



Health and Safety Policy

NAG 5 Health and Safety

Toko School Board of Trustees will:

- (a) provide a safe physical and emotional environment for students;**
- (b) promote healthy food and nutrition for all students; and**
- (c) comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.**

Toko School Board of Trustees meets its obligations to **NAG 5**, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self review process.

Policy

Health and Safety Overriding Policy
Child Protection
Communicable Diseases
Cyber Safety

Key Supporting Documents

Accident Register
Cleaner's Job description
Caretaker's Job Description
Crisis and Emergency Response Plan
Evacuation Plan
Hazards Register and Health and Safety Plan
Immunisation Records
Ministry Gazette Notices and Circulars
Public Health Records
School Emergency Ringing List
Toko Charter, including Strategic and Annual Plans
10 Year Property Management Plan
5 Year Property Plan

Procedures

Access to buildings
Accidents and sick children
Alcohol on school premises and at school activities
Animals at school
Arrival/departure of children
Attendance
Behaviour Management Steps Program
Bully Guidelines
Bus transport
Child access
Child sexual, physical, emotional & verbal abuse

Copyright and licences
Corporal punishment
Crisis Management
Custodial access to children
Dental care
Emergency Procedures
Fair play
First aid
Food handling
Guidance counseling
Head lice
Health & Safety of employers and non-employers
Health & Safety – on site trades persons
Internet safety
Leaving the school grounds
Personal safety of staff
Poisons/sprays
Public health nurse
Rubbish disposal
School Rules
Sexual, racism & harassment
Stray animals
Visitors to school

This policy is reviewed on a 3 year cycle in line with the Board's document self review plan.

Approved: March 2006

Minor update Feb 2007 Attendance

Board review May 2007

Board March 2008

Board Review March 2009

NAG 5 PROCEDURES

ACCESS TO BUILDINGS:

1. Staff and other key holders have access to all buildings.
2. Contractors to arrange access through the Principal.
3. **All people** using school buildings need to ensure that they are secured and locked.
4. A key register is maintained by office staff.

ACCIDENTS AND SICK CHILDREN:

1. If any blood /body fluids are present, gloves are to be worn. Bloody material disposed of separately.

2. When a child is injured (other than a minor first aid intervention e.g. toe/graze injury) remember RICE Rest-Ice-Compression-Elevation.
3. If the accident is at all a concern, contact parents/caregivers and inform, after initial treatment.
4. Complete the parent slip and put in child's bag.
5. If no one can be contacted the family doctor will be contacted. (Refer to parental medical consent form).
6. In the case of a serious injury an ambulance will be called.
7. All accidents/injuries and steps taken will be recorded in the Accident Register.

2. **Serious illness or accident:**

* In some cases the child must not be moved. Quick discussion with other first aid trained staff is imperative before a particular treatment is commenced.

- Parents/caregivers are to be contacted.
- Ambulance service will be called if necessary.
- The child is not to be left alone.
- A full report is to be completed as soon as possible.

Staff should ensure details of accidents are recorded. The accident register is used to record all treatments other than minor injuries.

Medication is not administered without referring to medication administration register.

Staff required to attend to an injured child should also ensure that provision is made for the supervision of their class. It is desirable that a class is not left unattended for any length of time.

ADMINISTERING MEDICATION

1. To administer paracetamol parents need to have signed an agreement. Children needing pain relief for a minor complaint will be administered paracetamol upon their request. However, children *needing* pain relief may need to go home. Teacher will decide whether going home is the best option after quick discussion with Principal.
2. All requests to administer other medication must be made in writing and signed by parent.
3. The exact dose of medication must be clearly labeled and provided by parent/guardian.
4. All medication needs to be clearly labeled in the correct dispensary container and be kept in the staff fridge. If it doesn't need refrigerating it will be kept in the locked medical cabinet.
5. The responsibility of administering the medication to individual children is delegated the **classroom teacher**.
6. The teacher will endeavor to administer the medication as requested, but cannot be held responsible if the medication is not given at the correct time.
7. Parents/caregivers will be informed of dosage and time medication was given via the home medical slip.

