

ROSENEATH SCHOOL HEALTH AND SAFETY POLICY

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REVOCAION: this Roseneath School Health and Safety Policy (**Policy**) revokes all former health and safety policies at Roseneath School (**School/Kura**).

PURPOSE: The Board/Poari (**Board/Poari**) is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to achieve this to ensure the health and safety of all students (**Students/Ākonga**), staff (**Staff/Kaimahi**¹) and other people in the workplace. The Board/Poari is responsible for ensuring health and safety procedures are developed and implemented. Staff/Kaimahi also need to be aware of their responsibilities and comply with the Board's//Poari's health and safety policy and School/Kura procedures.

The Board/Poari will, as far as is reasonably practicable;² comply with the provisions of legislation dealing with health and safety in the workplace, by:

- providing and maintaining a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation with Staff/Kaimahi and the School/Kura community on the strategy occurs
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of Students/Ākonga, Staff/Kaimahi and visitors to the School/Kura, and procedures comply with the Sale and Supply of Alcohol Act 2012 (<http://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html>)
- providing and maintaining adequate facilities, including ensuring access and ensuring property and equipment is safe to use and Students/Ākonga and Staff/Kaimahi are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries, and reporting serious harm incidents

¹ For the purposes of this Policy "Staff/Kaimahi" refers any employee whether permanent or fixed term regardless of the nature of their role.

² **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

- having a commitment to a culture of continuous improvement
- providing any information, training, instruction or supervision that is necessary to protect Students/Ākonga and Staff/Kaimahi.

The Principal/Tumuaki, as officer has responsibility for implementing this Policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations³
- take all reasonable steps to protect Students/Ākonga, Staff/Kaimahi and visitors/manuhiri to the School/Kura from unsafe or unhealthy conditions or practices
- ensure that the Staff/Kaimahi code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free and vape-free environment
- ensure a risk and analysis management system (**RAM**) is in place and carried out
- seek approval for overnight stays/camps/visits attesting first to their compliance with above
- consult with the community every two years regarding the health programme being delivered to Students/Ākonga
- provide information and training opportunities to Staff/Kaimahi
- advise the presiding board member (**Chair**) of any emergency situations as soon as possible
- ensure all Staff/Kaimahi and other workers at the School/Kura will take reasonable care to:
 - cooperate with School/Kura health and safety procedures
 - comply with the health and safety legislation, duties of workers
 - ensure their own safety at work
 - promote and contribute to a safety conscious culture at the School/Kura.

The Policy deals with health and safety (both physical and emotional), hygiene, first aid, hazards, and other issues impacting on the health and safety of members of the immediate School/Kura community. The Board/Poari is committed to constant improvement of health and safety outcomes at the School/Kura and welcomes a collaborative approach with the School/Kura community. The desired outcome of the Policy is that: *The School/Kura is a safe and healthy physical and emotional environment for all Staff/Kaimahi and Students/ Ākonga.*

GENERAL STRUCTURE / CROSS-REFERENCES: the Policy comprises a number of Chapters dealing with different aspects of health and safety at the School/Kura. Each Chapter is to be read in conjunction with the other Chapters due to the interconnected nature of health and safety issues. Cross-references to other policies (in particular the Roseneath School Emergency Management Policy) will generally be appropriate. Staff/Kaimahi and the Board must also take into account other applicable legislation, Codes of Practice and Ministry of Education guidelines and, where appropriate, best practice. Where there is a divergence of practice between this Chapter and the applicable Code(s) of Practice, the Code(s) will take precedence.

APPROVED:



DATE: 28 November 2022

REVIEW DATE: October 2023

³ They are to: know about work health and safety matters and keep up-to-date, gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations, ensure the person conducting a business or undertaking (**PCBU**) has appropriate resources and processes to eliminate or minimise those risks, ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information, ensure there are processes for complying with any duty, and that these are implemented, verify that these resources and processes are in place and being used.

ACCIDENTS / ADMINISTRATION OF FIRST AID AND MEDICATIONS

Compulsory Cross-Reference Document

- HIV/AIDS and Blood-Borne Viruses Chapter

Description and Purpose of Accidents / Administration of First Aid and Medications Chapter

The Accidents/Administration of First Aid and Medicines Chapter of the Policy deals with prevention of, and reaction to, accidents and medical issues at the School/Kura.

Our Accidents/Administration of First Aid and Medicines Chapter aims to:

- raise awareness of, and discuss prevention of, accidents at the School/Kura;
- set out guidelines for administration of first aid at the School/Kura;
- set out guidelines for administration to medicines by Staff/Kaimahi to Students/Ākonga;
- set out guidelines for allergy and anaphylaxis.

Guidelines

Non-attendance due to illness or injury

1. Where a member of the School/Kura community is ill, they will be encouraged to recuperate off School/Kura premises until they are no longer infectious.
2. We are committed to supporting the safe and early return to work of injured Staff/Kaimahi.

Accident prevention

3. Staff/Kaimahi and Students/Ākonga of the School/Kura should be aware at all times of actions, activities and hazards at the School/Kura which may cause or contribute to an accident.
4. Staff/Kaimahi and Students/Ākonga will aim (and take all reasonable steps) at all times to prevent accidents at the School/Kura.
5. In particular, where an activity (eg cooking, physical education, or Education Outside the Classroom) attracts a higher risk of accidents, staff will discuss accident prevention and risk mitigation measures with Students/Ākonga as necessary.
6. Where a Student/Ākonga has a severe allergy, Staff/Kaimahi, Students/Ākonga and others where relevant will be made aware of their needs.

First aid training and equipment

7. We will always have an available member of our Staff/Kaimahi who is trained in first aid. Such Staff/Kaimahi will keep their training current and be designated as a first aider. A certificate in first aid from St John Ambulance or the New Zealand Red Cross Society is recognised as an acceptable level of training.
8. Where the designated first aider is unavailable, we will ensure that a deputy / back-up first aider is available.
9. The designated first aider is responsible for the maintenance and use of first aid equipment. The first aid equipment is provided by the Board/Poari and is stored in the medical room. The designated first aider may request new first aid equipment from the Board/Poari as necessary.

Dealing with accidents

10. Where an accident occurs at the School/Kura, our Staff/Kaimahi will seek to provide initial first aid to any persons affected.
11. We will seek to utilise current best practice techniques for first aid, including treatment and sanitisation.
12. Where the accident is minor, the duty teacher and/or designated first aider will treat the injury. Staff/Kaimahi may treat their own minor injuries. All minor injuries and near misses will be recorded in the Injury Register.
13. Where the accident is more than minor, our designated first aider will provide initial first aid and make the injured person comfortable. The Hataitai Medical Centre, After Hours, A & E, or ambulance services will be used as necessary. We will notify the parent/caregiver/partner/whānau of the injured person by telephone call. We will record the incident in the Injury Register, and the Principal/Tumuaki will be notified of the accident.
14. Any costs incurred in obtaining external medical treatment are expected to be met by Staff/Kaimahi (if a member of Staff/Kaimahi is injured) or by parents/caregivers/whānau (if a Student/Ākonga is injured).
15. Where body fluids / matter (eg blood or saliva) are spilt in an accident, we will ensure that Students/Ākonga do not touch the fluids/matter, and will keep Students/Ākonga from the area until it is hygienic again. Cleanup of the fluids/matter will occur in a manner that does not allow them to come into contact with anyone, with all items used in cleanup either destroyed or sterilised.
16. Where any notifiable event occurs on School/Kura premises, we will notify WorkSafe as soon as possible, and file a written report with WorkSafe within the prescribed timeframes.
17. In the case of a notifiable event, we will ensure that the injury scene will remain as untouched as possible except where necessary to, eg, prevent further harm.

