

**HENDERSON SOUTH SCHOOL****POLICY ON HEALTH CONCERNS/SICK BAY****Rationale**

To provide a support service for accident and emergency situations and to facilitate the assessment of health concerns of children in the school. All reasonable care is taken to ensure the health of children.

**Procedures**

1. Sick children are to go to the office (accompanied by another child if necessary) to be attended to by the staff on duty. Parents/caregivers will be contacted depending on an assessment of the child's condition.
2. If the school is unable to contact any of the caregivers, it will proceed with the care of the child, acting in the place of the caregiver. If there is any doubt about the severity of an injury, the school will contact an ambulance. A staff member will accompany the child until the caregiver arrives. Two adults will accompany the child at all times when taking the child home or to the doctor's.

**Reporting for Health Nurse Follow-up**

1. Some children cause concern for various health reasons and some extra assessment may be necessary. Teachers are to discuss health issues with the principal, SENCO, DP or AP and then fill out the appropriate referral documentation.
2. The health nurse will check any written referrals periodically or be called on immediately if the concern is deemed to be of an urgent nature.

**Soil Contamination**

1. Children who come into contact with the soil are sent to the sick bay to be cleaned with disinfectant to eliminate the risk of any soil being ingested by them through the skin or mouth.
2. All children are discouraged from eating soil at Henderson South School as this is inappropriate.
3. There have been no soil related illnesses for the past 50 years at Henderson South School.
4. No vegetables are grown at ground level.

**Supplies And Management Of Sick Bay Facility**

1. Supplies are to be ordered by the teacher aide with sick bay responsibility. Shortages are to be reported to this person or a member of the school's management. No aspirin or other drugs are to be administered to children unless they are provided by the parent or prescribed by a doctor. Pamol may be administered when directed by a guardian.
2. Medication that is administered to children in accordance with the wishes of the parent is to be kept in a locked cupboard.
3. Instructions for children on medication are to be displayed or be readily accessible in the sick bay, together with a photo of the child.
4. Children with particular serious conditions or allergies that require immediate attention should have a medication action plan familiar to all staff.
5. A First Aid Register for recording referrals to the Sick Bay must be completed for each incident.

**Approved****BOT Meeting: 02/11/2016****Chairperson .....**

**HENDERSON SOUTH SCHOOL**  
**POLICY ON SEXUAL, PHYSICAL AND VERBAL ABUSE OF CHILDREN**

**Rationale**

This policy is based on the school's philosophy that:

*All children are treated with dignity and respect and have the right to have their needs met in a safe environment.*

**Purposes**

1. To ensure the safety of the child is paramount.
2. To provide teachers with guidelines so that they can identify signs of abuse, neglect and bullying.
3. To provide guidelines for everybody working with children from this school.
4. To provide procedures for dealing with cases of abuse, neglect and bullying.
5. To provide guidelines of which help agencies will be used, interview procedures and how parents or caregivers will be informed.

**Guidelines**

1. Adults will be receptive and sensitive to children so that the children feel listened to and believed.
2. The school will use the most appropriate agency for sexual abuse and the most appropriate agency for physical abuse and/or neglect. Initial contact will be Oranga Tamariki and HealthWest personnel.
3. In the case of a report from a third party to the school, the first course of action will be the school will direct the third party to a helping agency without becoming involved. The school may be involved at a later date.
4. Keeping ourselves safe, self-esteem and anti-bullying units will be taught as part of the Health curriculum to increase children's assertive skills in dealing with uncomfortable situations and to help raise teachers' consciousness of the issues.
5. Parents will be informed except where the student's welfare is likely to be threatened. Whichever agency is involved in the case will be responsible for informing parents.
6. The Principal and Special Education Needs Co-ordinator (SENCO) will be the resource people in this area. Teachers who have concerns may discuss them with either of these resource people. No outside agency will be involved without the prior knowledge and approval of the Principal.
7. All instances of alleged bullying will be taken seriously and followed up.

**Procedures**

1. Teachers will report to the Principal or Senior Management and provide an incident report about children identified at risk. A decision about action will be made by the Management team. There may be discussion with the SENCO.
2. Individual profiles are already kept on children. These will include observations on social development.
3. Keeping in mind children's welfare is paramount, parents may be consulted about changes in behaviour to try to identify a reason.
4. All information/discussions will be confidential to the staff involved. Data will be stored in one place known to the senior staff. This data will be kept for the duration of the child's stay at the school. It will be forwarded at the discretion of the Principal and SENCO.
5. When immediate intervention is required the teacher will report to the Principal who will assume responsibility for further action.

