

COROMANDEL AREA SCHOOL

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AREA SCHOOL



Part 3 – Health and Safety

Coromandel Area School

Health & Safety

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COROMANDEL AREA SCHOOL

3.7.1 HEALTH & SAFETY

The Board of Trustees has the responsibility to provide a safe and healthy environment for staff, students (including International and Fee-paying students), visitors and contractors while at Coromandel Area School or representing Coromandel Area School on trips or excursions.

The Board of Trustees expect staff have an individual responsibility for health and safety by:

- a) Eliminating or minimising the potential for harm to people;
- b) Reporting identified hazards;
- c) Taking reasonable care to ensure the personal safety of students in on-site and off-site educational environments; and
- d) Management will ensure that compliance with legislation is achieved.

The Board of Trustees is committed to continuous improvements in health and safety. It will monitor the incidence of accident frequencies and severity, and promote the safe and early return to work of injured employees.

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3.7.2 DRUGS AND ALCOHOL AT SCHOOL

For the purposes of this policy, drug is defined as a 'mind altering substance, the use of which is a criminal offence.' In order to provide a safe physical environment, the Board of Trustees must ensure that all reasonable steps are taken to ensure that the school is free from alcohol and drugs.

- Educational / Curriculum: to implement and evaluate a preventative health education / programme which promotes positive lifestyle choices with the aim of reducing the incidences of alcohol and drug related problems.
 - Guidance and Support: to intervene in the harmful or inappropriate use of alcohol and drugs in a positive and supportive manner considering the best interests of the students, staff members and other parties concerned.
 - Disciplinary Action: to protect the health and safety of students and staff, the Board and management will uphold this policy through appropriate disciplinary action as outlined in the illegal drug policy and procedure.
1. Offences against the law will involve the Police.
 2. All offences will go through the Board of Trustees disciplinary committee.
 3. Illegal drugs, alcohol and smoking materials are inappropriate and a hazard in the school environment. Their use and / or possession by pupils will not be tolerated.
 4. Any pupils found with or associated with illegal drugs, alcohol or smoking materials in their possession or involved in their use while under school care will be dealt with under the school specific illegal drug policy (5.02) and procedures.
 5. Any staff members using or under the influence of illegal drugs or alcohol during school hours or while in charge of EOTC activities will be dealt with under Staff Disciplinary procedures.
 6. Volunteers and helpers involved with students at camps or EOTC events must be informed of this policy and are required to adhere to the guidelines as stated.

COROMANDEL AREA SCHOOL
3.7.3 FOOD AND NUTRITION PROCEDURES

Our school recognises that in order to achieve its mission statement, we must provide a healthy and safe environment. We acknowledge our responsibility to ensure students are given knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff are encouraged to model healthy eating as a valuable part of daily life.

- a) To educate children to be responsible for their own health eating choices.
 - b) To encourage the canteen contractor to provide some healthy options.
1. Foods and beverages sold on the school grounds shall reflect the aims of the school health programme and meet the standards of this policy. This includes the canteen, fundraising, school camp meals, school festivals and celebrations, sports days, staff functions or lunches.
 2. Steps will be taken to discourage the consumption of foods high in fat, sugar or salt.
 3. The preparation, packaging and storage of foods will be hygienic and procedures of the highest standards will be followed.
 4. The school will meet, when required, with the canteen contractor / managers to ensure that the provisions and spirit of this policy are being adhered to.

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3.7.4 SCHOOL BUS TRANSPORT PROCEDURES

Every child is deemed to be eligible to obtain, and have access to school. Transport assistance is, therefore, made available by the Government to achieve this as per Ministry of Education guidelines, i.e.:

- To ensure the safety of all pupils travelling on the buses;
- To consult with the Ministry of Transport regarding safety aspects of the bus route and operations; and
- To inform parents of the service and to keep them informed of any changes.

If a serious accident occurs, the Board of Trustees expects that the Traumatic Incident procedures under the Health and Safety Policy number: 5.01 will be instigated.

A school Bus Controller, with the authority of the Principal, will oversee and comply with Ministry of Education guidelines.

The rules and regulations for bus transport assistance are set by the Education Act 1989.

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3.7.5 INTERNET SAFETY PROCEDURES

The Board of Trustees prime responsibility is to promote and ensure the welfare and safety of children and young people when using the internet, and to provide internet access, so all staff and students can:

- become effective and safe users of the Internet
- extend their awareness and knowledge of the Internet
- become motivated, responsible, independent users of the Internet.

Use of the Internet at this school is strictly for educational purposes. This includes personal use and use for professional development of all staff.

Training for staff who wish to use these facilities is available through the teacher responsible for the Computer / Information Technology Department and is essential for the safety and protection of staff, students and equipment. Students will need to be directed to sites on the Net, rather than surfing, which is why staff members must gain experience using the Internet before letting their students use it.

All staff members must sign a copy of this school Internet Safety Policy or a Staff Internet Use Agreement (you will find a sample on the Internet Safety website) before using the Internet themselves, indicating they are aware of the details of this policy. This documentation will be kept on file by the school.

