

## HEALTH AND SAFETY POLICY

Macraes Moonlight School provides a safe, physical and emotional environment for students, employees, parents and visitors through complying with any legislation currently in force or that may be developed to ensure the safety of students, employees, parents and visitors.

### **In order to meet these requirements:**

#### **The Board of Trustees develops and implements:**

- Procedures for abuse
- Procedures for harassment (*sexual and other*)
- Procedures for smoke-free environment
- Civil Defence Programme
- Behaviour Management procedure

#### **The Principal and Staff (*Management*) develop and implement:**

- Search and seizure
- Training procedures
- Internet safety procedure
- Accident notification (*students*), (*employees*)
- Administration of medication
- EOTC Education outside the classroom Risk Management procedures (*see Student Achievement*)
- Behaviour Management Programme (*See Curriculum Plan-Key Classroom Approaches*)
- Evacuation procedures (*see General Procedures*)
- Contact with blood and other bodily fluid procedures (*see General Procedures*)
- Dealing with sick or injured children (*see General Procedures*)
- Procedure for harmful substances

#### **The BOT in conjunction with the principal and staff (management) develop and implement where appropriate:**

- Sun protection programme
- Truancy procedure
- Privacy procedure
- Non-custodial parents procedures
- Visitor procedures
- Hazard identification procedure (*see General School procedures*)
- Blood/Body Fluids

Through the development of these Health and Safety procedures and practice, Macraes Moonlight School ensures a safe, physical and emotional environment for students, staff and visitors.

Policy review date: August 2009

Signed: *Jennifer Fleming*

Next review date: To be confirmed

when 2011-2013 Strategic Plan is written.

## **ABUSE TO STUDENTS PROCEDURE**

- Staff must be receptive and sensitive to children so that children feel listened to and believed.
- Keeping safe and self worth units will be taught as part of the Health Curriculum to increase children's self efficacy in dealing with uncomfortable situations, and to help raise teachers' consciousness of the issues
- The safety of the child is paramount and if the child is in danger or in an unsafe situation, action needs to be taken quickly to secure his/her safety. CYPS and Police should be advised quickly.
- Staff who have concerns about any children are to discuss them with the Principal. However an outside agency e.g. police, may be contacted without the prior knowledge of the Principal if necessary, through the BOT.
- Accurate and full records shall be kept of disclosures for the duration of the child's stay at the school
- All information and discussions, including the identity of the informant, will be confidential to the staff involved. Data will be stored in one place known to the senior staff. This will be forwarded to the child's next school at the discretion of the principal.
- Where further investigation or action is necessary, the Principal will contact the appropriate agency, give them the relevant information, and leave it in their hands. It is important to name the child as information may be already held by CYPS.
- Decisions about informing parents/caregivers will be made after consultation with CYPS or Police.

### **Guidelines to follow in situations when a child discloses abuse:**

- If the child is in danger or is unsafe, act to secure their immediate safety
- Listen to the child and reassure them but do not make promises or commitments you cannot keep.
- Inform the Principal or appropriate agency and discuss with the appropriate support teacher.
- Principal to ensure that the child has an appropriate person taking responsibility for supporting them.
- Write down what the child says.
- Do not formally interview the child. Obtain only necessary relevant facts if and when clarification is needed.
- Refer to the New Zealand Children and Young Persons Service or the Police. Await further contact before taking any action.
- After making sure the referral has gone to NZCYPS or the Police, get support for yourself from the appropriate agencies as set out in the appendices