Administering of medicines to students by staff

18. We recognise that all Students/Ākonga have a right to education even if they are on medication.
19. Our Staff/Kaimahi are not normally responsible for administering medication to Students/Ākonga. Parents/caregivers/whānau should, where possible, arrange for medicines to be taken outside of school hours. We will ask parents/caregivers not to send medications to School/Kura with Students/Ākonga, except for inhalers and other necessary medications (e.g., insulin) except where the Principal/Tumuaki has granted written approval/acknowledgement. We will keep a register of known asthmatics and Students/Ākonga and Staff/Kaimahi with other medical conditions (such as allergies) at the School/Kura Office. Emergency medication for asthmatics and Students/Ākonga and Staff/Kaimahi with allergies will be kept at the School/Kura. Parents/caregivers/whānau are responsible for providing and replacing any medications.

Allergies and anaphylaxis

20. The School/Kura support the long-term desirable outcome for Students/Ākonga to be able to effectively self-manage their allergy risk by the time they leave secondary school without limiting their educational attainment, and/or social and mental wellbeing. To assist in achieving this outcome, the School/Kura will take an age appropriate approach and be sensitive to the needs of individual Students/Ākonga, including their circumstances and support needs, while encouraging increasing independence for older children.

21. The School/Kura will follow best practice guidance on allergy and anaphylaxis management, as far as reasonably practicable, for example, the [Allergy and Anaphylaxis Guidelines for School and Kura 2022](http://www.allergy.org.nz) (www.allergy.org.nz).
22. The Principal/Tumuaki will, as far as reasonably practicable:
 - identify Students/Ākonga that have allergies;
 - put in place risk minimisation strategies, including for School/Kura activities off School/Kura premises and where food is being provided to Students/Ākonga by the School/Kura or a contracted food service provider;
 - be prepared for anaphylaxis;
 - raise awareness of allergies in the School/Kura.
23. The School/Kura will raise awareness among Students/Ākonga of the seriousness of allergies and will seek their support, and that of the wider community, to improve the safety and wellbeing of those that have food allergies and/or are at risk of anaphylaxis at the School/Kura. This may include education/guidelines on appropriate precautionary practice for Staff/Kaimahi and Students/Ākonga to reduce the risk of exposure to known allergens in the School/Kura and what to do in an emergency.
24. The Principal/Tumuaki will ensure that there is an allergy and anaphylaxis plan in the Emergency Response Plan to include management of unexpected allergic reactions in Students/Ākonga and/or Staff/Kaimahi, including undiagnosed Students/Ākonga and/or Staff/Kaimahi.
25. Where reasonably practicable Staff/Kaimahi or volunteers with Students/Ākonga with risk of anaphylaxis in their care, should complete and/or maintain a current First Aid Certificate, including a module on recognising and treating anaphylaxis.
26. Where reasonably practicable Staff/Kaimahi with training in emergency management of anaphylaxis should be present in the School/Kura and out of campus activities.
27. Individual healthcare and medicine management plans for Students/Ākonga should be in place, and reviewed annually, and be provided to relevant Staff/Kaimahi and volunteers. The individual healthcare and medicine management plan should identify the particular procedures to be followed for the Student's/Ākonga's specific allergies and anaphylaxis risk, age, and school programme and include their medication, including where their Epipen (if prescribed/recommended) is kept, and when, who by, and how it can be accessed and/or replaced. Parents/caregivers/whanau are responsible for providing and replacing Epipens and any other medications. Risk assessment plans will include Epipens (if they are to be taken) on trips outside the School/Kura grounds. Any medication, clearly labelled and with instructions, should be kept safely and accessible.
28. The School/Kura will comply with the [Food Act 2014](#). Where the School/Kura:
 - sells pre-packaged food (for example hot pies) the School/Kura will follow a national programme, which requires registering and getting checked but does not require a written food control plan;
 - sells pre-packaged shelf-stable food (like chocolate bars) it does not need to register or get checked; and
 - uses a catering service the School/Kura will check that it has appropriate registration and that they can meet the needs of Students/Ākonga with food allergies.

CHILD PROTECTION

Description and Purpose of Child Protection Chapter

The Child Protection Chapter of the Policy outlines the Board's/Poari's commitment to child protection and recognises the important role and responsibility of all our Staff/Kaimahi in the protection of Students/Ākongā. It includes the Board's/Poari's expectations when child abuse is reported or suspected by us.

All Staff/Kaimahi (including contractors and volunteers) are expected to be familiar with the Child Protection Chapter of the Policy, its associated procedures and protocols and abide by them. Volunteers are those who regularly work for the School/Kura on an ongoing basis or those that have regular unsupervised access to Students/Ākongā during normal School/Kura hours.

The Board/Poari has an obligation to ensure the wellbeing of Students/Ākongā 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 [Oranga Tamariki Act 1989/Children's and Young People's Well-being Act 1989](#), any person in our School/Kura who believes that any child or young person has been, or is likely to be, harmed, ill-treated, abused, (whether physically, emotionally, or sexually), neglected, or deprived, or has concerns about the wellbeing of a child or young person must follow School/Kura procedures and may also report the matter to Oranga Tamariki or the Police.

Delegation

Although ultimate accountability sits with the Board/Poari, the Board/Poari delegates responsibility to the Principal/Tumuaki to ensure that all child safety procedures are implemented and available to all Staff/Kaimahi, contractors, volunteers and parents/caregivers/whānau. Therefore, our Principal/Tumuaki must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the School/Kura (noting the Guidelines contained within this Chapter).
2. Comply with relevant legislative requirements and responsibilities.
3. Make this Policy available on the School's/Kura's internet site or on request.
4. Ensure that every contract, or funding arrangement, that the School/Kura 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/whānau to participate in the decision-making about their children.
7. Ensure that all Staff/Kaimahi are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against Staff/Kaimahi and are able to take appropriate action in response.
8. Support all Staff/Kaimahi to work in accordance with the Child Protection Chapter, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
9. Promote a culture where Staff/Kaimahi 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/Poari 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/Kaimahi can carry out their roles in terms of the Child Protection Chapter.
13. Ensure that this Policy, including the Child Protection Chapter, forms part of the initial Staff/Kaimahi induction programme for all Staff/Kaimahi.