Staff can have individual Internet e-mail accounts.

In consultation with the Internet Safety Officer and the Head of the Computer / Information Technology Department, staff can request website links be placed on the school web pages (home page for browsers) to provide quick access to particular sites.

**Staff includes any tutors in Community Education and all school personnel, both teaching and non-teaching.*

COROMANDEL AREA SCHOOL
3.7.6 STUDENT SEXUAL, PHYSICAL, EMOTIONAL ABUSE

To provide a friendly and safe learning environment that ensures the safety of students and to provide the staff with guidelines so that they can identify signs of abuse or neglect.

The Board of Trustees expects the Principal to liaise and inform appropriate outside agencies in consultation with key school staff if students' welfare is deemed to be at risk.

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3.7.7 SEXUAL HARASSMENT

Coromandel Area School will ensure and protect a fair working environment and will provide support and solutions for problems to do with sexual harassment.

'Sexual Harassment' is broadly defined as the unwanted imposition of sexual behaviour which interferes with, or is likely to interfere with, the rights of the individual in the workplace.

This includes:

- Spoken or written denigration or abuse (including jibes, innuendo and offensive jokes)
- Unnecessary physical contact (including touching, patting and pinching)
- Offensive gestures
- Leering at or ogling a person's body
- The demand of sexual favours
- Physical sexual assault

Sexual harassment 'takes away from the employee equal employment opportunities by creating a working environment in which that employee's ability to perform is impaired.' (Section 15 of the Human Rights Commission Act).

Sexual harassment is not acceptable in the school and the Principal and / or Board of Trustees must consider complaints of sexual harassment sympathetically and seriously, and ensure the person making the complaint is not subjected to victimisation.

The Board of Trustees expects the procedures for Sexual Harassment be implemented should a Sexual Harassment issue arise.

COROMANDEL AREA SCHOOL
3.7.8 PANDEMIC PROCEDURES

The Board, Principal, Staff and Parents agree that:

It is assumed

- That a Pandemic is imminent.
- The school will remain open for as long as safely practicable.
- The school will open / close only after receiving instructions from the Ministry of Health or local health authorities.
- Although the Board of Trustees and management have the power to close the school, the decisions will be made only after taking advice from the Ministry of Health or local health authorities.

The school will ensure:

1. The safety and health of our students and staff must be paramount at all times.
2. The school community is prepared to respond to a Pandemic.
3. All staff will be familiar with the pandemic procedures and be trained to follow the guidelines.
4. Professional Development training will be given to all staff to ensure the school community are familiar with actions to be taken to ensure everyone's health and safety.

COROMANDEL AREA SCHOOL
3.7.9 STUDENT VEHICLE PROCEDURES

Students that hold a current restricted or full licence may be given permission to travel and from school in their own private vehicle. They may also be given permission to use their own vehicle to travel on school business such as Gateway placements and STAR courses.

In order for permission to be given, the following points must be followed:

- The vehicle must be currently warranted and registered;
- They must not carry passengers, unless the student holds a full license and permission has been granted in writing from both parents;
- Permission must be given by the school and parents;
- Conditions of their licence must be followed; and
- When driving on school business their driving will not bring the school into disrepute.

COROMANDEL AREA SCHOOL
3.7.10 OVERSEAS TRIP PROCEDURES

Sporting and cultural trips are a valuable experience provided to enrich students' experiences, sporting skills, cultural awareness and to develop team building and collegiality.

The school will ensure that overseas trips sanctioned by the school are conducted safely, financially responsibly, for the improvement of students' academic, cultural or sporting ability and to provide experiences beyond those normally experienced by students.

Staff members organizing an overseas trip must seek approval in principle from the Board by submitting to them an outline of the proposed trip. In most circumstances this approval must be sought at least 12 months prior to departure. When all the detailed planning has been done, this must be submitted to the Board for final approval before the trip can commence and at least two months prior to departure.

The Board of Trustees will ensure that no overseas trip takes place without sufficient adult supervision. As a general guideline this should be one adult to every eight students, and where the touring group is of mixed gender, the adult supervisors must include a person of each gender. The Board will determine the number of adults required considering the type of trip proposed. Unless there are special circumstances, at least one Staff member must accompany the touring group and that Staff member will be in charge.

The Board, in consultation with the Principal and Staff members responsible for organizing the overseas trip, will, at the time of initial trip approval, decide the amount of any personal payment required to be made by Staff members towards the cost of the trip. The amount will vary according to financial circumstances, the amount of fundraising to be organized by the touring group and Staff members' role in that fundraising. In general, the cost of airfares and accommodation of at least one Staff member will be covered by the students in the touring group or by any complementary fare offered by the travel agent.

The school will ensure that, in the event of an overseas trip failing to proceed, all monies collected are returned in a fair and equitable way and accounted for.

The Board of Trustees will decide on the distribution or use of any monies remaining for which there is no individual record of the contribution, after first considering the wishes of those people involved in and organization of the trip.

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3.7.11 CYBERSAFETY

Coromandel Area 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.

Associated issues the Board of Trustees 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.

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 develop a policy relating to Board Trustee 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.