



NEWTON CENTRAL SCHOOL

NAG 5: SAFE ENVIRONMENT POLICY

This policy must be read in conjunction with the School Charter, Mission Statement, Strategic Plan and Over-arching Policy Statement.

Each Board of Trustees is required to:

- I. Provide a safe physical and emotional environment for students
- II. Comply in full with legislation currently in force or that may be developed to ensure the safety of students and employees

PURPOSE – to ensure that we do no harm.

Providing an environment which is physically, emotionally, culturally and spiritually safe, which at all times and in all actions respects and protects the mana and dignity of each person, group, animals and the environment, is essential for students to learn and staff to work effectively.

HEALTH AND SAFETY POLICY

Policy Statement:

It is this board's policy to:

1. provide learning and work environments which are safe and clean.
2. establish safe methods and safe practices within all school activities; these practices will include cultural safety, which means that no one should be unsafe because of their culture/s.
3. comply with legislative requirements as they relate to health and safety.

Policy Guidelines

1. The school will comply with all requirements for health and safety, including where appropriate, local body regulations.
2. Induction of new staff will include health and safety expectations and measures.
3. All employees will be provided with basic health and safety practices within school operations.
4. Employees will be advised of hazards in their work and how to avoid or deal with these hazards.
5. Employees will be provided with information on the safe storage and handling of chemicals.
6. All injuries occurring in the workplace will be recorded in the accident register and fully investigated.
7. There will be effective emergency evacuation procedures to cope with all likely emergencies in line with recommended procedures.
8. Regular inspections will be conducted to identify potential health hazards and take all reasonable steps to remove or reduce them. These will be fully reported to the board's property committee.
9. Sufficient training in the use of equipment or machinery will be provided as required.
10. An accident register will be maintained detailing accidents to both staff and students.

11. The principal will report to the Board any accident involving serious injury which occurs in the school or during an off-site school activity.
12. A health and safety committee will be formed comprising board, management, staff and student representation. It will have terms of reference and a reporting requirement.
13. Risk management procedures will be followed for all visits, trips, camps off the school site.
14. Only an authorised staff member who has reasonable grounds will conduct a cease and surrender of property/material according to the procedures.

PRIVACY POLICY

Policy Statement

The Board of Trustees will follow the provisions of the Privacy Act to promote and protect individual privacy with regard to:

1. the collection, use, and disclosure of information relating to individuals
2. access by each individual to information relating to that person held by the school

Policy Guidelines

1. The Board of Trustees will appoint a Privacy Officer, confirmed annually.
2. Procedures will be developed to assist the Privacy Officer in the task of ensuring that there is full adherence to the principles contained in the Act.
3. Privacy procedures will comply with the principles which specify requirements in terms of:
 - The purpose of collection of personal information
 - The source of personal information
 - The provision of full information to the subject
 - The manner of collection
 - The storage and security of information
 - Access to personal information
 - Obtaining personal information held about them
 - Checking on accuracy
 - The holding of information no longer in use
 - Limits on use of information
 - Limits on disclosure
 - Assigning of unique identifiers
4. All staff, including teaching and non-teaching staff will be made aware of key relevant provisions of the Privacy Act as they impact on school activities.
5. Parents will be informed each year of how the Privacy Act will be applied in the school as it relates to access of information and reporting requirements.
6. The policy applies to non-written material such as photographs and video. In these cases, images of groups may be made publicly available as long as there is no information about specific people. Publication of an image with identifying information requires permission of the person involved or, in the case of someone under 18, the parent/guardian.

CYBERSAFETY POLICY¹

Policy Statement

The Board places a high priority on providing the school with internet facilities and ICT devices/equipment which will benefit student learning and the effective operation of the school. However, the Board recognizes that the presence of these technologies can also contribute to anti-social, inappropriate, and even illegal material and activities. Therefore, the school will develop and maintain rigorous and effective cybersafety practices which aim to maximize the benefits of these technologies while at the same time minimizing and managing the risks.

¹ based on School Cybersafety Policy Template at www.cybersafety.org.nz/kit/policy/template.html

Policy Guidelines

1. The school's cybersafety practices are based on information contained in the latest version of the *Netsafe Kit for Schools*.
2. No individual may use the school internet facilities and ICT devices/equipment unless the appropriate use agreement has been signed and returned to the school.
3. Use of the internet and ICT devices/equipment by staff, students, and other approved users at Newton is to be limited to educational, professional development and personal usage appropriate in the school environment.
4. The school has the right to monitor, access and review all use.
5. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously.

BEHAVIOUR MANAGEMENT POLICY

Policy Statement

In implementing a behaviour management policy the school aims:

1. To build a well ordered, caring environment where the needs of students are pre-eminent
2. To develop an environment where mutual respect is a central tenet.
3. To help students appreciate the rights of others.
4. To assist students to accept that there are choices in life and that the choices they make have consequences.
5. To assist students to take leadership roles.
6. To provide a culture that teaches alternative ways of behaving.
7. Provide regular anti-bullying learning programmes.