Guidelines

Safety Checking

14. All Staff/Kaimahi who are employed in our School/Kura, under the [Education and Training Act 2020](#) (section 104 and [Schedule 4](#)), who are appointed to a position at the School/Kura and are to work at the School/Kura during normal school hours, and are not a registered teacher holding a current practising certificate or a holder of a limited authority to teach, must be police vetted before being employed or engaged. Teachers (including relievers) undergo safety checking by the Education Council as part of their ongoing registration and practising certificate process.
15. A contractor or employee of a contractor, under the [Education and Training Act 2020](#) (section 104 and [Schedule 4](#)), who has, or is likely to have, unsupervised access to Students/Ākonga at the School/Kura during normal school hours must be police vetted before the contractor or employee of the contractor has, or is likely to have, unsupervised access to Students/Ākonga at the School/Kura.
16. The police vet must be obtained on or about every third anniversary of any police vet that has been previously conducted on the person above if they are still at the School/Kura.
17. Where the Board/Poari applies for a police vet as set out above, it must ensure that strict confidentiality is observed for police vets and it may not take adverse action until the person has validated the information in the police vet or has been given a reasonable opportunity to validate the information, but has failed to do so within a reasonable period.
18. We will consent to other organisations doing a safety check on our behalf where appropriate (e.g. for teachers on practicum).
19. We will request confirmation of the safety checking status of children's workers employed by other organisations hosted in the School/Kura (e.g. dental therapists).
20. Volunteers (such as parent helpers) are not required to be safety checked under the VCA or police vetted under the [Education and Training Act 2020](#) (section 104), however the Principal/Tumuaki may decide that carrying out some form of safety check is good practice (such as for overnight camps or long-term volunteer activities).

First instance reporting

21. If we suspect that a Student/Ākonga is suffering, has suffered, or will suffer from harm, be ill-treated, abused, (whether physically, emotionally, or sexually), neglected, or deprived, we will document our suspicions and the reasons for them. A file will be opened by the Principal/Tumuaki in which all records relating to the case shall be retained.

22. We will keep any records relating to a suspected incident of child abuse confidential to the School/Kura and the outside agencies responsible for the case.
23. We will take a precautionary approach to child protection, and recognise that good faith actions under the Child Protection Chapter are more appropriate than failing to act.

Interviewing victim

24. We will not usually attempt to question any Student/Ākonga we suspect is suffering from child abuse, as this is best left to professionals trained in the interviewing of children/tamariki.

Involvement of external agencies

25. Our Principal/Tumuaki must contact Oranga Tamariki (0508FAMILY or 0508 326 459) to report the suspected child abuse at the earliest possible opportunity. (Any teacher reporting suspected abuse should always remain available to provide information to the Principal/Tumuaki during this stage.) Oranga Tamariki will normally refer the matter to the Child Abuse Team within the Police.
26. We will act upon Oranga Tamariki advice, or the Child Abuse Team's assessment and selected course of action, as appropriate.
27. Where necessary, we will make intermediate arrangements to support the Student/Ākonga or Staff/Kaimahi involved in the case. (Oranga Tamariki or the Public Health Nurse can be of assistance.) However, after reporting by the School/Kura, it is expected that all dealings with the Student/Ākonga about the matter will normally be arranged for by the outside agency involved including:
 - making the child safe;
 - contacting the parents/caregivers/whānau of the Student/Ākonga; and
 - keeping the School/Kura informed about the situation.

Communications

28. All further communications regarding the School/Kura and outside agencies must be conducted through the Principal/Tumuaki.
29. The Principal/Tumuaki must keep the Chair informed throughout.
30. Where a parent/caregiver/whānau contacts the School/Kura regarding any child abuse situation, he or she should be referred to the Principal/Tumuaki.
31. In following all of the above steps, the Principal/Tumuaki will take all reasonable steps to ensure that the matter and details remain confidential to the parties involved.

Education

32. We will train our Staff/Kaimahi as necessary to recognise the symptoms of child abuse.
33. We will discuss with Students/Ākonga ways to keep themselves safe, and the need to report child abuse.

Related documentation and information

- Further information including frequently asked questions (FAQs) are available on the NZSTA website www.nzsta.org.nz
- Ministry of Education website www.education.govt.nz
- [Children's Act 2014 and Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#)

FOOD SAFETY AND THE PROMOTION OF HEALTHY FOOD

Compulsory Cross-Reference Document

- Accidents/Administration of First Aid and Medications Chapter
- [Food Act 2014](#)
- MPI guidance for Schools – [What does the Food Act mean for me?](#)
- Accidents/Administration of First Aid and Medications Chapter

Description and Purpose of Food Safety and the Promotion of Healthy Food Chapter

The Food Safety and the Promotion of Healthy Food Chapter of the Policy deals with promoting and practising food safety and healthy food at the School/Kura.

Our Food Safety and the Promotion of Healthy Food Chapter aims to:

- prevent food poisoning at the School/Kura;
- control potential hazards which could affect the safety of School/Kura food;
- raise awareness of food safety issues at the School/Kura; and
- promote healthy eating.

Guidelines:

Personal hygiene

1. Our Staff/Kaimahi, Students/ Ākonga and parents/caregivers/whānau involved in food preparation at the School/Kura must ensure that they clean their hands prior to handling food.
2. Our Staff/Kaimahi, Students/Ākonga and parents/caregivers/whānau must not be involved in food preparation if they are sick, have a stomach illness, or an open or infected wound.
3. Our Staff/Kaimahi, Students/Ākonga and parents/caregivers/whānau involved in food preparation must cover any wound with waterproof dressings, or wear disposable gloves.

Food hygiene

4. We recognise that good food hygiene is achieved by protecting food from contamination (preventing bacterial growth, and by destroying harmful bacteria by thorough cooking or processing), and that contamination can be passed on by dirty hands, equipment, packaging, work surfaces or foods touching.
5. When cooking, we will keep all work surfaces, utensils, and equipment clean (including after preparing raw foods but prior to preparing other foods with the same items).
6. We will keep perishable foods refrigerated below four degrees Celsius.
7. We will thoroughly wash all fruit and vegetables.
8. We will always keep cooked and raw food separate.
9. We will keep food in clearly labelled, covered containers.
10. We will prepare food as close as possible to consumption.
11. When cooking food, we will ensure it is very hot before serving.

12. Where food is prepared off-premises, we will ensure that it is from a smoke-free/vape-free environment.

Promotion of healthy eating

13. We will promote healthy eating for all Staff/Kaimahi and Students/Ākonga.
14. We will educate Students/Ākonga about healthy eating choices as part of the School/Kura Curriculum.
15. We will offer healthy choices at School/Kura events.

HARASSMENT AND PERSONAL PROTECTION

Compulsory Cross-Reference Documents

- The Complaints Against Staff Chapter of the Roseneath School Employment Policy;
- The School Climate, Student Behaviour, and Discipline Chapter of the Roseneath School School Management Policy; and
- Applicable legislation including (without limitation) the [Human Rights Act 1993](#) and the [Employment Relations Act 2000](#).

