures. Photos are not to be labelled with student names. Staff photos may be uploaded to the website (with permission). No names will be used without permission.

### **D Class Dojo**

Teachers may post appropriate student photos and comments on Class Dojo. Support staff must seek permission from the classroom teacher.

### **E Monitoring**

- Staff and students need to be aware that with the current systems set up to access the Internet, a record is kept of which sites are visited, how often and from which terminal.
- Filtering software will be deployed where appropriate to restrict access to certain sites.
- If deemed necessary, auditing of the school computer system could include all aspects of its use e.g. personal network storage folders and e-mail accounts.

### **F Cybersafety Staff Use Agreement**

Please complete and sign the attached sheet. The sheet should be returned to the school's ICT Manager.

## CYBERSAFETY STAFF USE AGREEMENT

### Student Safety (tick one)

☐

I have the appropriate knowledge to safely supervise student Internet use.

☐

I need training in basic Cybersafety issues before I supervise student Internet use.

### Website (tick one)

☐

I give permission for my photograph to be on the school website.

☐

I do not give permission for my photo to be on the school website.

I understand and agree to follow the Aorangi School Cybersafety Staff Use Procedures as they apply to use of the Internet and other communication technologies by staff, and by students under the direction of staff.

**Name:** .....

**Date:** ..... **Signature:** .....

## AORANGI SCHOOL CYBERSAFETY STUDENT USE AGREEMENT

***Please read this document carefully before signing and returning to school. This agreement MUST be signed before any students access the Internet. Students who do not return this Agreement will not be able to access the Internet.***

These are the important rules I must follow:

1. I cannot use the Internet at school without signing and handing in this Use Agreement.
  2. School ICT equipment is to help me with classroom learning. They are not for play.
  3. It is important to keep safe while using the Internet and e-mail. This means I must follow the school's safety rules.
  4. The only time I can use the Internet and e-mail at school is when a staff member is supervising me.
  5. I am not allowed to try and look up things on the Internet which I know are not for children. This might be mean or rude material, or information which is dangerous. Some of it is against the law. (If I do not understand I will ask my teacher.)
  6. I must be sensible when using the Internet and other communication technologies. I know that I must not do anything that would hurt me or someone else, even as a joke.
  7. I understand that my personal mobile phones and tablets are not to be brought to school.
- I agree that I will take care of our ICT equipment. I will not damage any equipment or furniture, copy any software, bring software from home to use on school ICT equipment or print anything without the permission of the teacher.
  - I will be considerate of other users and not monopolise equipment. I will not deliberately disrupt ICT equipment or the school's network. I will not be involved in electronic vandalism, like viruses.
  - If I accidentally come across dangerous, mean or rude material I will immediately tell the teacher, without showing any other students.
  - I will look after myself sensibly and not give anyone on the Internet information about myself or others – this includes addresses and phone numbers. I will tell the teacher if I come across any problem or if I am not feeling safe.
  - If I break this agreement in any way I may lose the right to use the Internet and ICT equipment at school. As well, the school may tell my parent/caregiver and may also take disciplinary action against me.

## AORANGI SCHOOL CYBERSAFETY ACCEPTABLE USE AGREEMENT

I understand and will abide by the above rules. I also understand that if I break any of these rules that there will be serious consequences; my parents could be informed, I could be banned from using school equipment and if very serious there may be disciplinary procedures.

I understand that the school will do its best to restrict student access to offensive, dangerous or illegal material on the Internet or other communication technologies. However, it is the responsibility of my child to have no involvement in such material or activities.

Signature of User: \_\_\_\_\_  
(Student) (Date)

Name of Parent or Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Date)

## **DUTY PROCEDURES**

### **PURPOSE**

- To ensure the safety and well being of our children and encourage responsible behaviour.
- To supervise childrens' activities outside of the classroom including playtime, lunchtime, sports and school crossings and ensure compliance with normal school rules.

