

North Loburn School Procedures Manual



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Injury Prevention

Purpose

1. To encourage and develop safe practices and reduce hazards in the school environment.
2. To establish procedures for the treatment and referral of injured students.
3. To keep records of non-trivial injuries, and to use this information to evaluate injury prevention strategies.
4. To provide a standard of care which is acceptable to parents and the community with regard to the safety of their children.
5. To ensure that the school programme, which aims to encourage safe practices and reduce hazards, is compatible with classroom programmes and procedures.

Guidelines

1. Essential information relating to student health will be obtained on enrolment, and will be sent home to be updated annually, or as required. The information will be listed on the inside of the First Aid cabinet so that it is accessible to all staff.
2. A list of emergency numbers will be kept in the staffroom (yellow folder).
3. Parents or caregivers will be contacted whenever a student's injury or condition causes concern. However, the first priority of the school will always be to ensure that the student receives prompt and effective care. If a parent or caregiver cannot be contacted then the school will act at its own discretion for the health and safety of the child.
4. Injuries that cause concern will be recorded in the Accident Register by the staff member who treated the injury, and will be reported to the Board of Trustees if it is felt that a hazardous situation exists.
5. All staff will be given the opportunity to attend an approved First Aid course funded by the Board of Trustees.
6. Responsibility for the maintenance of First Aid kits will rest with one staff member and these will be checked at least once a term.
7. Recommended emergency and hygiene procedures will be displayed alongside the First Aid kit, to be followed, especially when dealing with blood.
8. The condition and safety of grounds and buildings will be checked in accordance with the "School Building Systems and Features Manual". Monthly Health and Safety checks will be carried out by the Principal and BOT Health and Safety representative each term. Defects are recorded, actioned and reported to the Board.
9. Class programmes will reflect this policy by making use of the following Health Curriculum supplements:
 - Keeping Safe units
 - Prevention of Injury kit
 - Road Safety kits (cycling, walking, etc.)
10. The children will be aware that there is a teacher on duty at all times to supervise and deal with situations. Children will receive regular instruction (at least once a term) on Emergency Drills (Fire and Earthquake) and Bus Safety (at the start of each year), and other dangerous practices will be dealt with incidentally as they occur.
11. The staff and Board will work to achieve the recommendations and requirements of any Fire Safety Reports issued by Works Consultancy Services or other accredited agencies annually.

Property Hazards & Health and Safety

Purposes

1. To develop systems to identify, report and resolve and hazards in the school environment.
2. To provide a job description for the cleaner in which duties are listed.
3. To develop a property maintenance programme, i.e. 5 & 10 year property plans.
4. To encourage children to take pride in the cleanliness and tidiness of their school.
5. Develop a code of behaviour for playground and use of school facilities.
6. To consult with and involve the community with regard to the maintenance, improvement and development of buildings, playground and equipment.

Guidelines

1. The Board of Trustees will ensure the school is regularly inspected to confirm the school and grounds are clean, tidy, safe and hygienic.
2. The Property Maintenance Programme will be reviewed at regular intervals.
3. A reporting system for repairs and maintenance will be established - a hazards book is kept in the caretakers pigeon hole.
4. The job description for cleaners will be reviewed annually.
5. A yearly budget including Property Maintenance, Cleaning and Grounds will be prepared.
6. The Deputy Principal will prepare and implement playground supervisory duties and rosters.
7. The Board and Principal will ensure children and other community users are instructed in the correct use and care of facilities and equipment.
8. Precautions are to be taken to keep hazardous substances out of reach of children. Any spraying of herbicides will be carried out outside of school hours.
9. Shaded areas are available for outdoor activities and play, and children will be encouraged to utilise these.
10. Outside community users of the school will be expected to abide by the conditions of use set out by the Board of Trustees.
11. The children will receive regular instruction and practice in Emergency Procedures for Fire and Earthquake. Emergency Drill Notices will be prominently displayed in all rooms and procedures reviewed regularly.
12. The Swimming Pool will be maintained to NZS5826:2000 during the swimming season.
13. The Board will ensure that all new developments within the grounds comply with the current Health and Safety in Employment act, and where possible, existing equipment will be modified to meet that standard.

Cybersafety

Rationale

North Loburn School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition North Loburn School Board of Trustees has a responsibility to be a good employer.

These three responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cybersafety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

The Board of North Loburn School places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

However, the Board recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

The Board thus acknowledges the need to have in place rigorous and effective school cybersafety practices which are directed and guided by this cybersafety policy.

Purpose

North Loburn School will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cybersafety practices will aim to not only maintain a cybersafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

Guidelines

Associated issues the school will address include: the need for on-going funding for cybersafety practices through inclusion in the annual budget, the review of the school's annual and strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cybersafety for the school community, disciplinary responses appropriate to breaches of cybersafety, the availability of appropriate pastoral support, and potential employment issues.

To develop a cybersafe school environment, the board will delegate to the principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems, and educational programmes. These will be based on the latest version of the NetSafe® programme for schools, endorsed by the New Zealand Ministry of

Education. *The NetSafe® Kit for Schools*, including its templates for policies and use agreements, will play a central role in this process.

A process for reporting back to the board by the principal will be agreed upon and established. Frequency and content of reporting will be included.

In recognition of its guardianship and governance role in the cybersafety of the school, the board will also follow this procedure for the use of ICT devices / equipment. This will cover all use of school-owned/leased and privately owned/leased ICT devices/equipment containing school data/information on or off the school site.