Policy Guidelines

1. All students at the school will be treated fairly, equitably and with dignity which respects the rights of the individual.
2. Cognisance will be taken of each student's ethnic and cultural background
3. Discipline is to be delivered in a manner that preserves personal dignity and follows concepts of natural justice.
4. Behaviour management is intrinsically linked with pastoral care, the school will provide supportive pastoral care and guidance to those students who need support.
5. The school management is responsible for establishing a workable, reasonable and clear code of behaviour expectations covering such areas as punctuality, homework, attendance, respect for property and for others, non-violence, harassment, coming to and leaving school, substance abuse and any other matters deemed appropriate.
6. All school-wide rules will be clearly published to the staff, student and parent body.
7. Teachers are responsible for classroom management and will be expected to meet the requirements of the professional standards, follow the school's general values and beliefs, use appropriately positive reinforcement and encouragement techniques and follow the behaviour management process.
8. In instances of physical or verbal violence students will be referred immediately to the principal. The principal will manage a process for each student and this may include discussion with or face to face meeting with parents. The overall expectation is that management of violent behaviour is a partnership between home and school.
9. The school will provide suitable opportunities for students to participate in decision-making in student management and to have leadership roles.
10. The school's behaviour expectation is to be applied during the school day, coming to and going from school, on school trips and at all events organised by the school, and on school buses.
11. The school will provide a specialist pastoral care leader who will liaise with teachers, parents, external agencies, senior management and principal.
12. The school prohibits the use of force (corporal punishment)

CHILD PROTECTION POLICY

Policy Statement

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

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

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

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

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

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school
2. Comply with relevant legislative requirements and responsibilities
3. Make this policy available on the school's internet site or available on request
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required
5. Ensure the interests and protection of the child are paramount in all circumstances
6. Recognise the rights of family/whanau to participate in the decision-making about their children
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person
11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise

12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
13. Ensure that this policy forms part of the initial staff induction programme for each staff member

REPORTING ON SUSPECTED ABUSE

Policy Statement

To safeguard the physical and emotional safety of children all reasonable steps will be taken by staff of the school to handle appropriately cases of suspected sexual or physical abuse and to alert relevant agencies in accordance with legislation outlined in the Children, Young Persons and their Families Act.

Policy Guidelines

1. Where a complaint is received against a staff member the appropriate procedure as laid down in the relevant employment contract and in school complaints policy will be followed.
2. The school's insurance company as well as NZSTA are to be informed should any complaint be laid against a member of staff.
3. In cases of complaints against the principal the appropriate contract clauses will be involved.
4. The document 'Breaking the cycle' is available to all staff to assist with training in the recognition of abuse.
5. Every staff member will be trained in recognising signs of sexual abuse.
6. Staff who suspect abuse must report the matter to the principal who will initiate procedure and take appropriate action which may involve agencies such as Oranga Tamariki or police. ***At all times the safety of the child is the first priority***
7. Confidentiality of the informant is protected at all stages.
8. Students who wish to lay a complaint or who wish to alert someone to abuse they are suffering will be made aware of processes to follow.
9. The school's health programme will include aspects of dealing with abuse.

HEALTH AND LIFESTYLE

Policy Statement

To encourage students to develop habits of a healthy diet the school will ensure as far as is practicable that foods provided through the school and on school trips where it is supplying meals will be ones that give required nutrient intake while also giving a balance of recommended food types. It is also this school's policy to provide a range of recreational and sporting opportunities and to encourage all staff and students to participate.

Policy Guidelines

1. The school will have as part of its health programme a component on dietary intake, the dangers of obesity and poor diet and on the value of recreational activities.
2. There will be a gradual and steady movement in food provision through the school towards those foods that have fewer preservatives, less fat and sugar content and higher fibre.
3. Food will only be provided for purchase through the school if it is of a nutritional value.
4. The school discourages the consuming of high sugar content drinks and will not provide these nor will it allow such drinks to be sold in automatic vending machines in the school.
5. As part of the process for school trip planning there must be a section in the application for approval on provision of meals for students. Such provision should be in line with this policy.
6. The school will encourage families who provide lunches for their children to follow good diet recommendations.
7. Signage relating to healthy diet will be displayed around the school at appropriate points.
8. There will be adequate provision of receptacles for rubbish disposal.

9. Literature on healthy diet will be available in the school library.
10. As part of the staff recruitment process all prospective teachers will be encouraged to fully participate in the full life of the school by promoting recreational and sporting activities and by taking sports teams etc.
11. During the school day, all students will be provided with opportunities to take part in summer and winter sports and recreational programmes.
12. There will be procedures to protect staff and students from excessive UV radiation exposure over the summer months

ADMINISTERING MEDICATION

Policy Statement

The aim of this policy is to facilitate the administration of prescribed medicines to ensure that a child's health is not placed in jeopardy by school attendance.