Description and Purpose of Harassment and Personal Protection Chapter

The Harassment and Personal Protection Chapter of the Policy outlines the School's/Kura's intolerant approach to harassment and violence, and guidelines to ensure that all members of the School/Kura community feel safe and protected at the School/Kura.

Everyone has the right to work without harassment (Human Rights Act 1993 and Employment Relations Act 2000), and everyone should feel protected and safe at the School/Kura. Harassment can be subtle or overt, and can include (without limitation):

- excessive attempts to have communications with, or be near, someone;
- sexually-oriented jibes or abuse;
- offensive gestures or comments;
- unwanted and / or deliberate physical contact;
- requests for sexual contact (with or without promises of preferential treatment in return);
- offensive emails; and/or
- displays of pornographic material.

Threats (eg, bullying) and physical violence are also offensive to the personal integrity of individuals, and will not be tolerated at the School/Kura.

Our Harassment and Personal Protection Chapter aims to:

- prevent harassment and violence of any kind or extent at the School/Kura;
- ensure Staff/Kaimahi have support if they are subjected to offensive, unwelcome or inappropriate behaviour that detrimentally affects their employment, job performance, or job satisfaction;
- ensure that Students/Ākonga have support if they are subjected to offensive, unwelcome or inappropriate behaviour of any kind; and
- provide guidelines for responding to, and resolving, situations in which harassment or violence has occurred.

Guidelines

1. We will not tolerate inappropriate behaviour, such as harassment or violence, or threats of harassment or violence, at School/Kura.
2. We will educate all Staff/Kaimahi about threats to personal integrity such as harassment and violence, and the damage that such issues can cause.
3. If harassment or violence occurs, the complainant may make a complaint by approaching the Principal/Tumuaki, the Chair, or a New Zealand Educational Institute officer, counsellor, or field officer.

4. A complainant may have a support person with them when making the complaint.
5. The complaint should be documented by the complainant and the person who receives the complaint.
6. We will treat complaints confidentially wherever possible, and aim to ensure that the complainant is not subjected to any further/additional embarrassment or victimisation as a result of their making a complaint.
7. We will act promptly when a complaint is made. The person responsible for the alleged harassment or violence should be confronted and informed of the complaint, and will be told that the behaviour is unacceptable and must stop. Assurances of cessation of the behaviour must be sought and given, and an apology made to the subject of the harassment or violence.
8. If the matter is deemed serious, or the harassment or violence does not stop, the person responsible for the inappropriate behaviour should be informed and the complaint will be referred to the Board/Poari.
9. The Board/Poari will consider any referred complaints promptly and deal with them as they see fit. Where a member of Staff/Kaimahi is harassing or acting violently towards other members of the School/Kura community, they may be dealt with in accordance with the conditions of their employment. If a Student/Ākonga is persistently, or markedly, harassing or acting violently towards other members of the School/Kura community, they may be disciplined in accordance with the School's/Kura's policies.
10. If the matter is deemed sufficiently serious by the Board/Poari, it may be referred to the Police. If an illegal event has occurred, the Board/Poari must refer the matter to the Police.
11. Where there is conflict between this policy Chapter and the Complaints Against Staff Chapter of the Roseneath School Employment Policy, or the School Climate, Student Behaviour, and Discipline Chapter of the Roseneath School School Management Policy, the other policy Chapters supersede this Chapter.

HAZARDS

Compulsory Cross-Reference Documents

- Roseneath School Hazards Register;
- The Policy; and
- All relevant legislation, standards and Codes of Practice, including (without limitation) the [Health and Safety at Work Act 2015](#).

Description and Purpose of Hazards Chapter

The Hazards Chapter of the Policy outlines management of hazards on School/Kura premises, to create a safer environment for Students/Ākonga and Staff/Kaimahi.

Our Hazards Chapter aims to:

- encourage awareness of actual or potential hazards on School/Kura premises;
- minimise, isolate, or minimise the number of actual or potential hazards on School/Kura premises;
- encourage reporting of hazards; and
- keep track of all actual or potential hazards at the School/Kura.

Guidelines

1. We will always aim to ensure that School/Kura premises are safe and hygienic.
2. We will maintain a Hazard Register of possible hazards on School/Kura premises, and remedial actions.
3. We will make all Students/Ākonga and Staff/Kaimahi aware of possible hazards on School/Kura premises, and how these are dealt with by the School/Kura.
4. We will encourage the reporting of defects and safety issues to the Principal/Tumuaki, and follow these up as soon as possible with repairs / action plans.
5. Where a major hazard is identified, the Principal/Tumuaki will report it to the Board/Poari for follow up.
6. We will comply with all relevant health and safety legislation, standards and Codes of Practice.
7. We will accurately report and record accidents, incidents and injuries, as well as near misses.
8. We will ensure that Staff/Kaimahi are adequately trained for the tasks they are required to do, including in relation to health and safety issues.
9. We will provide safe means for access and egress to and from School/Kura premises.
10. We will use appropriate safety equipment, devices, and best practice techniques, and design School/Kura facilities (eg, playgrounds) to conform with safety standards.
11. We will encourage all Students/Ākonga to take reasonable care and use protective equipment when using playgrounds or undertaking other activities such as rollerblading or skating, and will designate appropriate areas of School/Kura premises for such activities.

HIV / AIDS AND OTHER BLOOD-BORNE VIRUSES

Compulsory Cross-Reference Documents

- Accidents / Administration of First Aid and Medications Chapter;
- Applicable legislation, Ministry Guidelines and Codes of Practice, including (but not limited to) [the Education and Training Act 2020](#), [the Human Rights Act 1993](#), [the Health Act 1956](#), [the Health \(Infectious and Notifiable Diseases\) Regulations 2016](#), [the Privacy Act 2020](#), [the Health and Safety at Work Act 2015](#), and the National Education Guidelines.

Description and Purpose of HIV / AIDS and Other Blood-Borne Viruses Chapter

The HIV / AIDS and Other Blood-Borne Viruses Chapter of the Policy outlines the School's/Kura's responsibility for providing a safe school environment taking into account the risks of blood-borne viruses.

Our HIV / AIDS and Other Blood-Borne Viruses Chapter aims to:

- provide guidelines for the management of blood-borne virus risks;
- provide for a safe and healthy environment at School/Kura in relation to blood-borne viruses; and
- ensure that Students/Ākonga and Staff/Kaimahi with blood-borne viruses are able to participate in School/Kura life to the extent their health permits.