Specific Guidelines for North Loburn School cybersafety practices

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe® Kit for Schools*, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
3. North Loburn School use agreements will cover all board employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at North Loburn School is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
7. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
8. The school has the right to audit at anytime any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
10. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practices. In serious incidents, advice will be sought from an appropriate source, such NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

Administration Of Medications By Teachers And Staff

Purpose:

To provide clear guidelines for teachers and staff to allow for the safe administration of **Regular** and **Non-Regular** medicines at school.

Definitions:

The words drugs, medicines and medications means anything administered including; antibiotics, paracetamol, ritalin, allergy medicines of all kinds, anything given for epilepsy, insulin, asthma inhalers, adrenaline or anything else prescribed by a Doctor.

Guidelines

Regular Medications

1. Medications that will be administered throughout the year on a regular basis, or for more than 14 (fourteen) days will require a parent/guardian Medication Consent Form to be completed.
2. Medications requiring to be administered by injection will only be given by suitably trained personnel.
3. Before a pupil commences on medication at school, the school will ensure that the Parent/Guardian has completed a **Medication Consent Form** and that all details regarding the Child, Dose, Time, Drug, Route, Method and Date are clearly documented.
4. If there is a change in the medication regime or a cessation of medication, the school must be informed in writing by the Parent/Guardian.
5. All medication will be stored in a locked cupboard with the exception of these medications that require refrigeration, e.g. antibiotic syrup.
6. The school must be aware that medications have an expiry date. Expired medications will not be administered.
7. When a medicine is received at the school for regular administration, it will be checked to ensure that it is clearly and accurately labelled, counting the tablets, or estimating the quantity of liquid. They should also check the expiry date of the medicine, that the child's name is clearly labelled and that it is the medicine detailed on the Medication Consent Form. It will then be recorded in the Medicines Register.
8. A balance check on all medications left at school will be completed at the end of each term.
9. Not more than two (2) weeks supply of medication will be held at the school per child.
10. All Medication Consent Forms will be held in the Medicines Register. The First Aid Register, all information contained therein, and the Medicine Consent Forms will be treated as Confidential.

Non-Regular Medicines

1. Administration of all non-regular medication will be recorded in the First Aid Register.
2. Before a pupil commences on medication at school, the school will ensure that the Parent/Guardian has completed a Medication Consent Form and that all details regarding the Child, Dose, Time, Drug, Route, Method and Date are clearly documented.
3. When a medicine is received at the school for non-regular administration, it will be checked to ensure that it is clearly and accurately labelled, counting the tablets, or estimating the quantity of liquid, checking the Expiry Date of the medicine. The child's name is to be clearly labelled and checked that it is the medicine detailed on the Medication Consent Form. It will then be entered

and signed for in the First Aid Register.

4. The child's name, date, drug administered, dose, and route of administration will be recorded in the First Aid Register and signed for by the person administering the medication.
5. When the medication is given, a staff member will be present to administer according to written instructions.
6. A **Balance Check** on all medications held at school will be completed at the end of each term.
7. Pain relief medicines will only be administered with parental permission, and recorded in the First Aid Register as above.

Supporting Documents

- Medicines Act 1984.
- Health Information Privacy Code 1992.
- North Loburn School "Medication Consent Form".

Illness and Sickness

Purpose:

To ensure the health and welfare of all pupils and staff.

To contain infectious conditions or prevent the spread of illness.

To ensure accidents are effectively and rapidly dealt with.

Guidelines:

1. If a child is ill at school or has a major accident, parents are notified as soon as possible and asked to collect the pupil or medical assistance will be sought if needed.
2. If parents can't be notified, the emergency contact person is requested to do the same.
3. Staff will make sick students as comfortable as possible while waiting for parents or in cases of no one being available.
4. If emergency medical treatment is needed, the appropriate emergency service will be contacted.
5. If parents or guardians cannot be contacted and medical attention is needed, the pupil will be taken to the appropriate medical centre by a staff member or appropriate adult.
6. All accidents/treatment will be recorded in the accident register.
7. Children who have viral and / or bacterial illness that are contagious (including colds and flu's) are expected to be cared for at home.
8. Records shall be kept at school of any allergies and medical conditions and medication required. Records will be updated regularly.
9. In the case of a communicable disease the school will be guided by the Medical Officer of Health and the Public Health Nurse.
10. All staff will be given the opportunity to have a flu injection, paid for by the BOT, prior to the winter terms.

MEDICATION CONSENT FORM

➤ Parent Request For School To Administer Prescribed Medication

Date of Request:

I/We request that my child of Room

be given (name of medication).

Requested time(s)..... (state occasions or times to be administered)

Signed _____ Parent/Guardian

1. I/We the parents/caregivers, accept that the school does not have a trained medical officer to administer medications.
2. I/We accept full responsibility for the decision to give this medication to my/our child and acknowledge that the school is in no way responsible for that decision, now or in the future.
3. I/We also accept that the school cannot guarantee that medication will be given at a precise time or by the same person. (If parents wish to guarantee the time, dosage and procedures, then they need to make their own arrangements for medicating.)
4. I/We will notify the school about any changes in dosage, time or procedures by filling out a new request form.
5. Parents/caregivers are requested to deliver the medication personally to the school.
6. All medication that is not collected by the parent/caregiver at the end of the year will be disposed of by flushing down the toilet, or returning to a chemist.
7. I/we the parents/caregivers accept responsibility that medication to be administered has a current "use by date".