## APPENDIX A

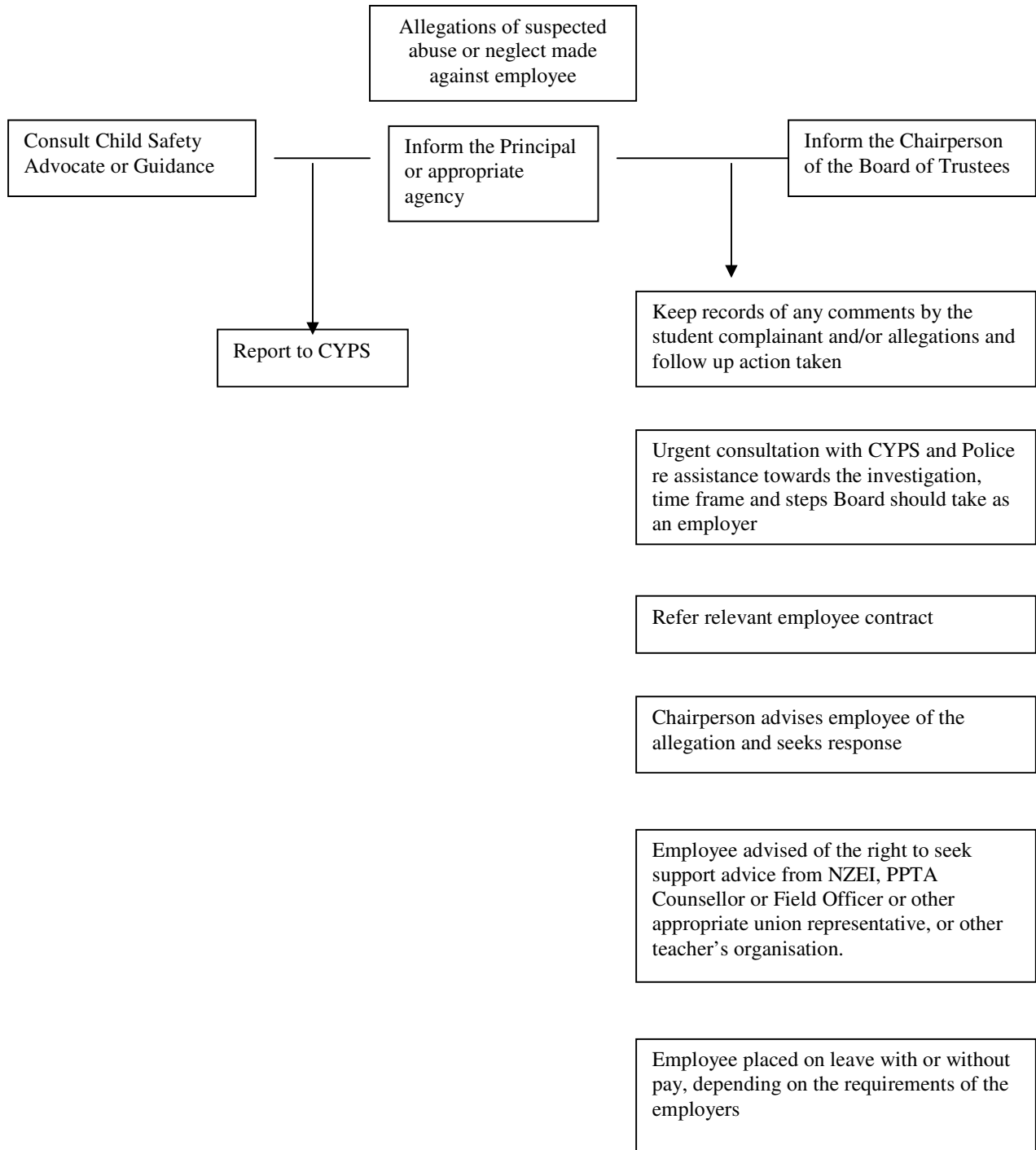
### Indicators of child abuse are:

- 1. Physical Neglect**  
The child is not given proper food, clothing, shelter, medical attention or supervision to the extent that there is serious risk to health and/or safety of that child
- 2. Emotional Neglect**  
(*This is very hard to define and detect*).  
It is often the case that the child is only ever criticised, always told that it is stupid, naughty or the cause of all the family's problems.
- 3. Physical Abuse**  
Where injuries are not caused by accident
- 4. Sexual Abuse**  
This includes all situations where a parent, caregiver or other person involves a child in sexual activity. This can range from touching through to penetration or even the death of the victim.