8. Situations where teachers and a child are alone need to be minimised.

ALCOHOL AT SCHOOL

1. The consumption of alcohol on the school premises is prohibited during the hours that the school is open to the pupils.
2. The Principal may approve the provision of alcohol at adult school functions provided that it is incidental to the main purpose of the gathering.
3. The liquor distribution point and place of consumption must be well clear of roadsides and preferably out of view of public using the road.
4. Consumption of alcohol inside the swimming pool complex is prohibited. Persons using the pool or school grounds outside of school hours are not to bring alcohol into the school grounds.
5. Consumption of alcohol by adults during school outdoor experiences and involving overnight stays must be within a confined area and away from student activities. It is only at a time when supervision duties are over. Low consumption only.
6. **While teachers are in charge of students at “camp” they will not consume alcohol.**

ANIMALS AT SCHOOL:

1. “Animal” is defined as any living creature with a backbone, including land-based and aquatic mammals, birds, fish and reptiles.
2. It is generally accepted that other living creatures such as spiders, snails, worms and insects must also be treated with care and kindness.
3. If the appropriate care cannot be provided, the animal is not to be kept in school.
4. Creatures kept in classrooms for observation must be housed and fed properly, and returned to their natural habitat on completion of the study.
5. Creatures captured on field trips must be returned to their habitat prior to leaving the area unless their proper care in the school is guaranteed.
6. Responsibility for the welfare of animals rests with the teacher.
7. Animals must have appropriate diet, including access to water. Provision must be made for care at weekends and over holidays.
8. Animals must have cages/containers of an appropriate size, which are ventilated and hygienic. Animals must not be subjected to extremes of noise, draught or sunlight.
9. Animals must be free from injury or disease. Diseased or injured animals must be treated, and must not be kept at school.
10. Animals must be handled/kept in such a way that they are not subjected to stress or fear.

ARRIVAL/DEPARTURE OF CHILDREN:

1. Most children arrive at Toko School on the bus between 8am and 8.40. Children arriving at school will be monitored by teachers in the classroom or playground. Children arriving very early at school need to be as responsible as possible and endeavor to look after themselves!
2. Teachers will be in available to supervise children from 8.10 – 9.00 and from 3.00pm until the last bus departs.
3. A duty teacher will check children on to the bus at 3.25pm and then remain on duty until the last bus leaves.
4. Children walking/cycling/being driven home will be encouraged not to arrive at school before 8.30am and to leave school promptly and go straight home in the afternoon.
5. Children who cycle to school will leave their bikes in the bike racks. No riding around on the school grounds!
6. When waiting for the bus or for parents/caregivers, children must wait inside the school gate.
7. Duty teacher is responsible for clearing the messages at 3pm and hold the phone until last bus departs.

ATTENDANCE

1. An absences book is kept in the office. All staff receiving information regarding a child's absence need to **immediately record** this information into the absence book. Do it straight away and it will not get forgotten.
2. Before **9.20am** teachers identify ALL children that are **away from school** and record their names **visibly** for office staff to check. Teachers need to be proactive in this area and ensure that a clear routine is in place and it is followed accurately. This is clearly the teachers responsibility.
3. Office staff visit classrooms at **9.20am** and collect the names of children absent from school. Office staff may seek confirmation from teaching staff.
4. Office staff calls parent/ caregiver of any child whose whereabouts is unknown. Office staff ascertains the reason for the absence.
5. Office Secretary informs Principal or Deputy Principal in the event of Principals absence, of any **unexplained or unjustified absences** and of efforts thus far to contact caregivers. Every effort should be made to contact the caregiver (if they have not contacted us). **However, Principal discretion may be used to stop the process if this is proving futile.** E.g. The child was ill yesterday, *or*, all phone numbers have been exhausted and the Field Days are on and the family is known to attend these!
6. Principal monitors children's attendance and when necessary contacts truancy service. Principal may well provide a print out for caregivers highlighting the level of absence.
7. As of 2007 (Accredited by Ministry of Education) Toko School keeps electronic rolls. Office Secretary completes the attendance information onto School Master.

8. Significant number of reminders on newsletters asking parents and caregivers to contact the school in the event of a child's absence has been made, and is ongoing. **The best solution to children's absence is in fact being contacted in a timely fashion by the children's caregivers.**
9. Children that are absent for **5 school days** are asked for a medical certificate to support the child absence from school.

BEHAVIOUR MANAGEMENT

Our goal is to have well behaved children, who allow others to learn within a shared environment. If the actions of a child are inappropriate we need a clear process to follow.

In order to provide a safe and secure environment for our children we need to have in place a programme to deal with inappropriate behaviour within the school.

Our first priority must always be the safety of the children in our care.

It is possible that a child or children in the school can pose a danger to other children.

This procedure aims to reduce the risks for teachers and children alike.