Dealing with blood and body spills

1. It is essential to wear gloves when assisting with blood and other body substance spills.
2. Administer first aid to stop the bleeding and other body substance spills. Needs will vary from the patient being instructed to apply a pad with pressure to stem the bleeding before being assisted to clean and dress the wound, to simply applying a 'sticky' plaster.
3. Keep people away from the patient and blood spills until cleaned up. Spills should be mopped up with paper towels or tissues, or disposable cloth. The material, including the gloves, should then be disposed of in an enclosed bag. Whenever possible, this should be deposited in the sanitary bin in the staff toilets. The area should then be thoroughly cleaned with soapy water. Common salt may be used to soak up large amounts of body spills on carpet. When necessary a chlorine based bleach can be used to disinfect following this cleaning procedure.
4. If any of the following blood/body fluid contacts occur:
 - If blood or body fluid splashes onto a mucous membrane (eyes/mouth) or onto a fresh cut or burn.
 - If a scratch or bite breaks the skin.
 - If sharp objects/needles contaminated with body fluids pierce the skin.

The following actions should be taken:

- Encourage bleeding from wound and rinse thoroughly with water.
- Clean with antiseptic and over wound with adhesive waterproof dressing.
- For eyes/nose/mouth rinse thoroughly with clean running water.

If the exposure incident is considered to be high risk, e.g. known HIV source (or Hepatitis B & C) report to doctor/emergency department as testing of the source and exposed person may be necessary immediately. In the case of HIV, drug therapy to prevent infection may be recommended by a specialist. NOTE: Teachers should consider Hepatitis B vaccination to further their own safety.

5. Any affected area/surface must be isolated until the teacher or cleaner can attend to it as per #3 above.
6. Appropriate action must be taken to avoid further spillage. If necessary, other teachers will assist with supervision of the remaining class members or other children.

Body substance spills are from the following sources:	Blood
	Vomit
	Saliva
	Snot
	Urine
	Faeces

Blood Borne Diseases

Purposes

1. This policy is aimed at ensuring that North Loburn School effectively manages the risks posed by students with HIV/AIDS and other blood borne viruses; whilst ensuring that the rights of all such students to an education is not affected.
2. To ensure that the set procedures for safe handling of blood and other body substance spills, are familiar to staff (including school cleaners) and students.
3. To provide emergency kits for education outside the classroom.
4. To ensure that the first aid kits are fully stocked and accessible.

Guidelines

- A student's health status should not affect their right to education
- Students have a right to privacy
- In dealing with injured children, all children should be treated as if they have a blood borne virus.
- It is recognised that students with HIV/AIDS and other blood borne viruses have the right to privacy in regard to their condition. However North Loburn School encourages parents of students and teachers with HIV/AIDS and other blood borne viruses to provide consent for disclosure of this information to the school's Board of Trustees. The Board of Trustees does not need to know the individual child or teacher's particulars. Refer to Ministry of Education Circular 1999/21.
- North Loburn School will respect the parent's, desire and disclosure of such information will be on a "need to know" basis only.

Persons deemed "need to know" and what information that needs to be disclosed are:

- **Principal and Staff** – Full disclosure of student's condition, including strategies developed with the Public Health Nurse when child enrolled at school – written up and distributed to appropriate personnel.
- **Those that have direct contact with the child** – advice that the named student has a condition.

The disclosure of this information will be to ensure that the student's welfare at school is fully met and that the student can fully participate in all school activities to the extent that their health permits.

Breaches of disclosure of this information to persons other than those detailed above will be deemed to be a breach of conduct by the staff member disclosing this information.

For parent of students with HIV/AIDS and other blood borne viruses it is recommended that parents advise of such conditions at the time of enrolment of the student to school.

This is to ensure that North Loburn School can work with parents to provide support to the student, as well as providing advice to those persons deemed "needing to know."

For more information refer to Ministry of Education Circular 1999/21

Healthy Foods on Site

Purposes

1. To increase the knowledge of school staff, students and parents about food, health and nutrition. This is be an on-going process through the delivery of the Health & Physical Education Curriculum.
2. To develop a school environment that supports good, healthy eating habits. Promoting healthy food options being brought into school allows us to maintain an environment that supports the policy as well as students' attitudes and behaviour when making positive changes toward better health.
3. To assist parents/caregivers in making healthy choices about what their children eat at school.

Guidelines

1. Encourage everyone to eat a wide variety of food.
2. Discourage consumption of foods high in fat, sugar and salt.
3. A high standard of hygiene will be observed and adhered to at all times.
4. The school will encourage healthy eating habits through Health, Social Studies, PE, Food technology and any other areas in the School Curriculum wherever possible.
5. Food safety in terms of handling, storage and purchasing will be of utmost importance and in accordance to the guidelines put out by The National Heart Foundation of New Zealand.
6. Children will be checked by staff each day to ensure they have eaten a good portion of their lunch.
7. We will allow celebratory or "party" food at a party or special social / community / cultural occasions.
8. Food served and sold at the school will reflect the food and nutrition guidelines.
9. Food supplied to children should not include packaged snack food like chips, lollies, etc and will not include fizzy or sugared drinks. The exceptions to this are special occasions like a Class Party (some classes have them as a reward after a goal has been reached). **Parents will be encouraged to provide healthy options.**
10. **Home & School Association Hot Lunches**

The following procedures will apply to the Home & School Association's Hot Lunch programme

- This lunch service will be provided no more than one day per week and only during terms two and three.
- Parents are to be informed about the New Zealand Food and Nutrition guidelines and encouraged to be responsible for selection of foods for their children in line with these guidelines.
- A community survey will be conducted every 2 years.
- Items listed as *everyday* in the Food & Beverage Classification System must be offered as a choice each week the scheme is operating.
- Parents will make their food choices for the whole term on one form to assist them in following the guidance offered by the Food & Beverage Classification System.