### Indicators of sexual abuse in a child are:-

- Physical injury
- Signs of physical illness, possibly related to genital or urinary functions, headaches or upset stomach
- Becomes unusually fussy
- Washes frequently
- Refuses her/his favourite food; or an older child may suddenly refuse food
- An unusual fear of strangers
- Sudden extreme shyness
- Lack of enjoyment of favoured pastimes, TV programmes and activities
- Clinging to parents or extreme fear of being left alone
- Difficulty going to sleep
- Sudden fear of the dark
- Nightmares
- Bedwetting
- Return to earlier forms of behaviour or skills
- Changes in school behaviour
- Loss of child's sense of security
- Unable to adjust to the normal schedule
- Showing loss of memory, sometimes appearing preoccupied or troubled
- Depression
- Advanced sexual behaviour
- Acting out the sexual abuse with playmates
- Suicidal tendencies
- Alcohol and drug abuse
- Running away
- Increased irritability and angry outbursts
- Pseudo-maturity, taking over parental responsibilities (*usually associated with incest*).
- Prostitution

## Schools Flow Chart of Action



**NB**

- All actions of the Board must be consistent and in line with the Collective Employments Contract or Individual Employment Contract
- Boards should take care to ensure action taken by the school does not undermine or frustrate any investigation being conducted by any agency
- It is strongly recommended that the Board maintains a close liaison with CYPS and the Police

## **CHILD ABUSE**

Teachers will use the following procedures to help identify children possibly at risk:

1. Individual profiles are kept on all children identified as 'at risk' by the class teacher. These will include observations on social development.
2. Keeping in mind children's welfare is paramount. Parents may be consulted about changes in behaviour to try to identify a reason. It may be caused by a change in the family's home circumstances.
3. Where a teacher is concerned about a child they may discuss/consult their concerns with the principal or appropriate agency. If further investigation or action is felt necessary, it will be at the discretion of the Principal or agency. Incidents are to be documented.
4. All information/discussions will be confidential to the staff involved.
5. Where further action is necessary the Principal will contact the appropriate agency and seek advice on the appropriate action, unless the agency was contacted directly
6. 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.
7. Whenever an interview is held with a child, a staff member or an appropriate adult whom the child has trust, must be present, the welfare of the child must be first priority and wherever that is compromised the interview must be terminated. Any staff members attending such interview will have the ability to make this judgment.
8. Support for staff and the child concerned will be sought from the agency involved

## **COMPLAINTS AGAINST STAFF INVOLVING SEXUAL ABUSE PROCEDURE**

Once a helping agency is involved, i.e. Step 6, the following procedures will be followed and will be in line with those set out in the Teachers Collective Contract, re Complaints Against Teachers.

1. The Principal/Deputy Principal will inform the Chairman of the Board of Trustees
2. Both will then inform the staff member who will be advised to seek legal and/or union representation, and be encouraged to seek personal professional support.
3. The school will inform the union
4. The staff member will be suspended on full pay once an investigation has begun. In line with Section 2.21g of the teachers Collective Contract. At this stage the rest of the staff will be informed. The MOE must also be notified at this stage.

## HARASSMENT PROCEDURE

- In the event of sexual harassment the complainant may approach:-
  - The staff elected EEO person or
  - An NZEI staff liaison officer, counsellor or field officer or
  - In case of student, any staff member
  
- The complainant should document the case with the assistance of the supporting person or persons.
  
- If the complainant decides that further action should be taken, the alleged harasser should be informed and a decision made to lay a complaint through one of the following avenues:-
  - The Principal and/or The Board of Trustees (*Principal CEC*)
  - Personal Grievance through an Industrial Advocate or an NZEI Field Officer (*Teacher CEC*)
  - Human Rights Commission through a NZEI Field officer
  
- Complainant should be supported and notified of the availability of guidance and counselling

## SEXUAL HARASSMENT PROCEDURE

- In the case of alleged sexual harassment *by a staff member* the person should talk to an appropriate adult that they trust. A complaint in writing about the incident must be made to the Principal or Chairperson.
- In the case of students, the staff member should immediately inform their syndicate leader, teacher or whoever else they trust.
- The complaint shall be submitted as soon as possible after the occurrence so as to enable the Principal or the Chairperson to remedy the complaint rapidly and as near as possible to the point of origin. In the case of a complaint by student the supporting adult should document the episode as soon as possible.
- On receipt of a complaint of alleged sexual harassment the Principal or the Chairperson shall inquire into the facts. If satisfied that such an incident has taken place, he/she shall take whatever steps are practical to prevent any repetition of such behaviour. The person responsible for sexual harassment should be informed in writing that such behaviour is unacceptable and must stop. Assurances should be sought that the behaviour will stop and that an apology must be made.
- Any apology must be made in writing. Assurances should be sought that the behaviour will stop and appropriate professional support offered to allow this to happen.
- Staff members have the right to consult with their union representatives or another staff member before, and during the making of a complaint of sexual harassment.
- If the complainant is not satisfied that the complaint concerning sexual harassment has been dealt with adequately they have the right to appeal to the Board of Trustees or to submit a “personal grievance” as set out in the relevant awards.