- 6. Where further action is necessary the Principal will contact the appropriate agency without identifying the child and seek advice on the appropriate action. The Principal will also consult The Children and Young Persons and Their Families Act and make the appropriate staff member aware of the legal requirements.
- 7. Once an agency has been involved that agency and, where appropriate, the Police will investigate and the school will act on the advice from those agencies.
- 8. Every endeavour will be made to support the staff and the child concerned in these situations.
- 9. The staff will adopt a preventative attitude in monitoring and purchasing resources and have special regard to anti-sexist, anti-racist content or interpretation.
- 10. The procedures for sexual and physical harassment between children will follow the Discipline Policy.

**Complaints Against Staff Involving Abuse**

Once a helping agency is involved i.e. Step 6, the following procedures will be followed and will be in line with those set out in the *Teachers Collective Employment Contract re Complaints /Discipline/Competency*.

- 1. The Principal will inform the Chair of the Board of Trustees.
  - 2. Both will then inform the staff member who will be advised to seek legal and/or union representation.
  - 3. The school will inform the union.
  - 4. The staff member will be suspended on full pay once an investigation has begun, in line with *Section 3.3 (a)* of the *Teachers Collective Employment Contract*. At this stage the rest of the staff will be informed. \*
- (\* Counsellors can be made available to any staff.)

**Conclusion**

- 1. Parents and staff will be aware of the procedures the school will take to protect children from any kind of abuse.
- 2. Staff will have firm guidelines to follow for any cases of suspected abuse.
- 3. Everyone who works in the school will be expected to be familiar with the NZEI Code of Ethics and will know what behaviours are and are not acceptable when working with our children.

**Approved**  
**BOT meeting: 05/08/2020**

**Chairperson .....**

**HENDERSON SOUTH SCHOOL**

**PROCEDURE ON COMING TO AND FROM SCHOOL**

**Rationale**

The responsibility for the care and supervision of children coming to and from school is shared between the school and the parents. Every step is taken to ensure that children’s safety is of paramount importance.

**Guidelines**

1. Scootering and cycling to school will only be permitted for children in Year 6 provided they wear helmets that meet the appropriate safety standards. A letter must be written to the school by parents giving permission for their child to ride to school.
2. Use of the pedestrian crossing at Henderson Valley Road is encouraged.
3. No parents’ cars in car park area for delivery/pickup of children.
4. Parents encouraged to park roadside of school so children do not cross the road unless accompanied by an adult.
5. Children are advised to travel directly home from school or wait at the school hall where they will be picked up. We expect that children will be picked up by 3 p.m. at the latest.
6. Parents are expected to have their children arrive at school between 8.20 and 8.55 a.m. If children are buying lunch, they need to be at school to order between 8.30 and 8.55 a.m.
7. Families are expected to make arrangements for after-school care and have the children know of these in advance.
8. Children will only be permitted to phone home to check arrangements in special/emergency circumstances.
9. New Entrant children should not be released by the teacher unless an adult or older sibling picks them up.

**Approved**  
**BOT Meeting: 05/08/2020**

**Chairperson .....**

**HENDERSON SOUTH SCHOOL**

**SCHOOL LUNCH PROCEDURES**

**Rationale:**

- 1. To provide a lunch menu which includes nutritious food at a reasonable cost.
- 2. To practically reinforce the principles of classroom nutrition education.

**Guidelines:**

- 1. A range of foods to be sold which fulfil the basic dietary requirements, with different food combinations, which will help children to develop habits of responsible food choices.

**Procedures:**

- 1. All lunch orders are sourced from an outside bakery.
- 2. Children are to bring the correct money in an envelope, marked on the front with their name, room number and the food they wish to order. The lunch orders are filled at the office by 8.55 a.m.
- 3. The envelopes are collected by the Bakery by 9.30 a.m. and orders returned to the school lunch room prior to 11 a.m. (1 p.m. on Fridays).
- 4. Children will collect lunches from the school office at 11 a.m.
- 5. There will be no lunch orders on the last day of the term.
- 6. Children coming to school without lunch are to be identified by the teacher and names to be sent to the office. Names are recorded in a note book and monitored. The teacher aide will make sandwiches for any child without lunch. The Principal is to be notified of any on-going concerns.
- 7. The school lunch menu is at the discretion of the Board and is reviewed every two years.