Police vetting

Rationale

All students of Northland School have the right to be in a safe physical and emotional environment. In accordance with the Education Act 1989, the School is responsible for taking all reasonable steps to ensure that employees and contractors are free of relevant, previous criminal convictions.

Purpose

To provide a safe environment for students, and comply with the School's legal obligations.

Guidelines

1. All teaching staff will be current registered teachers and will therefore have been police vetted through the Teachers Council.
2. Any non-teaching staff member who works during normal school hours will be police vetted.
3. Any contractor or employee of a contractor who has, or is likely to have, unsupervised access to students at the School during normal school hours will be police vetted. This will be the responsibility of the project manager and will be checked by the Principal.
4. Any tutor who works with students at the School during normal school hours will be police vetted.
5. A police vet will be obtained before any person who is required to be vetted has, or is likely to have, unsupervised access to students.
6. On-call, incidental workers in the school will be monitored.
7. The Principal, as the School's Privacy Officer, has the authority to request and receive a police vet.
8. Upon receipt of the results of a police vet, the Principal will make a recommendation to the Board. If a vet is not satisfactory, the Board Chairperson will be involved in the decision-making process.
9. All police vets will be repeated every three years unless the person concerned is no longer in a role that is required to be vetted.
10. Results of police vetting will be treated on a strictly confidential basis and access to this information will generally be restricted to the Principal and the person concerned.
11. Any information pertaining to a police vet will be stored securely and retained only for as long as it is required. A record of the date of the vet having taken place will be kept.
12. The School's Police Vetting procedures will assist in ensuring compliance with this policy.

Civil Defence - Post Disaster

Rationale

School must ensure the safety of children in the interim between evacuation following a major disaster and parents/caregivers resuming responsibility for their children, and before the reopening of school following a disaster.

This policy is based on research provided by Civil Defence.

Purposes

To record the transition of children from school to parent/caregiver responsibility.

To ensure there is sufficient water, food, warmth and shelter for children left dependent on school personnel.

To establish information sharing between Civil Defence and School.

Guidelines

1. The emergency contact list will be used to detail home address and emergency contacts with whom a child can be placed following a major disaster.
2. Duplicate copies of this file will be kept off-site by the principal.
3. Children are only to be released from school under the following guidelines:
 - To a parent, caregiver or emergency contact person.
 - To the person named in the Emergency Contact List.
 - By police or other rescue organisations once a Civil Defence Emergency is declared and if they have assumed responsibility at North Loburn Primary School.
4. The principal or nominee is responsible for the release of staff to attend own families, always acknowledging that safety/supervision of children at school is paramount.
5. The principal or nominee is to contact Civil Defence headquarters to advise the school's status.
6. The principal will consult with Civil Defence regarding the re-opening of school following an emergency closure.

Chemical Spills

Background

Not all chemicals are toxic but until this is known any chemical spill must be treated as toxic and dangerous.

Chemical spills can be caused by accidents within the school from areas such as the photocopy room, cleaning cupboard or the swimming pool shed. These chemicals can be in the form of a liquid, powder, granules or gas.

Chemical spills can also be caused by accidents outside the school grounds, such as a chemical tanker crashing or a spill from a roadside spraying vehicle. These types of accidents can involve fumes blowing or drifting into the school area or be a risk to persons entering or leaving the school grounds if the road accident is in the vicinity of the school.

Safe Handling

Always ensure when handling chemicals that the appropriate Personal Protective Equipment (PPE) is worn for the task being undertaken. This may include any or all of the following:

- Protective latex or leather gloves
- Safety mask suitable for the chemical being handled
- Full body cover overalls
- Protective footwear
- Protective eyewear

Response

The response to a chemical spill will depend on the type of spill encountered, which may be any one of the following:

- Spill within the school, no personal contact
- Skin contact with a chemical
- Breathing the chemical
- Ingesting a chemical
- An external accident close enough to the school to affect it

Other types of spill such as a toxic gas event are considered unlikely in the rural environment at North Loburn, and are not detailed here.

Procedures

Small spill within the school

In the event of a chemical spill within the school where no personal contact has been made (e.g. cleaning fluid) follow this procedure:

1. Make the immediate area around the spill safe so that people cannot slip on or walk through the spilt material or inhale vapours,
2. If you are unsure of the material that has been spilt, contact the Principal,
3. If you are aware of the properties of the spilt chemical, arrange cleanup with suitable materials if possible.
4. If you are unaware of the properties of the spilt chemical, access the properties and precautions by viewing the Material Safety Data Sheet (MSDS) for this product, or call the National Poisons Centre on 0800-764-766.

5. Organise the necessary protective equipment and arrange for the spilt material to be cleaned up. If necessary you may need to contact the Fire Brigade to assist with clean-up.
6. When the area is safe and material has been removed, access to the area can be reinstated.

Skin contact with a chemical

1. Assess if the spill injury requires medical assistance, if so call an ambulance immediately on 111.
2. If medical attention is not required urgently, give appropriate first aid using details on the chemical packaging, on the MSDS, or call the National Poisons Centre on 0800-764-766.
3. If necessary seek medical attention at a local medical centre after first aid has been applied on site.
4. Ensure that the area around the spill is kept secure and cleaned as per the first procedure in this policy.
5. If medical attention is sought as a result of a contact with a chemical spill, this is known as a Serious Harm incident and the Department of Labour must be advised within 24 hours.

Breathing the chemical

1. Note that some chemicals such as chlorine and ammonia are very dangerous when inhaled. Seek immediate medical attention for any case of inhalation.
2. If a known chemical other than chlorine or ammonia are inhaled, contact the National Poisons Centre on 0800-764-766 immediately, or access the MSDS for the chemical involved.
3. Ensure the chemical is contained in a safe manner as soon as possible, or arrange for evacuation of the immediate area around the spill until the chemical can be safely removed and the area made safe.
4. If medical attention is sought as a result of inhaling chemical vapours, this is known as a Serious Harm incident and the Department of Labour must be advised within 24 hours.