## **SEXUAL HARASSMENT PROCEDURE**

- A support group consisting of at least one staff representative and at least one Board member will be established.
- The people involved in the complaint process should have their roles clearly defined. They should be given the resources and training to carry out their role effectively.
- The role of the support group may include the following :-
  - To advise a complainant on possible courses of action
  - To counsel and support the complainant
  - To ensure correct procedures are followed
  - To monitor the school environment
  - To carry out the education of the school community

### **Procedures:**

1. In the event of sexual harassment, the complainant may approach the school support group/person.
2. No one will be required to make a complaint unless they want to
3. If appropriate the complainant should be advised to contact their union
4. The case should be documented by the complainant with the assistance of the support person(s)
5. Following the submission of the written complaint, a committee of the Board of Trustees will investigate the complaint according to the relevant employment contract and/or discipline and/or complaints policy. Complete records should be kept.
6. Measures must be taken to ensure victimization of the complainant does not occur. Ongoing monitoring will be necessary. Care must also be taken to protect the position of other parties if the complaint is found to be unwarranted.
7. Depending upon the individual circumstances of the case, the Board will determine the appropriate action to take, should a case of sexual harassment be found.
8. This may include the person responsible for the action being confronted and informed that the behaviour is unacceptable and must stop. In this case, assurances will be sought that an apology will be made, the behaviour will stop and that appropriate professional support offered will be accessed.
9. This may also include a formal warning process being entered into and followed. Continuing instances of such behaviour could subsequently result in termination of employment.

10. The complainant shall be advised on their right to use the relevant personal grievance procedures where the employee believes that the board or principal has not taken whatever steps are practicable to prevent the repetition of the sexual harassment as defined above.

11. All complaints will be treated sensitively, and with complete confidentiality by the Board of Trustees and the Principal.

Nothing in this policy prevents instant dismissal in the case of serious misconduct.

**Other documents relating to this policy include:**

Employment Contracts Act 1991

Human Rights Act 1993

Crimes Act

School Complaints Policy and Procedure

School Health Programme

School Abuse Policy

Employment Contracts as they apply to Staff at School

## SEXUAL HARASSMENT PROCEDURE

1. The Board will ensure that all members of the school community are informed of the nature and implications of sexual harassment and will act to reduce the risk of its occurrence.
2. A contact person will be trained to be an initial contact following the receiving complaints.
3. The name of the initial contact person will be approved of by the Board of Trustees and published within the school community on an annual basis.
4. A group of adults from within the community, including the school, will be identified and trained as mediators if necessary. They will deal with complaints which cannot be resolved by the contact person.
5. When mediation fails, a grievance committee will be set up by the Board of Trustees to suit the requirements of the case. The Grievance Committee should follow the procedural steps from mediation i.e.

### Sexual Harassment

Contact person	-	resolved
Mediation	-	resolved
Grievance Committee	-	resolved
Board of Trustees	-	resolved

### **Resolved**

## **SMOKEFREE PROCEDURE**

- Notices will be displayed in all classrooms, staff-room, school entrance way informing everyone of Macraes Moonlight School's Smokefree Procedure.
- All employees will be given an updated Smokefree Policy following its triennial review.
- All prospective employees will have access to a copy of the Macraes Moonlight School's Smokefree Policy.
- All complaints regarding smoking will be investigated by the Board of Trustees within 20 working days following the procedure laid down in the Smokefree Environment Act 1990
- This policy will be reviewed triennially.