**Approved:**

**BOT Meeting: 05/08/2020**

**Chairperson .....**

## HENDERSON SOUTH SCHOOL

### PROCEDURE ON DISASTER AND TRAUMATIC INCIDENT

#### Rationale

While no-one looks forward to natural emergencies, it is essential that sufficiently clear and simple procedures are understood and applied by all on the site at such time as they may be needed. The first priority must be to protect life and by implication prevent injury. Under NAG 5, the Board of Trustees is required to provide a safe physical and emotional environment for students. It is within this context that emergency planning and management procedures are required to be in place.

#### Definition of Emergency

Within our school, emergencies will be defined within three broad categories:

- (a) major disasters which necessitate school-wide disruption and;
- (b) minor emergencies which necessitate exceptional action for a few people.
- (c) a traumatic incident

Major emergencies cover those situations detailed in the Ministry of Civil Defence Brochure CD554 i.e. Fire, Earthquake, Flood, Volcanic Activity, Chemical Accident, Cyclone, Lockdown etc.

Minor emergencies are more likely and include injury to personnel and don't necessitate any disruption to normal programmes for most of the personnel on the site.

Traumatic incidents cover those situations that occur that are not regarded as a minor or major emergency: School boiler explosion, outdoor education tragedy, student stabs a teacher, teacher admits to sexual relationship with student/s, school loses classroom due to arson attack, armed offenders squad called to school, teacher assaults a student, the sudden death of a student, threats to safety including the presence at the school of people behaving in a dangerous manner etc.

#### Responsibilities

The Board of Trustees accepts responsibility under the Education Act of 1989 and the Civil Defence Act of 1983 to prepare and contribute to civil defence planning. The Principal accepts responsibility to ensure that all occupants are familiar with the attached procedures and that the evacuation drills are carried out once a term. The Principal also accepts responsibility for deciding on the necessity to evacuate the buildings/premises and approving the return once the emergency is over. This would include the decision whether to send students home or not. Teachers accept the responsibility for ensuring that their students are familiar with the correct procedures for emergencies.

#### Disaster Response Plan

##### Immediate Action

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ <b>Fire</b></li> <li>▪ <b>Cyclone/Storm</b></li> <li>▪ <b>Haz-Chem Spillage</b></li> <li>▪ <b>Volcano</b></li> <li>▪ <b>Earthquake</b></li> <li>▪ <b>Lock Down</b></li> </ul> | <p>Move people to safety as per Fire Evacuation Drill</p> <p>Stay inside – away from windows</p> <p>Equalise air pressure by opening a window on side away from wind.</p> <p>Stay inside – close windows and doors.</p> <p>Stay inside – close windows and doors.</p> <p>Stay inside – until main shaking stops. Shelter in doorway or under desks to protect self from falling objects.</p> <p>All doors locked</p> <p>All children out of view</p> <p>Noise level kept to a minimum</p> <p>Remain until directed by intercom system</p> |
| <p><b>In all cases</b></p>   | <p>Account for all pupils and staff as soon as possible. Ensure that the toilets, pool area, library and resource room are searched.</p>  |

#### 5.5.1

## **Major Emergency**

- Channels of communication: emergency communicated to the office.
- Delegation of responsibility: Syndicate leaders are responsible for their syndicate and teachers are responsible for students in their care. The Deputy Principal is responsible for overall co-ordination of all these groups and must liaise with the Principal regarding his/her responsibilities.
- Specific procedures: These are annexed to this statement and displayed in each room.
- Provision of first aid equipment: This is primarily the responsibility of the office although some common sense will need to prevail.
- Familiarity with procedures: The attached procedures need to be practised at least once a year. Procedures to ensure safe evacuation of people with special needs is essential.
- Reviews: of this statement are required on an annual basis.

## **Procedures**

1. **Major emergencies:** (Assumed that office has been notified and rung 111)
  - 1.1 **Fires** will be indicated by continual bursts of the fire bell.
    - Class teachers/staff will reassure students and evacuate them to their designated areas. Remember to have toilets checked and roll collected. Turn off all appliances and close doors and windows if possible.
    - Take a class roll call.
    - Deputy Principal to confirm with Syndicate Managers re the safety of missing students, staff, and other occupants. This may be done with suitably trained senior students.
    - Await all clear message from Deputy Principal.