Teacher discretion must be used at all times, including when to invoke this procedure.

This is not just for minor misdemeanors. It is a conscious decision that we need to start formal action to curb the behaviour of a child.

Additionally, it is important to note that the principal can **bypass all steps and stand a child down**, if the need arises. This would be in the event of serious misconduct.

A teacher needs to make a **formal decision when to invoke the steps program**, and make this clear to the parents, principal and the child concerned if they are to be put on the steps programme.

Toko School Think Sheets are a useful way of recoding an incident as well as having the child reflect on their behaviour

PROCEDURES:

Step One

Rule is broken and the teacher decides whether this action warrants 'invoking' the steps program. If so:

Name and circumstances is recorded by teacher on school master and an **apology** received.

Principal advised.

A **detention** to be 30 minutes (1 p.m.-1:30 p.m.) during the second half of lunch hour. This may be indoors (classroom work task) or outdoors (grounds duty).

Parent informed.

Principal informed

If no further disruption occurs they will be downgraded after **one week**.

If however further disruption occurs they will go to Step Two.

Step Two

Same as step one plus:

Child visits Principal and have a discussion about behaviour and reasons and outcomes!

Principal phones parents for a talk. Parent may be asked to come to school to discuss the situation.

Teacher records events on school master Principal records events.

Please note a child going back a step avoids any punishment e.g. a detention.

However, if further disruption occurs child is moved to Step Three.

Step Three

Principal and staff have revisited Ministry guidelines on Stand downs and Suspensions 2003.

However, if a child gets to Step 3 Re read all documentation.

Persistent poor or unacceptable behaviour **is ongoing**.

Principal with staff consultation will decide on counseling needs and **detention will be for one week**.

Teacher record all events and inform principal.

Parents to be notified of concern by phone call. A meeting organised. Parents come to school.

Teacher and **Principal and child meet with the parents involved**.

A daily report system is introduced, which needs to be maintained both **at home and at school** for a period of **two weeks**. After this time a decision can be made whether to go back steps or forward to step 4.

Step 4.

Persistent or unacceptable behaviour is ongoing.

Parents conference with Principal and teacher and child. Board of Trustees Chairperson informed of actions taken so far and the views of all concerned.

A daily report system is maintained which needs to be completed both at home and at school for a period of **two weeks**. After this time a decision can be made whether to go back steps or forward to Step Five.

If however, behaviour is improving the child works backwards down the steps program. Backward progress should be for a week at a time. No negative penalty used, ie detentions when moving back down the steps programme.

Step Five

Parents conference with Principal and teacher and full Board of Trustees informed.

Professional help to be considered where appropriate (Special Education Service, Police Youth Aid Officer).

Contract is re-visited and **detention will be for one week under supervision**.

A daily report system is maintained which needs to be completed both at home and at school for a period of **two weeks**. After this time a decision can be made whether to go back steps or forward to Step Five.

Step Six

Repeated unacceptable behaviour results in the child being stood down, suspended, excluded or expulsion. Decision is made by Principal.

NOTE:

- 1) Counseling must be sought, and supported by the parents and continue throughout all the steps. The objective is to eliminate the unwanted behaviour and not to denigrate the child.
- 2) An apology is received at all steps.
- 3) The Behaviour Contract can be cleared when the child displays a continued period of acceptable behaviour.
If a child commits a serious act of misconduct, he or she may be entering the steps program at a higher step than step one. It is up to the Principal to decide the appropriate step to enter.

As with all dealings, appropriate record keeping must be maintained throughout the process.

Communication with the parent is vital at all steps of the process.

BULLY GUIDELINES

“Successfully dealing with bullying involves building a genuine community within our school. Everyone accepts they have the right to be free from harassment *and* that they have the responsibility to support their peers.”

The aim of any intervention is to stop abuse, that is change the ‘bullies’ behaviour.

We will:

Make all school children and teachers and parents aware of what is and what is not OK.

Develop a list with staff over time

E.g.

Flicking using rubber bands at someone on the bus....

For Teachers

If someone is identified as bullying someone else.

1. Share the knowledge. Tell the Principal.
2. Intervene and discuss with the bully what they are doing. Dig deep and find out details.
3. Highlight that it is unfair and how it is unfair.
4. Explain that we all have the right to be **free from harassment at Toko School.**
5. Have them reflect on their actions. This may be a letter, a role play, a quiet time by themselves.
6. Have them apologise. As a teacher consider on the meaningfulness of the apology.
7. Record the event well on School Master. Recording is essential as it highlights instances with considerable time between them. We can not rely on our memory alone.
8. If a pattern emerges inform parents of children involved to seek to stop the bullying behaviour.