Ingesting a chemical

In any case where a chemical has been ingested, seek medical attention immediately. Do not give the victim any fluids to drink unless this has been approved by a medical practitioner, the poisons centre or is detailed on the MSDS.

1. Call an ambulance or travel to a local medical centre, or
2. Contact the National Poisons Centre on 0800-764-766, or
3. Read the MSDS for the chemical involved,
4. Ensure that the area around the spill is made safe and that other people are not at risk.
5. If medical attention is sought as a result of ingesting a chemical, this is known as a Serious Harm incident and the Department of Labour must be advised within 24 hours.

External accident affecting the school

1. The priority here is to ensure that staff and students are kept safe from the effects of vapours and/or run-off from any chemical spill in the vicinity of the school.
2. Notify the local fire brigade of the details of the spill
3. Ensure that no staff or students have come into contact with the chemical.
4. Follow a previous procedure if contact with the chemical has been made.
5. If there is an immediate danger to people within the school grounds, or the effects may be felt within the school due to wind direction etc, the decision must be made to either move all personnel within the school to an area unaffected by wind-borne vapours or to evacuate the school if this is not possible.
6. Contact may need to be made with parents of school children if the spill will not be cleaned up by the time school closes for the day.
7. An alternative exit point is available on the north side of the adventure playground if necessary.

Use of Force with Students

Rationale

Corporal or physical punishment is prohibited by law. Such practices are forbidden by section 139A of the Education Act, which covers all correction or punishment by physical force, such as hitting, and throwing things at students. Any deliberate or attempted application of force against a student could be considered an assault and lead to a criminal prosecution, even if the student is not hurt

Guidelines

1. Any use of force against a student is prohibited, other than in an emergency situation.
2. You should never use force against students except in the defence of yourself, or in the defence of others.
3. Force should not be used against a student solely in order to conduct a search.
4. You are not obliged to put your own safety at risk.
5. Any use of force must be reasonable under the circumstances. Any person using excessive force could face prosecution for assault.
6. Section 48 of the Crimes Act 1961 states that everyone is justified in using, in the defence of themselves or another, such force as, in the circumstances as they believe them to be, it is reasonable to use.
7. Section 41 of the Crimes Act 1961 permits “using such force as may be reasonably necessary” to prevent the commission of suicide, or prevent the immediate and serious injury to any person. It is therefore possible to prevent students leaving the school if they appear to be at imminent risk from self harm.

Dealing with Smoking, Drugs and Alcohol

Rationale

North Loburn School is committed to a safe and healthy environment for students and staff. This policy refers to alcohol, illegal drugs, prescription drugs, and solvents.

Guidelines

It is not acceptable for students to supply, consume or be under the influence of alcohol, illegal drugs, solvents, or other harmful substances on school premises, or while travelling to and from school, or while taking part in any activity organised by the school or on behalf of the school.

Staff will not consume or be under the influence of alcohol, illegal drugs, solvents, or other harmful substances when the school is open for instruction or they have responsibility for students, including EOTC activities.

Other adults supervising students taking part in any activity organised by, or on behalf of, the school are also bound by this policy.

Students or staff using medication that may impair their ability to function normally should not be at school. Prescription medicine required at school by students is managed under the school's Administration of Medication procedure.

Separated Parents, Custody & Guardianship

The Rights of the Guardian and the School

Both parents as guardians are entitled to:

- receive a copy of the child's reports
- discuss educational progress with the principal and teacher
- contribute to major educational decisions, for example, which school the child attends, special class admission, religious instruction, etc.
- participate in the Parent's Association and other school functions
- see normal school records.

The guardians themselves must take the initiative in exercising these rights.

Access Rights and the School

A non-custodial parent wishing to see their child during school hours should go to the office first. The principal only grants access during class hours if the care and custody order specifies that time for access. With older students, the wishes of that child are important and should be respected.

If the principal is suspicious about a person wanting to contact a child at school (for instance, doubt over identity, good faith, or legal rights) they should:

- contact the custodial parent and ascertain the person's right of access.
- ask to see the court order, or to contact the person's solicitor, if the person claims access under a court order. If the court order says "reasonable access", then the principal may refuse access until after school hours so that the running of the school is not unnecessarily disrupted, nor the child's schooling inhibited.
- deny unrestricted access to the child, especially if it is suspected the person may remove the child from school.
- supervise the meeting with the child in the principal's office.
- use professional judgement, having the welfare of the child as the paramount consideration.

The school considers it inappropriate for a non-custodial parent to send personal mail to a child at school. A pattern of mail should be queried by a teacher.

Surnames

Both guardians, not the custodial parent alone, determine the surname of a child. Where conflict arises, the school should note both names in all official records.

Education Outside the Classroom (EOTC)

Rationale

Relevant, enjoyable opportunities to explore and learn beyond the classroom and school environment. Enhance social, emotional and physical development and learning in all curriculum areas.

Purpose

1. To encourage children's learning through first hand experiences, which cannot be duplicated in the classroom.
2. To provide guidelines for safety in E.O.T.C., using "Safety & E.O.T.C. – A good practice guide for NZ Schools" (MOE 2002) as a guide.