### **GUIDELINES**

1. All children will be supervised before, during and while leaving school.
2. Duty teachers will begin duty **promptly** and be responsible for children in their duty area.
3. Teachers will remain in their duty area unless an emergency occurs.
4. In the event of an incident or emergency teachers will follow guidelines in the:-
  - Emergency Management Policy
  - Treatment of Illnesses and Injuries Policy
  - Visitors Policy
5. Teachers will follow the Duty Procedures and Wet Day Duty timetable.



## **DUTY GUIDELINES**

### **School Crossings**

1. Road Patrol on Gem Street will be supervised after school between 3:00pm and 3:15pm by a teacher or parent in conjunction with two trained Road Patrol Monitors.
2. The crossing on Clayton Road will be supervised by a teacher or parent in the afternoon between 3:00pm and 3:10pm.

### **Before and After School**

1. All staff will be on duty before 8:55am and after 3:00pm in the school grounds. If an incident occurs, the attending staff member will deal with the situation.
2. Students are to stay on the bottom courts before the 8:30am bell. If raining, students are to remain under the covered areas.
3. After the 8:30am bell, students are permitted in classroom areas. Classroom teachers will supervise these students.

### **Playtime and Lunchtime (Fine Days)**

1. A teacher will be on duty at playtime and at lunchtime.
2. Outside morning tea duty is from 11:00 to 11:20am. Teachers need to be outside as soon as the bell goes. Duty teachers will supervise the lunch area and the playgrounds.
2. Outside lunch duty is from 12:30 to 1:10pm. Duty teachers will supervise outdoor play and / or organised sport.
3. In the event of an accident the duty teacher will take appropriate first aid action and then return to playground supervision.
4. Teachers attending in-service courses will be responsible for informing relievers of any duties. Syndicate leaders will ensure that relievers carry out their duties.
5. All students will be allowed to eat their morning tea and have a toilet break at 11:00am and 12:30pm. If class teachers wish students to complete work during these times, they will arrange for students to return to class after these breaks.
6. Students remaining in class to complete work **MUST** be supervised by the classroom teacher.

### **Playtime and Lunchtime (Wet Days)**

1. On wet days, classes will follow the wet day duty timetable.
2. On wet days the syndicate leaders or duty teacher will decide whether children are to be in or outside.

### **Behaviour Management**

1. The Behaviour Management policy will be followed for students not obeying school rules.
2. Inappropriate behaviour will be recorded in the duty folder.

## **FOOD AND NUTRITION PROCEDURES**

### **PURPOSE**

- To teach and maintain healthy eating practices throughout the school.
- To actively promote the guidelines in Food and Nutrition for Healthy Children and Young People.

### **GUIDELINES**

1. Classroom programmes will encourage students to take responsibility for their own health.
2. Staff members are encouraged to model healthy eating behaviours.
3. Students are encouraged to participate in the Lunch in Schools programme.
4. Food choices made available at school will be based on the Food and Beverage Classification System and will support and reinforce what students learn about nutrition in the classroom.
5. Plain milk and water are the only beverages available to students at school during a normal school day. Any other beverages may only be offered on treat days or at discos.
6. Packaged food is discouraged in lunch boxes and information about alternatives will be provided to students and their families.
7. Gardens are an integral part of our nutrition learning environment and growing of edible plants is encouraged.
8. Food Hygiene Regulations will be followed.

## **HAZARDS / RISK MANAGEMENT PROCEDURE**

### **PURPOSE**

- Identify reasonably foreseeable hazards that could give rise to risk to health and safety.
- eliminate risks to health and safety so far as is reasonably practicable.
- minimise risks to health and safety so far as is reasonably practicable if it is impossible to eliminate the risk.

### **GUIDELINES**

1. A hazard is defined as something that is capable of causing harm. A hazard may be physical, chemical, biological or psychological.
2. A risk is that the likelihood that the hazard will cause harm and the severity of the potential harm.
3. Hazards will be identified by staff as part of their daily activities and, more systemically, by regular audits
4. Once a hazard has been identified, the risk will be assessed and decisions made about how to manage the risk using the following guidelines:
  - a. Minimise the risks by:
    - i. replacing the hazard with something that is a lesser risk.
    - ii. isolating the hazard from any person exposed to it.
    - iii. preventing anyone from coming into contact with the hazard.
  - b. If a risk still remains, minimise the remaining risk by implementing administrative controls, such as training.
  - c. If a risk still remains, minimise the remaining risk by ensuring the provision and use of personal protective equipment.
5. All permanent hazards will be regularly monitored and audited using the hazard register.