Guidelines

1. Where a Student/Ākonga or member of our Staff/Kaimahi has a blood-borne virus, including but not limited to HIV / AIDS, the infection should be disclosed to the Principal/Tumuaki.
2. We will comply with our legal reporting obligations.
3. The Principal/Tumuaki must inform the Chair and teachers of any Student/Ākonga or member of Staff/Kaimahi with a blood-borne virus. This information may be shared by the Principal/Tumuaki (as appropriate) with teaching staff, and the Chair may (if necessary) disclose this information to the Board/Poari.
4. Knowledge of people within the School/Kura with blood-borne viruses may be used by the Principal/Tumuaki and Board/Poari as necessary to:
 - judge if it is possible that a contamination incident has occurred at the School/Kura;
 - determine what level of education about blood-borne viruses is necessary within the School/Kura community; and
 - inform parents/caregivers/whānau of Students/Ākonga with immune system compromising blood-borne viruses if there is an outbreak of an infectious disease at the School/Kura (eg, chicken pox, mumps).
5. We will educate Staff/Kaimahi about the dangers of, and methods of dealing with, blood-borne viruses.
6. When an injury occurs at the School/Kura where bleeding (or other spilt bodily fluids, eg saliva) occurs, the injured person will be treated as if they have a blood-borne infection.

7. If it is possible that bodily fluids are exchanged (eg, blood and saliva penetrating another person's skin, eyes, nose, ears or mouth) in an incident at School/Kura, we will:
- in the case of a Student/Ākonga, contact their parents/caregivers/whānau;
 - provide first aid, including thorough washing of the contact point; and
 - if we know the source of bodily fluid has a blood-borne virus or other infectious disease, advise the parents/caregivers/whānau (if a Student/Ākonga is the recipient) or Staff/Kaimahi to seek medical attention.

PREVENTING AND RESPONDING TO SELF-HARM AND SUICIDE

We value the well-being of our Students/Ākonga and Staff/Kaimahi and act on any concerns we have about their welfare. As part of our commitment to health and safety, we aim to provide and maintain a safe physical and emotional environment and a positive, inclusive culture. This whole-School/Kura approach is an important part of preventing self-harm and suicide. The School's/Kura's expectations are as follows:

1. Staff/Kaimahi maintain positive learning environments and relationships with Students/Ākonga and encourage resilience, self-awareness, and acceptance.
2. Staff/Kaimahi are alert to changes in Students'/Ākonga performance, attendance, and demeanour, and act on any suspicions or concerns.
3. The School/Kura monitors the health of Staff/Kaimahi as part of its primary duty of care, and discusses workload and stress levels at health and safety meetings and performance appraisals.
4. We have procedures in place to help maintain a safe environment, including:
 - comprehensive digital technology policies and procedures to guide our use of the internet, mobile phones, and other ICT devices and equipment
 - guidelines for dealing with bullying, including cyberbullying and harassment
 - recognising stress in the workplace as a hazard to be managed.

Acting on concerns

If Staff/Kaimahi become aware that a Student/Ākonga or colleague is at risk of self-harm or suicide, they take relevant action as outlined in the Ministry's resource kit. Actions include support, monitoring, and disclosure as relevant to the situation. Care is taken to respect a person's wishes for confidentiality and to ask their permission to disclose information to another party. It may be necessary to breach a person's confidentiality to ensure their safety, particularly in an emergency.

If there is a threat of imminent self-harm or suicide:

- try to ensure the person's immediate safety.
- call for support and stay until it arrives. Do not leave them alone.
- if possible, ring 111.
- remove any obvious means of self-harm or suicide.

Responding to a traumatic incident

A traumatic incident, such as a suicide or attempted suicide, adversely affects the whole School/Kura community. The School/Kura responds as appropriate in the immediate aftermath and with ongoing support. This may involve implementation of the crisis management plan and contact with the Ministry of Education Traumatic Incident Team.

ROAD SAFETY

Description and Purpose of Road Safety Chapter

The Road Safety Chapter of the the Policy deals with the School's/Kura's concern that, with its premises on a main traffic thoroughfare, Students/Ākonga can walk safely to and from School/Kura.

Our Road Safety Chapter aims to:

- raise awareness of road safety issues at the School/Kura; and
- ensure that Students/Ākonga learn safe road crossing techniques.

Guidelines

1. Our Staff/Kaimahi will teach Students/Ākonga about safe road crossing techniques.
2. Our Students/Ākonga should be use the crossing but otherwise should be accompanied by an adult if crossing the road away from the crossing.
3. Parents/caregivers/whānau are expected to park in a legal and safe manner on Maida Vale Road when dropping off, or picking up, Students/Ākonga. Parents/caregivers/whānau are reminded to model appropriate driving speeds around the School/Kura, and other agencies are invited to work with the School/Kura to support road safety in our community.
4. A duty teacher will oversee the road area at the end of School/Kura hours, including Students/Ākonga catching buses.

SEXUAL BEHAVIOUR IN CHILDREN

Schools/Kura have a responsibility to promote the healthy development of their Students/Ākonga and to protect them from harm.

The School/Kura does this by:

- teaching about sexual, emotional, and physical development through the health curriculum; and about appropriate and inappropriate behaviour through its behaviour management strategies and Keeping Ourselves Safe programme
- demonstrating respect and appropriate behaviour through its care and management of Students/Ākonga
- noticing and dealing appropriately with sexual behaviour in Students/Ākonga.

Sexual behaviour includes questions, touch, conversations, and interest about sexuality and/or relationships. It is important to respond appropriately to sexual behaviour in children. This requires identifying whether the behaviour is normal for the developmental stage of the child, or of concern. It is important to consider the behaviour in the context of what you know of the child's background, their age, emotional development, the behaviour's effect on others, and what is normal for the child's stage of development. (For guidance about whether a child's behaviour is normal, concerning, or harmful, see the WellStop programme's [What is normal and Concerning Sexualised Behaviour.](#))

Inappropriate sexual behaviour will be treated and recorded in a consistent way with how we treat all inappropriate behaviour, and any behaviour of a sexual nature will be responded to according to the level of behaviour demonstrated:

- behaviour that is normal for the developmental stage of the Student/Ākonga will be de-escalated, with a reminder that it is not appropriate at the School/Kura.
- for behaviour that is of concern, further monitoring will take place, and parents/caregivers/whānau will be informed as we would inform them with all concerning behaviour
- for behaviour that is harmful, management and parents/caregivers/whānau will be involved in an appropriate response, following advice and guidance from agencies such as WellStop and the Ministry of Education.

A child whose behaviour is concerning poses a threat to the welfare of other Students/Ākonga, and also to themselves through their increased vulnerability. If the behaviour is of concern, the School/Kura must act to protect and support the Students/Ākonga involved.

Depending on the seriousness of the behaviour, the "offending" Student/Ākonga may need guidance around suitable boundaries, or specialised outside support. Inappropriate behaviour can sometimes indicate that the Student/Ākonga has been exposed to pornography, unsafe situations, or abuse. If you are concerned, seek advice, for instance, from the WellStop Programme, Oranga Tamariki or the Police Child Abuse unit.

Resources

- [WellStop.](#)
- NZ Police: [Keeping Ourselves Safe.](#)
- Abuse recognition and reporting procedure
- The School's/Kura's sexuality programme and/or health curriculum.