## **BEHAVIOUR MANAGEMENT PROCEDURE**

### **Encouraging Positive Behaviour**

**In order to maximize student achievement a clear behaviour management plan needs to be in place.**

#### **Step 1 – Class Plan**

At the beginning of each year, a plan to encourage good work habits, relationships and safety will be developed with the class.

This plan will be stated positively and include clear expectations and consequences. The class behaviour management programme must reflect the school's behaviour management plan. The programme may vary from year to year to need. The programme needs to be implemented with consistency across the school.

#### **Step 2 – Implementation**

Introduce the plan and reinforce expectations regularly. If necessary, target specific behaviours that need attention. Emphasise the positive.

### **BEHAVIOUR SUPPORT PLAN / PROGRAMME**

This should be a school wide system. It should be introduced if students do not respond to the positive programme. Both programmes should be operated in tandem.

The process should be developed in consultation with the students and might include the following headings :

**Check students understanding of the inappropriate behaviour. This may require the teacher to explain what each means and its effect on others.**

For example:

- Disobedient behaviours
- Disrespect (*to teachers or peers*)
- Interference
- Inappropriate noise and language.

#### **Consequences of inappropriate behaviour:**

1. Name – verbal warning.
2. Time out
3. Time made up after school or at breaks
4. Informal contact with parents.

#### **Recurring behaviour:**

1. Record of disruptive behaviour maintained
2. Parent/Teacher/Principal/Pupil meeting
3. Contract development
4. Loss of privileges
5. Stand down

## **GUIDELINES FOR PROGRAMME**

- Clearly state and model appropriate behaviour
- Structure reinforcement to enhance the development of desired behaviour
- Set logical consequences for inappropriate behaviour
- Consistently implement the above
- Involve parents / caregivers
- State the inappropriate behaviour
- Positive specific praise for appropriate behaviours
- Monitor and review the programme annually
- Links made to stand down procedures
- Consequences age appropriate

## PRIVACY PROCEDURE

- The Board of Trustees will appoint a Privacy officer.
- Procedures will be designed to comply with the principles contained in The Privacy Act 1993 which specify requirements in terms of:
  - Purpose of collection of personal information
  - Source of personal information
  - Collection of information of personal information
  - Storage and security of personal information
  - Access to personal information
  - Correction of personal information
  - Accuracy etc of personal information to be checked before use
  - Agency not to keep personal information to be checked before use
  - Limits on use of personal information
  - Limits on disclosure of personal information
  - Unique identifiers
  - Procedures will be set up for the collection, use and disclosure of personal information relating to all individuals in the school
  - All school forms that collect personal information such as application for appointments, student record cards, enrolment information, information about employees and information about pupils and parents should contain information about the purpose, use and disclosure of the information collected.

### INFORMATION PRIVACY

I agree to the Macraes Moonlight School collecting personal information on \_\_\_\_\_ *(full name of individual)*

I have been advised by the School that the information I provide will be used for:

#### **To be completed by the School**

I accept the fact that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned.

I understand that the information I provide will be held at Macraes Moonlight School whose address is as above.

I am aware of the rights of access to, and correction of this information

Signed:.....

*Individual/Parent/legal Guardian/Caregiver/Agent*  
***Please delete those not applicable***

## **PRIVACY PROCEDURES**

1. The school enrolment form will contain information about the purpose, use and disclosure of the information collected.
2. Personal information will only be available to relevant authorities eg health nurse, psychologist, dental nurse, teachers,
3. A Privacy officer will be appointed, complying with the provisions of the Privacy Act 1993
4. A welfare file will be kept in a locked place known only to the Principal.
5. All personal information that the school holds will be stored in locked filing cabinets, so that only authorised persons have access to it.

## **SUN PROTECTION PROCEDURE**

- During the summer months all children will sit under the shade area or on the verandah for lunch.
- SPF15+ Broad Spectrum, water resistant sunscreen will be available for staff and children, and its use encouraged, especially on days of high risk.
- The playground areas will be planted with shade trees so children can play in the shade.
- Children will be encouraged to wear hats which protect the face, neck and ears while they are outside.
- Staff will be encouraged to act as role models by wearing appropriate hats and clothing for all summer outdoor activities, wearing sunscreen, as above and seeking shade wherever possible.
- Programmes on melanoma will be incorporated into the school curriculum, especially at the beginning of the summer months.
- The sun protection procedure will be reinforced in a positive way through school newsletters and the health programme.