Guidelines

General

1. EOTC should enhance and extend learning in the class programme.
2. Opportunities for E.O.T.C. may comprise activities and challenges within the school grounds as well as trips and experiences outside the school.
3. "Safety & E.O.T.C. – A good practice guide for NZ Schools" (MOE 2002) will be the guide for safety, supervision, risk management, leadership and legal requirements.
4. Principal can verbally approve "Low Risk" Trips, open water trips such as Beach Education and REACH trips. At least one week's notice must be given to parents.
5. Approval for all overnight trips and camps of greater than one night in duration must be approved by the BOT.
6. Ratios for activities outside the school grounds will be approved by the Principal on a case by case basis.
7. From Year 4 to Year 8 the children should have the opportunity to take part in one overnight experience each year, alternating between various outdoor activities (e.g. bush, water, historical, city).
8. Beginning teachers, in their first year, must have a registered teacher accompany them on any EOTC activities.
9. All children should have the opportunity to participate as fully as possible and provision should be made for disabilities or financial constraints.
10. A basic first aid kit will be included on all visits, as well as individual medication, if required. Health profiles will be updated each year. A current first aid certificate must be held by the teacher in charge of the trip.
11. Teachers will have visited the EOTC venue before the trip takes place
12. Parent helps will be made aware of their responsibilities for each trip. In the case of a camp the following information will be issued: programme, medical details of all pupils (where appropriate), behavioural needs, rosters, emergency driver/ "nurse", delegated person in charge of first aid, map of route
13. Parents transporting children on school trips must have a current drivers license and vehicle must have a current registration and WOF, with a seatbelt for each passenger. We will encourage parents with air bags in their vehicles to avoid placing children under 12 in unnecessary danger. The use of booster seats will be encouraged for children up to age of 7. Notification of booster seats and air bags will be the responsibility of the individual driver.
14. Sleeping arrangements are at the discretion of the teacher and principal.
15. Consents will be obtained in writing for all outings, but in special cases for day outings, by phone.
16. Hire commercial operators/instructors will be used where appropriate after verification that the

pursuit is within established guidelines and sound practice. A contractual agreement with the outside providers should be signed.

Camps

1. At all times, it will be remembered that the teacher is legally responsible for the children's safety and welfare and they will have overall responsibility for the camp programmed and activities.
2. Pre-camp planning will include an inspection of the camp site and facilities to enable the teacher to be familiar with the environment, so that all programmed and safety requirements are established.
3. Approval to attend any camp will be sought from caregivers. Children not attending camp for any reason will be expected to attend school, and will be supervised by remaining staff.
4. The Principal will decide the minimum year level for attendance at each camp depending on class circumstances.
5. Programme activities, camp objectives, procedures for accidents and emergencies (RAMS) and required costs will be presented in writing for Board of Trustees approval at the initial planning stage.
6. Prior to each camp, health problems and concerns of the children will be determined and catered for.
7. Caregivers will be consulted at all stages, especially when giving consideration to costs, food and camp requirements.
8. Caregivers will attend overnight camps and trips at the ratio of no less than one adult to six children unless this has been negotiated with the principal beforehand. Where there are water activities the ratio will be no less than one to four.
9. Activities involving water skills, rock climbing and other hazardous activities must have prior approval of the BOT and must be taken by fully trained and equipped staff. All helpers and instructors must be approved by the BOT during camp planning.
10. No swimming activities will be taken except in designated pools and safe areas under adult supervision. Life Jackets *must* be worn by *all* participants in any boating activities.
11. Where possible and appropriate, staff development training will be provided for teachers and leaders involving in EOTC.
12. The cost of caregiver's / helper's accommodation at camp will be budgeted for by the teacher in charge.
13. The schoolwide class structure will need to be considered each year when deciding which year levels attend camp and where they go. A suggested outline might be - see below:
Year 5 & 6 Odd years – Bush Camp / Even years – Sandy shore
Year 7 & 8 Odd years – Water / Even years – Historical/city
14. All EOTC activities will be conducted within established risk management, legal and safety guidelines.
15. As part of children's attendance of camp, or an outdoor education trip, parents must be prepared to accept medical costs incurred through any accident that befalls their child while on the camp or trip. Acceptance of this will be clear on the notice sent, seeking permission for the children to attend the camp or trip.

Environmental Education

North Loburn School recognizes that environmental education is an important part of our learning community. We want our children to create, own and experience a healthy environment that they have created, maintained and passed on to future generations. For this to be possible, children will need to be able to make informed choices that affect the surroundings, curriculum, operation and management of their school.

Guidelines

North Loburn School is committed to carrying out environmental education in, about and for, the following areas of our school life.

1. School Surroundings

- Providing safe, secure and healthy conditions for the people in our school.
- Providing facilities for school and community recycling
- Protecting natural habitats and attracting wildlife.
- Providing a welcoming entrance for people coming into the school.
- Providing varied play spaces for children and outdoor learning spaces which could be designed by children.
- Designing areas to allow for progressive growth of nature. For example, trees for shade, nursery trees.
- Maintaining areas like worm farms, vegetable gardens, flower gardens, composting.

2. Curriculum

- Promote an integrated, inquiry-based curriculum that is environmentally focused.
- Observe annual events such as Arbor Day, Conservation Week, Seaweed Week, World Wetlands Day, Clean up NZ, support the Department of Conservation and projects relating to our local community.
- Research past peoples, and local events to enhance present and future planning.
- Take care of each other, our communities and our environment.

3. Operation and Management

- Minimize the creation of waste and maximize re-using and recycling efforts.
- Support professional development for staff in the area of environmental education.
- Utilise the expertise of parents and the wider community wherever possible.
- Encourage sustainable decision making by considering options available and the immediate, versus long term requirements.
- Hold regular Enviro Team Group meetings and develop shared responsibility.
- Communicate and share success with the school community. Share the learning.
- Ensure the ongoing maintenance of Environmental projects to ensure their sustainability.