STRESS MANAGEMENT AND PSYCHOLOGICAL HEALTH

Compulsory cross-reference documents

This Stress Management and Psychological Health Chapter is to be read in conjunction with:

- any applicable individual or collective employment agreement;
- the rest of the Policy;
- the Roseneath School Employment Policy;
- the applicable legislation, including (but not limited to) the [Public Service Act 2020](#), the [Health and Safety at Work Act 2015](#), and the [Accident Compensation Act 2001](#); and
- Codes of Practice and Ministry of Education guidelines.

Description and Purpose of Stress Management and Psychological Health Chapter

The Stress Management and Psychological Health Chapter of the Roseneath School Employment Policy deals with providing a school environment that promotes health, safety and welfare. Our School/Kura recognises that the psychological health and well-being of Staff/Kaimahi and Students/Ākonga is as important as their physical health. Our School/Kura values and supports a collaborative management style and urges consultation between the Principal/Tumuaki and Staff/Kaimahi in identifying, reporting and managing hazards and avoiding them wherever possible.

Our Stress Management and Psychological Health Chapter aims to:

- provide guidelines for consultation between the Principal/Tumuaki and Staff/Kaimahi in identifying, reporting and managing stress and other psychological hazards and avoiding them where possible.

Guidelines

1. Our School/Kura will, where possible, promote the following initiatives in regard to the psychological health and welfare of Staff/Kaimahi and Students/Ākonga:
 - collaboration between the Principal/Tumuaki and Staff/Kaimahi to promote health and welfare;
 - provision of personnel counselling, rehabilitation coordination and other support services;
 - Health and Safety training as necessary, including stress management, rehabilitation and related topics;
 - offering training and development opportunities as necessary to enhance Staff/Kaimahi skills, abilities and knowledge;
 - development and implementation of fair and equitable processes;
 - implementation of a sexual harassment policy and procedures and the provision of a sexual harassment contact person; and
 - ongoing review of indicators of psychological health across the School/Kura and within particular work sites/groups of work sites.

SUNSAFE

Description and Purpose of Sunsafe Chapter:

The Sunsafe Chapter of the Roseneath School Health and Safety Policy deals with minimising skin damage caused by excessive exposure to the harmful ultraviolet (UV) rays of the sun, which can increase susceptibility to dangerous skin cancers and melanoma in later life.

Our Sunsafe Chapter aims to:

- raise awareness of, and discuss prevention of, sun exposure and its effects at the School/Kura; and
- ensure, as far as is practicable, that School/Kura students are protected from excessive exposure to the sun.

Guidelines

1. We will ensure that shade is provided to students when outside (e.g., trees, shelters).
2. We will have water resistant sunscreen available in each classroom (although Staff/Kaimahi will not generally apply it to Students/Ākonga), and encourage parents/caregivers/whānau to provide sunscreen in their child's bag.
3. We require that parents/caregivers/whānau provide students with hats for use at School/Kura which protect Students'/Ākonga face, neck and ears (minimum 7.5cm brim), or bucket hats (deep crown and minimum 6cm brim).

(Please note: Baseball caps do not offer enough protection and are therefore not suitable hats for use at the School/Kura under this Policy).
4. Sunsafe Roseneath hats are available to purchase through the School/Kura at a cost price of \$20.
5. We require Students/Ākonga to wear those hats when outside during Terms 1 and 4, and if not, that the Students/Ākonga play inside or in designated shady areas.
6. We will encourage Staff/Kaimahi to act as sunsafe role models by wearing sunsafe clothing options (e.g., hats), applying sunscreen, and seeking shade where possible.
7. We will teach Students/Ākonga to be sunsafe as part of the School/Kura Curriculum.
8. We will positively reinforce the School's/Kura's sunsafe message through newsletters and activities.
9. At enrolment, we will inform parents/caregivers/whānau of the School's/Kura's sunsafe policy and its requirements, and ascertain whether Students/Ākonga being enrolled have an allergic reaction to the sun or sunscreen.

SMOKING, VAPING DRUGS AND ALCOHOL

Compulsory cross-reference documents

This Smoking, Vaping, Drugs and Alcohol Chapter is to be read in conjunction with:

- Ministry of Education, Guidelines for principals and boards on stand-downs, suspensions, exclusions and expulsions, 2009.

Description and Purpose of Smoking, Vaping, Drugs and Alcohol Chapter

The Smoking, Vaping, Drugs and Alcohol Chapter of the Policy deals with the School's/Kura's approach to the smoking/vaping (with or without nicotine), smokeless tobacco, non-medicinal tobacco/nicotine products and the consumption/use illegal drugs and alcohol on School/Kura premises and at School-related/Kura events. These substances can cause profoundly detrimental effects on the health and learning abilities of young people. This Chapter, due to these effects, extends to all members of the School/Kura community (including, but not limited to, families/whānau and contractors) while on School/Kura premises.

Our Smoking, Vaping, Drugs and Alcohol Chapter aims to:

- ensure that Students/Ākonga are protected from the effects of smoking/vaping (with or without nicotine), smokeless tobacco and non-medicinal tobacco/nicotine products, drugs and alcohol on School/Kura premises;
- create positive role models of staff in relation to smoking/vaping (with or without nicotine), smokeless tobacco and non-medicinal tobacco/nicotine products, drugs and alcohol;
- prohibit the consumption of alcohol on School/Kura premises except where responsibly offered to adult members of the School/Kura community as part of a School/Kura event;
- prohibit smoking/vaping (with or without nicotine), smokeless tobacco, non-medicinal tobacco/nicotine products on School/Kura premises; and
- prohibit the use of drugs (other than prescribed/medical pharmaceuticals as necessary for health) on School/Kura premises.

Guidelines

Consumption of alcohol on School/Kura premises

1. Our School/Kura buildings and grounds are alcohol free at all times except when alcohol is responsibly served to adults at functions outside School/Kura hours.
2. When alcohol is served as part of a function outside School/Kura hours, we will comply with best practice host responsibility, and strongly encourage positive role modelling regarding the consumption of alcohol.
3. Where relevant, we will make visitors to the School/Kura aware of our policy on smoking, vaping, drugs and alcohol.

Smoking/vaping (with or without nicotine), smokeless tobacco and non-medicinal tobacco/nicotine products are prohibited

4. Our School/Kura buildings and grounds are to be smoke-free and vape-free zones at all times.
5. We will erect and maintain signs indicating that smoking and vaping are prohibited on School/Kura premises at:
 - every entrance to the premises; and
 - every outer entrance to every building or enclosed area forming part of the premises.

6. All tobacco and/or nicotine containing products are prohibited (eg nicotine replacement patches, gum, lozenges, mouth spray and inhalators, and smokeless tobacco pouches) except when used as part of a tobacco / nicotine use cessation programme.

Drugs prohibited

7. Our School/Kura buildings and grounds are to be drug-free at all times, except for prescribed medical pharmaceuticals required for health reasons.