## TRUANCY PROCEDURE

- When children are enrolled at school, enrolment details etc are to be entered on the enrolment form.
- Class registers are to be marked as set out in School Attendance Procedure
- The Principal is to be notified immediately if children who have come to school in the morning, leave school or cannot be found.
- Children who have failed to attend school without reasonable excuse, or have been absent for five continuous school days, or whose absences have been one or more days every week or patterns of several days absence shall be referred to the principal for action. Parents are to be fully advised of instances of truancy by their children and the consequences.
- Accurate written records of absences, telephone calls, home visits, letters sent and explanations given (*including time, date, and place*) must be kept by those involved.
- The Truancy Officer will be involved through the Principal
- Where any child has failed to attend school without reasonable excuse, and required interventions have failed to ensure a return to school attendance, or the absences have been continuous for 15 school days, or one or more days a week, or patterns of several days absence which persist for a school term, the truant will be referred to the Truancy Officer. Any child who has not attended school for twenty school days without written reason will be withdrawn from the school register. The Truancy Officer will be notified of this action.

## **HARMFUL SUBSTANCES PROCEDURES**

- Any student caught using, possessing or under the influence of harmful drugs, alcohol or solvents at any time while under the school's jurisdiction will be referred to the principal and may be stood down. In all circumstances parents and caregivers will be notified as well as appropriate authorities.
- Any student caught smoking or possessing cigarettes, cigars, and/or tobacco while under the school's jurisdiction will be referred to the principal who will notify the parents in writing and suspension may be considered in certain circumstances. A second offence will be considered as continual disobedience and may result in suspension.
- Any student caught in possession of or under the influence of any of the substances above will be given appropriate support and guidance that will be negotiated with the family/guardian.

## **INTERNET SAFETY PROCEDURE**

- Macraes Moonlight School will endeavour to protect staff and student from any misuses or abuses as a result of accessing the internet and electronic mail. The school will not be held responsible for any problems that occur, including loss of data, accuracy or suitability of information found inappropriate or illegally used.
  
- Learners will be given guidelines on and support with how to gather, select from and process information to support their learning in a monitored environment.
  
- Signed internet forms from parents must be received by the school before any child has access to the school internet.
  
- Learners are required to take responsibility for their own appropriate behaviour when using the internet or electronic mail as they are representing the school
  
- Opportunities for professional development in the use of the internet as a teaching and learning resource will be provided.
  
- Access is considered a privilege and must be treated as such

## **HYGIENE PROCEDURES WITH BLOOD OR OTHER BODY FLUIDS**

Introduction:

Since HIV can be contracted from infected blood, clearly there is a need for a set of hygiene procedures which effectively address this threat, and that of hepatitis B and other similarly transmitted diseases.

It follows that:

1. The school should have an effective set of hygiene procedures.
2. The school should have the equipment needed in order to give effect to these procedures and
3. That all staff should be fully aware of these procedures.

Additionally, staff should pay added attention to their own cuts or broken skin, protecting them from direct contact with body fluids. Any cut, (*less than 24 hours old*) should be covered by an impermeable dressing.

The following procedures have been devised. They must be used by any member of staff or student who has gone to the assistance of a child with a cut or broken skin.

1. Avoid contact with blood if your hands or lower arms have open cuts or unhealed wounds.
2. Use disposable gloves and wash thoroughly with soap and water after removal of gloves. If disposable gloves are unavailable at the time wash your hands and lower arms and any other bodily parts in contact with or splashed by blood, thoroughly with water and soap after handling blood.
3. Place any cotton wool, gauze, etc that has had contact with blood in a plastic bag and seal it for disposal or incineration.
4. Wipe down the benches or other bloodied areas with cold or tepid tap water and then with household bleach (*eg Janola*) freshly diluted 1 to 10 with water.
5. Wash carpeted areas with water and soap.
6. Wash scissors or other instruments thoroughly in cold tap water to remove any blood, then instruments can be effectively sterilized by boiling for at least 10 minutes or by soaking them for 30 minutes in household bleach diluted 1 part to 10.