Professional Development

Purposes

1. To ensure staff are kept well informed of developments in education and administration.
2. To provide opportunities for all staff to be exposed to new ideas and gain further teaching qualifications and share their expertise with colleagues.
3. To enable staff to become more efficient managers of resources available to them.
4. To assist teaching staff with writing/updating of school programmes and plans.
5. To ensure ancillary staff have opportunities to attend relevant courses / meetings.

Guidelines

1. To ensure that the Financial Budget can cater for the needs of the staff development programme.
2. The programme will provide staff with the opportunity to:
 - Attend in-service courses / seminars
 - Observe other programmes / classrooms in action
 - Develop school based courses
 - Purchase education periodicals / material, and provide financial affiliations to associations that will meet school / staff needs
 - Local, national, international conferences.
3. Within the terms of the budget, full use will be made of all opportunities to attend courses / seminars not known of at the time of planning, which are relevant to school needs and improve staff strengths.
4. A self review cycle will determine staff development through annual reviews each school year. Staff and school needs will be determined, which will become the major focus for development in the coming year. However this may alter in regards to contracts offered each year by MOE.
5. Use will be made of the advisory service when appropriate.
6. The budget will allow for updating of teacher reference material related to the year's major focus.
7. The Board of Trustees will cover staff development expenses including the reimbursement of course fees when the teacher successfully completes the courses to a maximum of one per year.

Staff responsibilities

These are collaboratively discussed and allocated at the teacher only day at the end of each year, or when a staff member has left. Refer to 'Allocation of Units' policy for details on how these are allocated

2012 Responsibilities

Curriculum

Junior Mathematics	Tanya
Senior Mathematics	Lois
Junior English	Adele
Senior English	Anne
Science	Aisling
Social Sciences	Aisling
Technology	Aisling
Health and P.E (incl. EOTC and Sport)	Anne
The Arts -Music	Anne
-Visual Arts	Lois
-Dance	Tanya
-Drama	Tanya
Māori	Tanya
Languages	Lois
Special Education	Anne
ICT	Lois
Gifted and Talented	Lois

Community

Flower Show	Adele / Aisling
Pet Day	Adele / Tanya
Bus Controller	Simon
EnviroSchools / Green Club	Tanya + Aisling
BOT representative	Anne
Home and School representative	Tanya
Library	Adele + Lois
Student Behaviour and Welfare	Anne
NZEI site rep	Adele
Karetu Konnection	Lois
Pool	Simon
Birthday Celebrations	Lois
Kitchen supplies	Warburton Family
First Aid Supplies	Diane
Cycling Vests	Lois
Friday Night Basketball	Lois
Green Club	Aisling
Hangi	Tanya

Māori Consultation and Achievement

Purposes

Our charter includes aims that reflect the unique position of Māori culture in New Zealand society. These aims promote the value of te reo (Māori language) and tikanga Māori (Māori culture). See also 'Treaty of Waitangi' policy.

Guidelines

1. The board and staff consult with the Māori community when preparing or amending our school charter. These aims are in accordance with the principles of the Treaty of Waitangi and are legal requirements in relation to Māori under the Education Act, 1989.
2. North Loburn School regularly monitors and reports on Māori student achievement. To ensure success for Māori students, North Loburn School:
 - uses the Ministry of Education's five-year plan 'Ka Hikitea - Managing for Success: The Māori Education Strategy 2008 - 2012' in our thinking, planning, and action for Māori learners
 - tracks the achievement of all Māori students.
 - identifies any areas where a Māori student's educational achievement is not in line with peers
 - ensures that support programmes for Māori students are provided, if necessary
 - supports staff in implementing effective practices that promote success for Māori students
 - evaluates the impact of these programmes and practices and uses this information in our self review
 - Sets aside time during parent interviews, for each Māori family, to discuss any specific concerns about the progress of their child(ren) that they may have as a Māori family.
 - reports regularly on the progress of Māori students to parents, the board, and the Ministry of Education, as required by Nag 2a relating to National Standards.
 - considers the 'Better Relationships for Better Learning' Guidelines for boards of trustees and schools on engaging with Māori parents, whānau and communities.

Playground Supervision

Purpose

The purpose of duty at break times is to ensure that the play environment is physically and emotionally safe for all students at all times.

Guidelines

1. The duty teacher must deal with issues raised by students while on duty. Students need to feel that their complaints and concerns will be taken seriously, and that they will not be refused support.
2. The deputy principal administers playground duty. A rostered timetable is displayed in the staffroom and issued to each teacher and teacher aide at the start of the year, and updated as required.
3. A teacher is rostered to cover all supervision duties.
4. Relievers are required to do duty for the teacher they replace.
5. Teachers report on duty in a timely fashion.
6. Teachers are alert to problems in the playground, using the school rules as a guide. Teachers patrol proactively, moving around their designated area.
7. Teachers treat injury or illness in the playground according to the school's procedures.
8. Children involved in violent playground behaviour are managed with the school's PRIDE Pack.
9. On wet days (declared by the teacher in charge of duty), duty is as normal for duty staff, but senior students may assist with supervision of junior classes, and classes may be combined during eating time for ease of supervision.
10. Students are required to sit and eat their lunch for fifteen minutes at the start of lunchtime.

Visitors to the School

Purpose

At various times the school may have parents, tradespeople, and staff from support agencies visiting the school. The following guidelines ensure the safety of everyone on the school site.