Violations

8. Where products prohibited by this Chapter are used on School/Kura premises, the Principal/Tumuaki is responsible for receiving, actioning and resolving complaints about their use. Where the Principal/Tumuaki is unable to satisfactorily resolve a breach of this Chapter at first instance, the complaint will be referred to the Board/Poari.
9. The Principal/Tumuaki and Board/Poari have the following powers for breach of this Chapter by a Student/Ākonga:
- the offending item (eg cigarette, bottle) **must** be seized by a member of Staff/Kaimahi and held by the Principal/Tumuaki. Where the item is illegal (eg illicit drugs), the Principal/Tumuaki **must** inform the Police and temporarily hold it prior to turning it over to the Police.
 - the Principal/Tumuaki **must** inform the parents/caregivers/whānau of the Student/Kaimahi of the breach.
 - Students/Ākonga **may** be suspended at the Principal's/Tumuaki's discretion ([section 80](#) of the Education and Training Act).
 - the Principal/Tumuaki **must** supply the name of the student to the Chair for further enquiry as necessary.
 - the Board/Poari **may** exercise its suspension powers ([section 81](#) of the Education and Training Act) and/or refer the Student's/Ākonga's name to the Police.
10. Staff/Kaimahi may be disciplined, in accordance with their terms of employment and relevant legislation, for breaches of this Chapter. Where illegality is involved, the Police must be informed.
11. Visitors/manuhiri (including contractors) may be asked to leave, and/or may be banned from, School/Kura premises if they breach this Chapter. Where illegality is involved, the Police must be informed.

PANDEMIC AND EMERGENCY MANAGEMENT RESPONSE

Compulsory cross-reference documents

This Pandemic and Emergency Management Chapter is to be read in conjunction with:

- any relevant legislation;
- any relevant Ministry of Education guidelines;
- any relevant Ministry of Health guidelines
- any relevant WorkSafe guidelines;
- any relevant Civil Defence guidelines; and/or
- the School Emergency Management Policy.

Description and Purpose of Pandemic and Emergency Management Response Chapter

The Pandemic and Emergency Management Response Chapter of the Policy deals with the School's/Kura's approach to ensuring appropriate plans are in place, and responses are taken, in the event of a pandemic and/or a situation requiring an emergency management response.

Our Pandemic and Emergency Management Response Chapter aims to:

- ensure that Students/Ākonga, Staff/Kaimahi and any workers or members of the public on the School/Kura premises are protected in the event of a pandemic and/or any other emergency event; and
- the School/Kura is well prepared and has appropriate and effective action plans in place should a pandemic and/or any other emergency event arise.

Guidelines

Pandemic Manager and Point of Contact

In the case of a pandemic, the Principal/Tumuaki will be the School/Kura Pandemic Manager and will be the Ministry of Education's and/or Ministry of Health's point of contact for the School/Kura.

Measures to be taken at the School/Kura

The Principal/Tumuaki will follow any relevant Ministry of Education, Ministry of Health and/or Worksafe guidance, as far as reasonably practicable, or legal requirements, to ensure appropriate measures are in place for the School/Kura and are appropriately communicated to Staff/Kaimahi and Students/Ākonga and the wider School/Kura community. Such measures may require Principal/Tumuaki to:

- put in place basic hygiene requirements to reduce the risk of spread of the pandemic, including the wearing of face masks by Staff/Kaimahi and/or Students/Ākonga;
- exclude Staff/Kaimahi and Students/Ākonga that show symptoms of the pandemic illness;
- direct Staff/Kaimahi as to how to deal with potentially infected Students/Ākonga on School/Kura premises;
- make decisions whether to continue physical classes and/or work remotely if there is insufficient Staff/Kaimahi to maintain physical classes at School/Kura;
- close the School/Kura to protect Staff/Kaimahi and Students/Ākonga.

The Risk Register contains the Board's specific risk mitigation approach to managing COVID 19.

Roseneath Emergency Response Planning

The Principal/Tumuaki will ensure that the School/Kura has an appropriate Emergency Response Plan, consistent with any relevant Ministry and/or Civil Defence guidelines, which may include the following:

- key contact information of the School/Kura, including for Staff/Kaimahi and caregivers/parents/whānau, which is to be regularly updated;
- Incident Management Team leads and key emergency contacts for emergency services (for example essential utilities, the police, civil defence organisations and essential security);
- a basic emergency response process for relevant potential emergencies (such as fires, earthquakes, tsunamis, lockdowns, flooding, volcanoes, shelter in place events, gas leaks, chemical spills, suspicious letters/packages, bomb threats, trespassers on the School/Kura premises, attackers on site, missing children, serious injury and death, and pandemics (if advised or declared));
- a site map;
- calendar with planned drills and training;
- the role that the School/Kura plays in the event of a Civil Defence Emergency

APPENDIX A: HAZARDS REGISTER

This document lists actual or potential hazards within School/Kura premises that the Board/Poari and School/Kura have identified, together with steps to be taken to eliminate, isolate, minimise or manage them.

Identified hazards

12. **Bank area/Saluting Base:** The steep banks down to the roadway below are out of bounds unless supervised because of the danger of Students/Ākonga falling off these banks and also the danger for traffic and passers-by if Students/Ākonga throw objects down onto the roadway.

Response:

- From time to time, Staff/Kaimahi may open the bank area for supervised play.
- The boundaries are clearly marked and understood by Students/Ākonga, prior to entering the space
- Students/Ākonga understand that they must help monitor each other's behaviour or they will be unable to play in the area, and/or an accident may occur.

13. **Adventure playground:** Students/Ākonga need to consider others while using playground equipment and take reasonable care using it, because there is a risk of falling or colliding with another user.

Response:

- The playground meets safety standards and there is special matting in place.
- The duty teacher will monitor/oversee the area. Care is taken with numbers using the playground, weather conditions (eg rain) and the manner in which the equipment is being used.
- The Principal/Tumuaki/Staff/Kaimahi will remind Students/Ākonga about appropriate use of apparatus.
- Rule: not to be used when wet.

14. **Old adventure playground:** The old tyre/bark chip base has proved effectual. The main risk is Students/Ākonga falling from one side of the top area. It is difficult to keep bark chips on the area.

Response: Bark chips to be renewed annually.

15. **School drive and entranceway:** There is a risk of Students/Ākonga being struck by cars as they walk up and down the School/Kura driveway.

Response:

- Parents/caregivers/whānau are told not to bring cars into grounds during Student/Ākonga arrival and departure times. Signs to that effect are placed on the driveway.

- Fencing with a gateway has been erected, so that cars cannot access the lower driveway during School/Kura hours. The gate is closed shortly after 9am and reopened at 3pm.
- The duty teacher will check on Students/Ākonga leaving by the driveway at the end of the School/Kura day.
- Students/Ākonga are made aware of the dangers.
- A bollard is placed on lower section of the driveway.