For the Victim

Share the problem with your teacher or Principal.

This is **your responsibility** and there can be **no excuse for not doing this.**

You will be listened to thoughtfully. We will listen to the entire story. We will ask questions to get details. Instances and examples are essential. That is why the reporting needs to be as **immediate as possible.**

Explain to the ‘victim’ that the problem is the bullying behaviour not themselves.

Make it clear to the child that you are going to do something about this and that it will stop.
Thank them for telling you!
Move to steps 1 to 8 above.

School wide actions

Integrate an anti bullying component into the existing curriculum. This can be done by highlighting and exploring instances within the school, within stories and books, within news etc. It is best managed within a classroom. At times however, beginning of the year, beginning of the term or as upon need, school wide initiatives are possible.

Ensure that children that are not bullies or victims grow to understand that doing nothing is passive inducement.

Reinforce and remind all children that it is OK to tell someone else if you are unhappy because someone is bullying. In fact it is your **responsibility to tell** on someone that is breaking the law.

Encourage others to see and acknowledge bullying behaviour and take responsibility to stop it by telling the teacher about it. Good teachers encourage the telling of tales!

Strong children should confront the behaviour on behalf of a victim.

Key Resources at Toko School if instances of Bullying become apparent.

Skills for Growing and Skills for Adolescence
Bill Rodgers works

Referring to bullies within our school environment as “gutless cowards” is a good idea. Never specifically of course, but generally. More information is available at www.tki.org.nz/r/governance/positive_behaviours

BUS TRANSPORT:

1. No non-bus child shall ride on school the bus without permission from the Principal, an exception is the town bus.
2. Any issues arising over the operation of the bus shall be dealt with by the Principal, or a teacher delegated with bus responsibility.
3. A teacher will be identified as ‘in charge of buses’.
4. Stratford High has a bus controller. Contact them regarding school bus behaviour as well as dealing with it at the Toko School end!
5. Denis Edgecombe is the Ministry liaison re all transport matters.

CHILD ACCESS:

1. In cases where children are in the custody of separate caregivers, the school needs to have clear instructions in who can have access.
2. Clear instructions applying to such children will be filed in the office and be available to staff dealing with any situation where access may be questioned.

3. Information will be updated as required.

CHILD SEXUAL, PHYSICAL, EMOTIONAL AND VERBAL ABUSE:

Guidelines:

1. When a child comes forward with a problem or concern, staff will be receptive and sensitive to the child so that the child feels listened to and believed.
2. Staff who have a concern or have been approached with a problem must discuss it with the Principal. No outside agency will be involved without the prior knowledge of the principal.
3. In the case of a report from a third party, the principal and staff will note the complaint and refer it onto the appropriate agency.
4. In cases where the principal and staff member identifies there is a concern the parents will be informed, except where the child's welfare is likely to be threatened.
5. The school will use the most appropriate agency for sexual abuse and the most appropriate agency for physical abuse and/or neglect.
6. The school will continue to monitor progress and ensure that appropriate assistance is given to the child.
7. Appropriate ongoing teacher and children training will be given. Keeping ourselves safe and self esteem units will be taught as part of the Health Syllabus to increase children's assertive skills in dealing with an uncomfortable situation, and to help raise tconsciousness of the issues.

Procedures:

1. Individual profiles are already kept on children. These will include observations on social development.
2. Keeping in mind childrens' welfare is paramount. Parents may be consulted about changes in behaviour and try to identify a reason. It may be caused by a change in the family's home circumstances.
3. All information/discussions will be confidential to the staff involved. Data will be stored in a secured place known to the principal and staff. This data will be kept for the duration of the child's stay at the school. It will be forwarded to the appropriate agencies at the discretion of the principal.
4. Where a teacher is concerned about a child they must discuss it with the principal.
5. Where further action is necessary the principal will contact the appropriate agency without identifying the child and seek advice on the appropriate action.
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, an adult or the staff whom the child has confidence in, must be present. The welfare of the child is the first priority and wherever this is compromised the interview will be terminated. Any staff members attending such interviews would need to have the ability to make this judgment.
9. Support for staff and the child concerned will be sought from the agency involved.