## **PANDEMIC PROCEDURES**

### **PURPOSE**

- To provide a comprehensive plan of action in the event of a pandemic in order to protect staff, students and our community.

### **GUIDELINES**

1. The Ministry of Education Influenza Pandemic Planning Guide (2011) for schools will guide all hygiene procedures and will be followed in the event of a pandemic emergency.
2. All staff will have access to materials and resources and will be fully informed, alert and ready to respond appropriately should a pandemic occur.
3. Pandemic procedures will be brought to staff attention at least once per year.
4. In the event of a pandemic the Trauma Team will be assembled and the Traumatic Incidents Response Plan, incorporating the M.O.E Influenza Pandemic Planning Guide, will be actioned.
5. The Ministry of Health directives will take precedence in the event of a pandemic.

## **SMOKE FREE ENVIRONMENT PROCEDURE**

### **PURPOSE**

- To abide by the Smoke Free Environment Act (1990).
- To provide a healthy environment for staff, students and other users of the school.
- To provide good role models and a positive smoke free message for students.

### **GUIDELINES**

1. Smoking will not be permitted anywhere within the buildings or grounds of Aorangi School, or within sight of students, at any time.
2. All staff, students, contractors, parents and members of the public using school facilities must comply with this policy as a condition of use.
3. Contractors and others working within the school are to be advised of the school's smoke free policy and that the policy applies to them when they are on school property.
4. Parents of new enrolments will be advised of the smoke free policy.
5. Signs will be placed appropriately around the school.
6. In out of school situations, eg: camp, the teacher in charge may designate an area for smoking out of sight of students.

## **SUN SAFETY PROCEDURES**

### **PURPOSE**

- To ensure students and staff are protected from UV radiation.
- To implement sun safe strategies.

### **GUIDELINES**

1. During terms one and four, all students will wear a hat when outside.
2. Students without hats will be required to play and work under trees and walkways.
3. All students will be required to have a bucket style hat as part of the Aorangi school uniform.
4. The school uniform of a short sleeved, collared polo shirt will be enforced in terms one and four.
5. The school will keep supplies of SPF 30+ sunblock for use in outside activities in terms one and four.
6. Staff will model sun smart behaviours by wearing hats and sun screen.
7. Summer sports or outside events will be held in the morning during terms one and four.
8. Parents will be informed of the schools sun safety policy and procedures.
9. Sun safety will be included as part of Health Education programmes.

## **TRAUMATIC INCIDENTS PROCEDURES**

### **PURPOSE**

- To support any child, staff member or member of our community who is involved in a traumatic incident.
- To assist the school community to manage a traumatic incident.

### **GUIDELINES**

1. All relevant personnel will be informed, and given guidance to support families in trauma so that the school responds with sensitivity and care.
2. The Trauma Team will assemble as soon as practicable.
3. The Traumatic Incident Response Plan will be followed.
4. The Trauma Team, in consultation with staff and appropriate community members, will support the family in need.
5. Information from the school is through the Trauma Team only. Information will be precise, correct and factual.
6. Information to the media must be through the Trauma Team.
7. The resumption of normal operations, as soon as possible, will be the aim.
8. All expressions of grieving will be accepted as normal.
9. Outside agencies will be used, as appropriate, to support the school.
10. The teaching of the Change, Loss & Grief unit will be part of the Health & P.E curriculum.

## **TREATMENT OF ILLNESSES AND INJURIES PROCEDURES**

### **PURPOSE**

- All staff will be able to deal with illness or injury in a safe manner.
- All staff will be able to administer basic first aid and ensure that children are cared for.