16. **Exit from School/Kura gateway area:** The road area is dangerous, with parents/caregivers/whānau trying to find parks to pick up Students/Ākonga, and traffic and buses travelling in both directions.

Response:

- The duty teacher will oversee the road area at the end of School/Kura hours, including Students/Ākonga catching buses.
- Students/Ākonga must not cross the road anywhere other than on the pedestrian crossing situated at the south end of the Roseneath shops unless accompanied by an adult. Students/Ākonga must otherwise use the pedestrian crossing.
- If the number of Students/Ākonga using the crossing increases significantly, then a system of patrols will be needed to be reinstated.
- Students/Ākonga are made aware of the dangers and rules.

17. **Exit from School/Kura – Students/Ākonga not picked up by parents/caregivers/whānau:** Students/Ākonga are sometimes not picked up by parents/caregivers/whānau immediately after School/Kura

- The duty teacher will bring these Students/Ākonga back down to the School/Kura foyer area and contact the parents/caregivers/whānau
- Students are made aware of this rule.

18. **Balls over boundary fences:** In some areas it is risky for Students/Ākonga to retrieve balls because of the steep banks over the fences.

Response: Students/Ākonga to contact duty teacher for help.

19. **Strong winds:**

- **The main entrance door at the School/Kura Office** slams in strong winds, making it particularly dangerous for younger Students/Ākonga.

Response: in strong winds a sign will be used to direct people to another entrance/exit.

- **The upper bridge door** also slams in strong winds. This can be a danger to Students/Ākonga fingers.

Response:

- (i) Slow release mechanisms have been fitted, but these have little effect in very strong winds.
 - (ii) Doors can be locked from inside and Students/Ākonga asked to use door down below in the corridor.
- **The driveway exit** can be very challenging in gale-force winds (particularly for New Entrant/Year 1 Students/Ākonga) especially around Gateway Flats drive and there is a risk of being blown over or onto the road.

Response:

- (i) Senior Students/Ākonga to aid younger Students/Ākonga.
- (ii) Duty teacher to watch out for Students/Ākonga on driveway.

20. **Storage of cleaning materials:** Cleaning materials are to be kept in the cleaner's room opposite Aft Class. Many of these materials could cause harm if taken internally by Students/Ākonga.

Response:

- The room is out of bounds for Students/Ākonga.
- Door to remain locked/bolted.

21. **Dangerous items left in School/Kura grounds:** At the beginning of the School/Kura day items may be found in the grounds which have been left by public users. Items may include glass, drugs and material used in drug taking.

Response:

- The grounds will be checked by Principal/Tumuaki/Deputy Principal each morning.
- Students/Ākonga are made aware of steps to take if items are found (ie report to Staff/Kaimahi).
- Students/Ākonga must wear footwear in playground areas at all times.

22. **Large trees in grounds/high wire-netting fences:** Students/Ākonga may climb trees and fences, and there is a corresponding risk of Students/Ākonga falling.

Response:

- Students/Ākonga are instructed not to climb trees or fences more than three metres high.
- The duty teacher will monitor compliance with this rule at lunchtime/break.

23. **High walls beside Hall playground and School/Kura driveway:** There is a risk of Students/Ākonga climbing these walls and falling down onto the playground below.

Response:

- School/Kura rule - the wall area is out of bounds, and this rule is enforced by all Staff/Kaimahi.
- The high wall below the driveway has been fenced off.

COVID 19

Risk description	Potential Harm	Consequence	Likelihood	Risk rating	Eliminate, isolate or minimise	Risk controls	Training or information required	Date checked
Exposure to Omicron variant of COVID-19	For the majority of people it will be a mild to moderate illness that can be managed at home. Commonly, children have mild or no symptoms of COVID-19 with a short duration of illness. The incidence of severe or fatal disease in children is significantly lower than in adults.	Minor to moderate – for majority	Likely	Medium	Minimise	Under current settings, risk controls are: <ul style="list-style-type: none"> • Staying away if unwell and getting tested • Monitoring for symptoms and asking those unwell to go home • Maintaining good ventilation in indoor spaces • Good hygiene and cleaning • Encouraging all Staff/Kaimahi to get vaccinated including booster doses • Masks will be available for children/tamariki, Students/Ākonga and Staff/Kaimahi, when indoors 		October 2022
		Major to critical – for those at very high risk of severe illness	Rare	Medium - High	Minimise	Where the Principal/Tumuaki considers it, in their discretion, reasonably necessary, for example in circumstances such as increasing infection rates, new variants and/or the health system is under		

	<p>A very small proportion of the population are at risk of hospitalisation and for a very small proportion COVID-19 can lead to death.</p>				<p>significant pressure, the School/Kura may put in place additional risk controls:</p> <ul style="list-style-type: none"> • Grouping Students/Ākonga to minimise spread across different classes, • Limiting onsite visitors to only those who are essential • Limiting large gatherings • Holding higher-risk activities outdoors, where possible <p>For children/tamariki with multiple chronic conditions or who have an underlying medical condition which puts them at higher risk from COVID-19, and regardless of their own vaccination status:</p> <ul style="list-style-type: none"> • develop an individual plan for that child • encourage them and their parents/caregivers/whānau to seek advice from their GP or other health professional about how they may best manage any risk <p>For Staff/Kaimahi with multiple chronic conditions or who have an underlying medical condition which puts them at higher risk from COVID-</p>		
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						<p>19, and regardless of their own vaccination status:</p> <ul style="list-style-type: none">• encourage them to seek advice from GP or other health professional about how they may best manage any risk.		
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Use of poorly ventilated spaces	Exposure to COVID-19 and other airborne illnesses	<p>Minor to moderate – for majority</p> <p>Major to critical – for those at very high risk of severe illness</p>	<p>Likely</p> <p>Rare</p>	<p>Medium</p> <p>Medium - High</p>	<p>Minimise</p> <p>Minimise</p>	<p>The School's/Kura's ventilation risk controls include:</p> <ul style="list-style-type: none"> • regularly review the school ventilation plan • ventilation is included as a specific item in health and safety briefings with all Staff/Kaimahi, and the Board/Poari as required • Staff/Kaimahi know the signs that indicate a space may not be well-ventilated • regular testing of all rooms including Staff/Kaimahi rooms and office spaces, using portable CO₂ monitor • each room identified as harder to ventilate has a specific plan to manage risk including: <ul style="list-style-type: none"> - open doors and windows as much and for as long as practicable - where reasonably practicable minimise use of room for higher-risk activities (eg, physical activities, singing, kapa haka) - where reasonably practicable use portable air cleaner 		
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						<ul style="list-style-type: none">- where reasonably practicable, limit the number of people using the space (no overcrowding)• for cold/wet/windy weather days where reasonably practicable:<ul style="list-style-type: none">- pre-heat spaces before start of day- partially open all windows by 5cm- increase indoor heating to compensate		
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APPENDIX B:

<https://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Tools/Health-and-Safety-at-Work-Act-2015-practical-guide.pdf>