COACHING

1. Parents and/or teachers wanting to coach a team should make every effort to gain the coaching certificates of that sport. This would perhaps make them more suitable for selection than the next person wanting to do the job.
2. When more than one person is interested in coaching a team, past time, coaching skills and commitment to the sport will be considered.
3. A sub-committee of the Principal and a teaching staff member with physical education responsibilities will interview interested coaches when more than one person is wanting to coach the team. When one of the sub-committee is one of the applicants, a senior staff member will take their place on the sub committee.

COPYRIGHT AND LICENCES:

1. Under Section 221 of the Copyright Act, schools are permitted to copy and use copy-righted material for educational purposes so long as:
 - a. A reasonable proportion of the work is copied, and in any case no more than 3% or 3 pages.
 - b. No more than one copy per person in the class is produced.
 - c. No profit is made.
 - d. It is only used for instruction.
 - e. It is used for performance so long as the audience is limited to children and staff and does not include parents/caregivers.
 - f. Any play or musical score for parent/caregiver or public performance first has permission from the person holding performing rights.
2. National Film Library films/videos are automatically usable as a blanket waiver covers them.

CORPORAL PUNISHMENT:

1. There will be no corporal punishment administered in this School.

CRISIS MANAGEMENT: Refer Crisis and Emergency Response Plan developed 2008.

A crisis is a tragedy involving a severe emotional impact on the affected persons such as a sudden death or suicide.

In the event of a crisis that affects our students, staff or community (such as a tragedy or trauma) a prolonged stress response in many individuals may be expected. This may be difficult to recognise if the shock is widespread. A crisis has the capacity, as well, to distort normal responses, and can effect the whole school operation should it impact upon those in key roles in the school. Reactions may be irrational. They may include shock and inertia, forgetfulness, a tendency to believe false information or to scapegoat, and strong emotions such as grief, anger, anxiety and denial.

Research shows that denial is a harmful option and may lead to more severe difficulties later on. Conversely, sensible actions taken in response to a trauma have worthwhile outcomes in terms of preventing or limiting the ill effects of the experience, such as loss of motivation or loss of enjoyment of work. In the case of suicide it is particularly important to respond sensibly in order to prevent or limit any chances of imitation or scape goating.

It is important to avoid an atmosphere of ‘romantic tragedy’ in the school by not dramatizing a suicide. Such a death will be referred to as a desperate sad event.

CUSTODIAL ACCESS TO CHILDREN:

1. Until a court order or a legal agreement between the parents giving sole custody is shown to the Principal it is assumed both parents have equal custody and access rights in situations where the parents are separated, divorced or unmarried or the children are subject to a court action.
2. Up to date legal documentation regarding the welfare of children should be forwarded to the Principal so that the appropriate procedures for the protection of the children at school can be put into place.
3. While the Principal and teachers are expected to exercise care and skill in looking after the welfare of children, as would a responsible parent, they can only act appropriately when they receive the appropriate information.
4. The onus is on the parent to provide:
 - * Up to date, accurate information on access and custodial arrangements.
 - * Up to date telephone numbers.
 - * Legal documentation when appropriate especially on enrolment.
5. Any information held at school about any particular child will be treated in the strictest confidence.
6. It is not the Principal’s job to adjudicate disputes or interpret court orders.
7. The Principal is empowered to call in neutral legal representation in any matter involving on-site disputes.
8. No action will be taken by a member of staff in regard to custodial care without prior knowledge of the Principal.
9. The Principal must inform the custodial caregiver of any incident regarding custody that gives cause for concern.

DENTAL CARE:

1. Dental care is accessed by the parents at the dental health provider of their choosing. The names of all children enrolled in the school are passed Stratford primary. They contact parents to ascertain their preferences and pass on this information.

DRINKING WATER

1. The Regional council checks the drinking water 2 times a year. They report back to the school within a month after the report.
2. The Board undertakes to check the drinking water monthly.
3. Use the local water testing establishment for water testing.
4. The School Secretary would generally take the samples to town.