### **GUIDELINES**

1. All accidents and actions taken will be recorded in the Accident Register. Treatments of all illnesses and injuries will be recorded in the Treatment Register.
2. All children will report to the school office before entering the medical room.
3. The medical room will be supervised by the school secretary during school hours. If she is unavailable staff will follow the correct procedures.
  - Medication for individual children will be clearly labelled and stored in a locked cupboard in a separate area unless refrigeration is required.
  - First Aid supplies will be stored safely. Stock, including portable kits will be inventoried regularly and updated as required.
  - Gloves must be worn at all times when treating blood related injuries.
  - Linens will be washed on a regular basis.
4. Staff on duty are responsible for ensuring that all accidents / injuries in the playground are attended to.
5. If in the opinion of the duty staff member or school secretary, an injury is sufficient to require closer examination by a Doctor, he / she will inform the Principal or D.P who will ensure contact with parents / caregivers occurs immediately. If the parent / caregiver can not be contacted, the school will arrange for medical assistance.
6. Parents will be contacted in the event of any injury to a child's head.
7. If children are sick at school, parents / caregivers will be contacted to take them home. Children will not remain in the medical room for long periods of time.



## **UNIFORMS**

### **PURPOSE**

Correctly worn uniforms contribute to the tone and atmosphere of the school. They encourage a sense of belonging and confidence in students, pride in our school, and enable parents to ensure equity in dress.

### **GUIDELINES**

1. Wearing of the school uniform is a condition of attendance at Aorangi School.
2. The uniform will consist of approved items as per the Uniform Schedule.
3. Students who enrol during the school year have ten working days from the date of enrolment to purchase their uniform.
4. The uniform is to be worn at all times when involved in school activities.
5. New parents will be given a copy of the uniform procedure when enrolling their child.
6. Uniforms will be available from the school, including a selection of second-hand items should they be available. Parents may also purchase plain black items elsewhere.
7. Hair should be clean, tidy and tied back if below shoulder length.
8. No jewellery is permitted at school with the exception of personal taonga, stud earrings and watches.
9. Footwear must be sensible.
10. Staff will be supported by the Board of Trustees, in enforcing the wearing of the uniform.
11. The school logo is the property of the Board of Trustees and is not allowed to be printed or embroidered onto non regulation clothing.

### **UNIFORM SCHEDULE**

- Taupe polo shirt with Aorangi logo.
- Rust or black polar fleece with Aorangi logo.
- Black shorts.
- Black trousers, tights or jeans. (no patterned tights, blue jeans).
- Black skirt or skorts.
- Bucket hat, preferably black, to be worn in terms 1 & 4.
- Students may wear black long sleeved t-shirts, thermals or skivvys under their polo shirt in cold weather.
- The black KidsCan jackets are to be worn in wet, cold weather but will be removed in the classroom. These do not replace the polar fleece.

### **COMPLIANCE**

When students are not wearing the correct uniform:

1. Teachers will ask what the reason is and find out barriers to wearing correct uniform.
2. A friendly reminder note will be sent home with the student.
3. The Principal will be notified for persistent and consistent non-wearing of uniform.

## VISITORS TO THE SCHOOL PROCEDURES

### PURPOSE

- To protect staff and students from intrusions into class instruction time.
- To protect staff and students from potentially dangerous situations.
- To monitor who is in the school at any one time in case of an emergency event.

### GUIDELINES

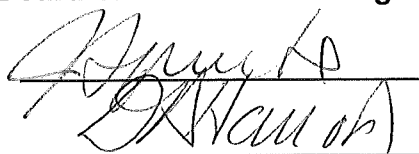
1. All visitors to the school (anyone who is not a student or staff member of the school) must report and sign in at the school office. The visitor's name, business, arrival and departure time will be recorded.
2. All visitors are required to state the purpose of their visit so that this may be checked with the appropriate staff member.
3. Visiting contractors must be given a copy of the Health & Safety policy and abide by it's guidelines.
4. The Principal or senior staff member will be advised by the school office should the reason for the visit not appear to be legitimate.
5. Visitors to the school may not enter classrooms unless given permission to do so by the teacher in a room, or by senior management.
6. Staff who observe visitors in the school should immediately accompany the visitor to the office to begin this procedure. If the staff member is uneasy about approaching the visitor, he/she should immediately inform senior management of his/her concerns.

Approved

Board of Trustees Meeting

10/9/2020

Signature of Chairperson



Signature of Principal