Policy Guidelines

1. The first dose must **not** be given by school staff but may be administered by a medical professional or notifying parents/caregivers
2. All requests to administer medicines should be in writing, addressed to the Principal.
3. The medication must be kept in a locked place, if possible in the school's administration area, in a child-proof container.
4. The exact dose of medication must be provided by the parent/caregiver to the school.
5. The Principal may delegate the administering of medication to another/or other person.
6. The delegated person/s will administer the medication as requested by the parent/caregiver.
7. A staff member may decline a request to administer medication
8. Whenever possible administering of medication will be witnessed by another adult and a record of administering initialled by both adults.

SEXUAL HARASSMENT

Policy Statement

The Board of Trustees will:

1. Create a work environment where staff and students can feel comfortably able to work free from offensive behaviour.
2. Fulfill legislative requirements relating to employment and safety of staff.
3. Clarify the nature of sexual harassment and how it should be recognized and addressed.
4. Establish procedures for handling complaints.

Policy Guidelines

1. This school sees sexual harassment as a breach of disciplinary requirements and may involve either staff or students as perpetrators.
2. Sexual harassment occurs:
 - a) where a person in authority tries to use that position to take sexual advantage of a person with implied or overt promises of future preferential treatment
 - b) in sex-related jokes or abuse
 - c) in unwanted, deliberate physical contact
 - d) in offensive gestures, remarks, visual or written material
3. If a person feels they are being sexually harassed they should make it clear to the offender verbally or in writing that such behaviour is offensive and unacceptable
4. If a person being sexually harassed feels unable to confront the offender they should seek support from another person for advice and support
5. The school will have in place an appropriate complaints procedure to deal with allegations of harassment where the above fails to cause the offensive behaviour to cease
6. Such procedures will have due consideration to any relevant employment contract
7. Confidentiality will be maintained by all those involved

8. Where the principal is the alleged offender the matter will be referred directly to the Chairperson of the Board of Trustees
9. Training for staff and students will be provided in recognizing and addressing sexual harassment.

ANIMAL WELFARE

Policy Statement

This school:

1. Encourages through example the proper care of living things within the school.
2. Provides experience for children to observe, handle and care for a range of animals in a humane way.
3. Ensures that the care and welfare of animals must have the highest priority in any activity involving the keeping of an animal or its study on a field trip.
4. Educates children through example and discussion on the importance of animal care and welfare and the responsibilities involved.
5. Educates children on the threats pests can have on our environment and the importance of managing those threats ethically and humanely.

Policy Guidelines

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 snails, worms, and insects must also be treated with care and kindness.
3. If the appropriate care cannot be provided, the animals should not be kept in school. Creatures kept in classrooms for observation must be housed and fed properly, and returned to their natural habitat on completion of the study.
4. Creatures captured on field trips must be returned to their habitat prior to leaving the area unless their proper care in school can be guaranteed.
5. Responsibility for the welfare of animals rests with the teacher/staff member involved, but ultimately with the Principal and Board of Trustees.
6. The following freedoms apply:
 - Animals must have appropriate diet, including access to water. Provision must be made for care at weekends and holidays.
 - Animals must have cages/containers of an appropriate size, be ventilated and hygienic. Animals must not be subjected to extremes of noise, draught or sunlight.
 - Animals should be free from injury or disease. Diseased or injured animals should be treated and should not be kept at school.
 - Animals must be handled/kept in such a way that they are not subjected to stress or fear.
 - Animals should be able to express normal behaviour.
7. Where any activity is planned which may cause distress or suffering to the animal approval must be obtained from an Animal Ethics Committee. A record must be kept of procedures followed as set out in the act (see ERO Handbook 1994 p A72 R5). Animal Ethics Committees may be contacted through the Science Adviser or MAF (Ph 04 4744 129, fax 04 4744 133)

CONSUMPTION AND SUPPLY OF ALCOHOL

Policy Statement

This school will:

Ensure there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures, and comply with the Sale and Supply of Alcohol Act 2012

SMOKE-FREE and DRUG FREE ENVIRONMENT

Policy Statement

This school will:

1. Abide by the Smoke Free Environment Act to exclude smoking from school premises.
2. Prevent detrimental effects of smoking on the health of any non-smoking person whilst in the work environment.

Policy Guidelines

1. The school site including the staffroom, workroom and other staff facilities, school grounds and buildings are to be smoke and drug free environments.
2. No smoking by staff or by visitors is permitted in any classroom, foyer or school offices, grounds and buildings.
3. Any person can complain to the Board if they believe that there has been a contravention of the Act
4. The Board will follow procedures to deal with any complaint as set out in the Act.
5. Staff are not permitted to smoke or take any other non-prescription drugs either on school premises or while undertaking school-related activities.
6. Staff or student breaches of this policy will be subject to school disciplinary procedures.

TREATY

The Newton Central School Treaty of Waitangi policy is applicable to the Safe Environment policies and procedures. Examples of how it will be applied include, but are not limited to:

- recognition of tikanga Māori concepts of health and safety
- representation of Te Whao Urutaki in a health and safety committee
- incorporation of tikanga Māori into behaviour management strategies

.....
Te Kawehau Hoskins

.....
Laurayne Tafa

.....
Date

Co-Chairpersons, On behalf of Board of Trustees