EXCURSIONS INVOLVING AN OVERNIGHT STAY

1. The Board must approve all school activities involving an overnight stay **at least 1 month** before they are due. The trip is not to be mentioned to parents or pupils before this approval is given.
2. All parents with children involved in an excursion involving an overnight stay must be fully informed of all transport options, including costs, advantages/disadvantages, teacher preference etc., at the same time as they are first informed there is to be an excursion involving an overnight stay.
3. Parents must be given a reasonable amount of time to assess all details pertaining to the excursion involving an overnight stay.
4. All parents must register a preference to one of the proposed transport options by an appropriate method, e.g., a vote at a meeting, by a return slip from a newsletter, etc.
5. If there is not a unanimous decision in favour of one particular transport option then the option taken will be the one which has a minimum of 75% parents support.
6. All children/parents/teachers must travel by the same transport option.
7. Any parents still not happy with the transport option decided on are entitled to withdraw their child from the excursion involving an overnight stay.
8. Any fundraising activities organised to alleviate expense incurred by the chosen transport must not impinge on any fundraising for the year 7 and 8 camp.
9. The teacher in charge of the trip must be familiar with the area being visited, capable of carrying out the responsibility of organising and leading the planned activities and competent to deal with emergencies.
10. The Principal must be kept informed of the progress of events toward camp.
11. The ratio of adult to children should be: Overnight Camps - 1:5 and Overnight Education Tour/Visit - 1:8 or comply with legal requirements.
12. The children's safety is paramount. Hazardous activities and the use of potentially dangerous equipment will not be approved. Activities such as skiing, sailing, rock climbing etc given adequate supervision are within the bounds of safety.
13. If possible an emergency vehicle will be available for overnight stays. A cellphone is recommended. Each group will include at least one adult with appropriate first aid experience and a first aid kit must be available at all times.

EVACUATION:

1. All staff will be responsible for the children in their care
2. Evacuation procedures to be followed:
 - a) Children to leave classroom in orderly manner
 - b) Teacher to collect roll and once at the assembly point check

- all children are present
- c) All children to remain at assembly point until the all clear is given
3. Each term the school carries out an Emergency Evacuation Drill.
 4. Revise the Emergency Disaster Plan annually.

FAIR PLAY FOR PLAYERS / COACHES / SPECTATORS:

Children, coaches, parents and teachers have a right to enjoy all sporting events in a positive manner. This will happen best when children, teachers, coaches and parents show respect for the opposition, the officials and the rules of the game. Children, coaches, parents and teachers need to be responsible for their actions and demonstrate fair play at all times.

1. Always give it heaps but don't get ugly.
2. Abide by the rules of the game.
3. The umpire, referee, teacher or coach in charge of the game is always right.
4. Keep your cool no matter what happens.
5. Show respect towards your opposition.
6. Be humble in winning and gracious in defeat.
7. Coach's award fair play certificates to children at assembly for fair play exhibited in sports during school time.

WHEN WELCOMING OR VISITING ANOTHER SCHOOL:

1. Represent and wear your Toko School uniform with pride.
2. Be on your best behaviour both on and off the sports field.
3. Remember your manners.
4. Remember to thank the opposition team, coach and the referee or umpire of the game.
5. When playing at home greet your visitors to the gate, show them to the appropriate place and provide refreshments after the game.

FIRST AID:

1. All staff may administer First Aid. Training will be provided for all staff as part of the professional development programme.
2. First Aid will be budgeted for on an annual basis.
3. Staff are required to wear gloves when attending to any injury involving blood.
4. The First Aid cabinet is located in the Medical room and supplies are kept in a cupboard. Personal medications are kept in a locked cupboard in the Medical room. First Aid kits are available for school trips from the office.

FOOD HANDLING:

1. **Staffroom Procedure**
 - * Food should always be covered (if on benches) or in the fridge.
 - * Hands are washed before food is served to anyone.
 - * Used cutlery/crockery is washed and put away by staff or duty children. Larger events may well need teachers to assist.
2. **Classroom Procedure**

* If food preparation and handling is to be part of lesson, all children must learn safe food procedures before starting the lesson.

* When food is prepared or shared in a classroom, all children and all staff members must wash their hands before touching food,

* All food and all ingredients are to be stored correctly and covered.

3. Food Stalls at School including PREP

All food must be covered

Tongs must be used to select food

The food handlers must wear disposable gloves

A separate person to handle money and not food.

The teacher in must supervise children while cooking and handling food

GUIDANCE COUNSELLING:

1. Children at this school will receive good guidance and counseling through staff, RTLB and any other people deemed necessary.
2. Parents / caregivers will be informed about their child's progress or lack of progress and concerns about their behaviour.

HEAD LICE:

1. If a teacher suspects that a child has Head Lice or Head Lice eggs they need to contact the children's parents. Public Health Nurse may be contacted to visit the family to give advice.
2. Routine notification of head lice within the school will be placed on the next newsletter.

HEALTH & SAFETY OF EMPLOYEES AND NON-EMPLOYEES:

Refer health and Safety Plan for greater detail.