Guidelines

1. All visitors to the school, except the parents of presently enrolled children, are asked to report to the school office and complete a sign-in sheet. Non-custodial parents must also report to the office.
2. Health and safety requirements prohibit vehicles from entering areas of the school where children may be present and vehicles would not usually be expected. If it is necessary to access these areas a vehicle must have an adult escort walking before it. The walking adult scans for children and restricts the vehicle's speed to walking pace. Cars must be driven slowly and carefully in driveways and car parks.
3. All staff members monitor visitors to the school, and report any strange behaviour by adults on site to the administration.
4. In the event of an evacuation, the secretary or Principal will check that visitors are accounted for.
5. All non teaching staff and contractors employed on site who have, or are likely to have, unsupervised access to students during normal school hours are cleared by Police Vet.
6. Visitors sign out on completion of their visit.

Keys and Alarm Access

Purpose

The Board of Trustees maintains controlled access to the school outside of school hours. This ensures the security of school building and resources

Guidelines

1. The school keeps a register of all keyholders. Each keyholder is required to sign an agreement (see below).
2. The alarm is monitored by ADT. Contact them in the event of any accidental activation of the alarm. 0800 111 238
3. The school has a confirmation code which you will be told but is not recorded on this site. This code is used to prove to the security company that you are legitimately at school. You need to know the code off by heart.
4. Each teacher is issued with a key and an individual code number. The use of individual codes to deactivate the alarm is stored on the panel and can be monitored.
5. The last staff member to leave the school for the day is expected to set the school security system.
6. When returning out of school hours, staff are expected to disarm the alarm system for the duration of their visit. They are expected to enable the alarm on exit.

Keyholding Agreement

Date _____

Key for _____

Issued to _____

Period of issue _____

Specific conditions for use of *key*;

- The key is to be held and used by the above named person only.
- The key is **not** to be labelled or kept on a key-tag whose label identifies the school.
- The key-holder **may not** designate responsibility for opening and closing to any non-keyholding other person.
- School alarm code must not be disclosed to any other person, written down or relayed via phone or electronic message.
- Please be aware that date and time of entry to and exit from building may be recorded by alarm monitoring company against your individual alarm code.
- Any loss of key is to be reported immediately to the principal.

I agree to the above terms of issue and understand key and alarm privileges will be withdrawn in the event of non-compliance.

Name _____

Signed _____ Date _____

Principal _____ Date _____

Storage and disposal of files

Purpose

Records and documentation relevant to the operation of North Loburn School must be stored in an efficient and manageable way. Disposal of dated and obsolete files must be carried out in an effective and professional manner

Guidelines

1. North Loburn School will use 'School Records Retention/Disposal' (Ministry of Education 2006) as a guiding document for the storing and disposal of files.
2. Personal and confidential files will be stored in a locked filing cabinet.
3. Files relevant to the day to day running of the school will be stored in the administration block (secretary's office, Principal's office, or ancillary storage room).
4. Archival files will be stored in the Karetu building, the resource filing area.

Copyright

All staff are expected to follow the guidelines and provisions described online (currently <http://www.netsafe.org.nz/content/copyright-and-schools/>).

The site contains general copyright information and guidelines for specific issues or situations. Staff should refer to this site to determine whether their copying meets New Zealand's legislative requirements.

This site also provides further information of the Copyright (Infringing File Sharing) Amendment Act 2011

Enrolment and Classification Procedures

1. Before Turning Five – Pre-enrolment

Approximately one month before a child on the pre-enrolment list turns five, the teacher concerned will make contact with parents to arrange induction visits into the room in which they will begin. Induction can begin approximately three weeks prior to a child's enrolment. The choice of day and time can be flexible, and negotiated between teacher and parent/caregiver. The parent /caregiver may be required to stay during any visits prior to the child turning five. Some children may need transition visits following their fifth birthday before they are formally enrolled.

During a visit children will be encouraged to take part in normal class activities as much as possible. When parents first visit the school they will be introduced to the Principal, who will show them around if appropriate.

An enrolment package will be handed to them to take away. This will contain relevant introductory information about the school, an enrolment form, internet safety procedures/form and a health card. Enrolment and health details can be filled in before the child enters school..

2. On Turning Five - Enrolment

Parents will be encouraged to be at school with their child no later than 8.40 a.m. on the day their child starts school.

They will meet with the Principal or secretary and discuss the completed enrolment form.

The secretary will sight the verified birth certificate or Plunket book, answer any specific questions, and take the child to their classroom.

3. Induction for Parents of New Children

A representative from the Board of Trustees will be 'buddied' with any new family, and make contact with them at least twice a term. The purpose of this is to make them feel welcome, assist with any questions or concerns, and introduce them socially to the school community.

4. Pre-enrolment List

The Principal or Secretary will maintain an updated list for the teacher.

The Secretary will be responsible for input of data into the school SMS and ENROL.

The teacher responsible for transition will make contact with pre-school centres, either by phone or in person, ensuring they have up to date school information. The teacher responsible for transition will actively encourage visits to North Loburn School.

5. All Enrolments

New families will meet with the Principal and be introduced to the Classroom Teacher, so that they may become acquainted and discuss matters of mutual interest.

6. Entry Testing

Within the first two weeks of entering school each child will be observed for social skills, oral language, alphabet knowledge, maths knowledge, book knowledge, and fine motor skills.

7. Student Classification

During their first school year, parents will be made aware of the school policy for children with particular reference to the procedures for those children with mid-year birthdays. These children will have their development and progress closely assessed by teachers in the early years of school. In consultation with parents/caregivers, children will be classified as either Year 1 or Year 2 at the start of the next school year. It may be necessary to review the classification the following year.

If parents insist their child be placed at a certain level against staff recommendation, then the parent will be required to sign a statement to that effect.