1. The minimal physical standards of school facilities as detailed in "The Code" must be complied with by Boards as employers.
2. Mandatory requirements are imposed on Boards by the Act and are administered by the Occupational Safety and Health Division (O.S.H.) of the Department of Labour.
- 2a. Identify all actual and potential hazards in the school and take all practicable steps to ensure -
 - (i) all employees and other persons in the school are safe while there
 - (ii) all hazards are identified
 - (iii) where hazards are identified significant steps are taken to eliminate, isolate, and minimize.
 - (iv) an annual review of the school to identify all of the hazards - BOT and a staff safety representative. These to be logged and kept in the file.
 - (v) Any hazards identified on a day to day basis will be logged in the maintenance book (staffroom) for caretaker to action.
- 2b. Provide information, training and supervision to employees about -
 - (i) hazards (whether significant or not) which have been identified
 - (ii) where safety clothing and equipment is kept
 - (iii) emergency procedures
 - (iv) provide information that enables employees to understand and deal with hazards appropriately.

- 2c. Ensure that non employees (children)
- (i) do not harm other persons
 - (ii) as occupier of the school, that people in the school and in the vicinity of the school are not harmed by any hazards arising in the school.
- 2d. Ensure that employees take all practical steps to ensure their own safety and that no action or inaction on their part causes harm to any other person.
- 2e. **Keep a register of Accidents** which either harmed or might have harmed any employee. Notification of any serious harm or an accident, is required as soon as possible to the Occupational Safety and Health Division (O.S.H.) of the Department of Labour and a written report submitted within 7 days of the event.
- 2f. Ensure that where a person is seriously harmed at the workplace that no one removes or disturbs any wreckage, article, or thing related to the incident unless it is necessary to
- (i) save the life of, prevent harm to, or relieve the suffering of any person or
 - (ii) prevent serious accident to or serious loss of property
 - (iii) an OSH Inspector or a member of the police must give permission before the accident scene may be disturbed.
- 2g. Ensure that at any time an OSH inspector may gain entry to the workplace for the purpose of any inspection, examination, or other enquiry by an inspector.
- 2h. Be aware of the responsibilities in relation to Improvement, Prohibition and Suspension Notices that may be issued by an OSH inspector.
- 2i. The operation of machinery/tools will be used in an appropriate manner so as to ensure the safety of others. School mowing will be done when children are not around.

HEALTH & SAFETY - ON SITE TRADES PERSONS:

1. In accordance with The Health and Safety in Employment Act 1992, Toko School must ensure that any contractor carries out their duties in a safe manner.
2. Toko School will monitor the safety performance of all contractors working on our site and may at any time inspect the procedure and controls to ensure compliance with the Health and Safety control programme. Any variation to details submitted by contractors must be advised to us and receive our approval before work proceeds.

INTERNET SAFETY

1. Specific rules for the use of the internet need to **be on display in each classroom**. In fact signing it and having it as the 'user agreement' is the best idea. But briefly the rules are:
 - The use of bookmarked sites is best practice. Teacher have listed good sites on the Internet Bookmarks page. Teachers should regularly update and delete these to suit current units of work.
 - No 'surfing' while a teacher is out of the classroom.
 - 'Surfing' allowed in the classroom if the teacher is aware of the search.
 - No access to chat rooms.
 - Obey email etiquette.
 - Children's flash drives not to be used without teacher permission.
 - Stay out of other peoples work areas.
 - Do not give personal information out over the internet.

- Individual teachers are responsible for managing children using the internet in their room

LEAVING THE SCHOOL GROUNDS:

1. The boundaries of the school are defined by the perimeter fence.
2. Children are not given permission to leave the school alone.
3. Local children going home for lunch or other reasons must have phoned or written permission from their parent/caregiver.

PERSONAL SAFETY OF STAFF:

1. Staff members are encouraged to not work alone at school after the hours of darkness. The building should be kept locked when staff are working beyond normal operating hours.
2. Staff are advised to avoid interviews where no other staff are present in the school.
3. Staff are asked to avoid any situation where they act in isolation.
4. ***Please have someone hold the ladder if you choose to use one!***

POISONS/SPRAYS:

1. Poisons and sprays are only stored in the caretaker's shed and are to be used in accordance with the manufacturers instructions. Only the caretaker and Principal may open the poisons cupboard.

PUBLIC HEALTH NURSE:

1. The Public Health Nurse visits the school regularly
2. Teachers with any concerns will notify the principal. The Nurse will be informed of these on arrival and can follow up any concerns.

RUBBISH DISPOSAL:

1. The school has various bins and plastic containers for paper, plastic and food.
2. Children are encouraged to put the correct rubbish in the correct plastic container
3. Each class is responsible for their own daily recycling of rubbish
4. Room 5 monitors will dispose of paper and scraps daily.
5. Room 5 duties include disposing properly of school rubbish from classrooms.
6. The landfill bins are emptied as needed by contractor.
7. The incinerator is not used!

SCHOOL RULES

Diagram overleaf.



Take care of your friends
and your school

Play safely and have fun

Know where to walk and run, sit and
play, and what to wear.

Always show your manners
to others

A
Helping
Hand

Share your thoughts kindly



STUDENTS RESPONSIBILITIES:

- You have a responsibility to allow others to work without being bothered.
- You have a responsibility to complete your classroom work.
- You have a responsibility to help make school a good place to be.
- You have a responsibility to take care of property.
- You have a responsibility to come to school.
- You have a responsibility to obey school rules.
- You have a responsibility to take school messages home.
- You have a responsibility to practice good personal cleanliness.

CLASSROOM MANAGEMENT PLAN:

- Classroom rules must be phrased to suit class level.
- These rules are formulated around the student's responsibilities.
- Students must be involved in the creation of rules.
- Teachers must then teach the rules to students.

SEXUAL, RACISM & HARASSMENT:

1.Procedures for adults:

- When a staff member has a complaint against another staff member, Board member or parent they should:
 - Tell the person that it is not acceptable behaviour and that it should stop (verbal) with support of another staff member if necessary.
 - Seek assurances that the behaviour will stop and an apology will be made. (Verbally).
 - If behaviour persists state further action intended (written) d and e below.
 - Complaint to be forwarded in writing, to Principal and / or Board.
 - After seeking support and guidance from NZEI or STA the Principal and / or Board will investigate the complaint thoroughly and mediate with both parties.
 - If the parties involved feel the matter can still not be resolved then direct NZEI or STA mediation will be called for.
 - The Principal should inform the school's insurance company. The insurance company needs to be kept updated regularly on any developments.
 - The staff member may be suspended on full pay once the investigation has begun. (Refer Contract)

The complainant should fully document all details and dates of incident, circumstances and procedures taken.

Procedures for Children:

When a child has a complaint against an adult or another child:

- a. The child should tell an adult, parent, teacher or Principal.
- b. The adult has the responsibility to report the information to the Principal.
- c. Further action should be carried out under the guidance of the senior staff.

Procedures against the Principal:

- a. The Board should use the references that follow in conjunction with assistance from the School Trustees Association. A Board may also need to seek legal assistance;
 - * Collective Employment Agreement
 - * Code of Physical Conduct - NZEI
 - * Health and Safety in Employment Act - Codes and Practice - STA

STRAY ANIMALS:

1. Principal/staff to try to catch the stray animal and tie up until the Pound is contacted to come and take the animal away. Safety first. Don't get bitten!
2. If the animal is known to the school then the owner will be contacted to come and collect it.

SUNSAFFE

Children, staff and community will be encouraged to:

1. Wide brimmed hats are the expected head wear. This includes bucket hats with a reasonable brim!
2. No hat no play outside in the sun!
3. Parents are encouraged to send sunscreen to school with children.
4. Sunscreen is available *on request* from the staffroom for use by children.
5. Onus to wear sunscreen must be on the children.
6. Use shaded areas provided by the school.
6. Avoid sunbathing.
7. Assess the school grounds for shade areas.
8. Plant trees that provide shade.
9. Make sunsafe practices a cross curriculum focus on a bi annual basis.
10. A wide brimmed, yellow, "Toko School" hat is available for purchase **when** purchasing the school's sport's uniform.
11. During swimming times, children will be encouraged to wear either a rash vest/suit and or sunscreen.

VISITORS TO SCHOOL:

1. All visitors to the school will report to the office on arrival and sign the visitors book.
2. The Principal is to be informed of all visitors/guests whom staff invite into the school. It is courtesy for such people to be introduced to the Principal on arrival.
3. Parents/caregivers wishing to observe programmes in action should arrange a suitable time with the class teacher, and the class teacher by courtesy then inform the principal.
4. Children should become familiar with matters relating to greeting guests and thanking them.
5. Trades persons onsite / visitors will be informed of any hazards to be avoided.

Notes for Revision