**Designated assembly area is on the rugby field** unless advised to go elsewhere – common sense prevails.
  - 1.2 **Earthquakes** will be notified through the address system.
    - Remain in buildings until advised to do otherwise.
    - Staff need to reassure students and other occupants.
    - Instruct occupants to take cover under desks.
    - If outside, move students clear of objects which could topple e.g. trees, buildings etc.
    - If possible, liaise with Deputy Principal regarding decision to remain outside.
    - Once informed to evacuate buildings, follow procedures as for fire evacuation.
  - 1.3 **Volcano eruptions** will be notified through the address system.
    - Emergency plans will be activated according to the two following templates attached to this policy: Volcanic Eruption and Ashfall Emergency Response; Emergency Situation: Volcanic Eruption.
  - 1.4 **Other emergencies** will also be notified through the speaker system.
    - Follow instructions given at the time, otherwise as per 1.2 with the exception of children under desks.
2. **Minor emergencies:**
  - 2.1 Common sense must prevail when a student or other person has fallen as to whether they should be moved. NB: If unsure, do not move them. Send for assistance.
  - 2.2 If possible the injured should be taken to the sickbay and office staff notified. Management teacher(s) to ensure that necessary actions are taken in conjunction with the Principal.

## **5.5.2**

2.3 Staff members on duty, while initially responsible, have the supervision of the children in their care as their first responsibility and should where need be send for a Management teacher. During class sessions once initial situation is managed the class is the first concern.

### **3. Traumatic Incidents**

- 3.1 Remain calm and know that the school puts priority on protecting safety.
- 3.2 Be aware that the reported nature and magnitude of events may be inaccurate.
- 3.3 Do not use cell phones and be cautious about passing on rumour and conjecture.
- 3.4 Know that community/parents will be given official information as soon as possible about events.
- 3.5 Know that a support plan will be put in place.
- 3.6 Remain in their classes and continue with normal routines, with distressed students being sent to the office.
- 3.7 Crisis team is chosen, consisting of the Principal, Deputy Principals and Team Leaders.
- 3.8 Meet daily to maintain normal daily routines while at the same time caring for those who have been involved in or adversely affected by the incident.
- 3.9 Staff, parents, students and BOT are kept fully informed by the crisis team.
- 3.10 Staff need to remember that media contact should only be through the designated liaison person, the Principal or BOT Chairperson.

### **General Requirement**

Each class will be issued with the Document “Emergency Procedures and Responsibilities” and these to be reviewed twice annually as part of syndicate business.

### **A List of Emergency Contacts**

It is recommended that a list of phone contacts be displayed clearly in the main entrance area of the school. Local Ministry contact should be well known also.

### **First Aid Recommendations**

It is recommended that at least one staff member holds a current first aid certificate and that opportunity to attain such certificates and attend refresher sessions be promoted and paid for by the Board of Trustees.

### **Safety installations**

Related policy re the installation of safety equipment in the school and its maintenance cycle should be developed and cross-referenced with this policy.

### **Security Provisions**

The daily securing of the premises is undertaken by the caretaker although the securing of windows is the responsibility of teachers. The initial locking of classroom doors by teachers is to their own advantage.

### **Use of School By Public**

In cases where school facilities are used out of school hours it is essential that the delegation of responsibility is clearly specified.



**Specific Roles**

**Principal's Specific Duties**

- Check Library
- Stay near main office

**Deputy Principals' Specific Duties**

- Check pool area
- Confirm the safety of all personnel via the Syndicate Managers
- Give all-clear message when safe to return to classrooms (fire).

**Each Classroom Teacher's Specific Duties**

- Stay with own class until such time as relieved or until all school is gathered together.
- Check toilets, changing rooms
- Close windows, doors where appropriate
- If evacuation becomes necessary, take the class register, turn off power, computer, lights.
- Get children to designated areas as quickly as possible, without panic.

**Location of Emergency Resources**

- Radio in the office will be used to transmit Emergency Message Broadcasts.
- Fire Extinguishers: There are six of these in the school situated in the main office, Room 15, Teacher Resource Room, Rooms 12, and 14.
- First Aid Kits: These are located in the Sick Bay along with other first aid equipment.
- Hose reels are located in the library, Rooms 2, and 7. Outside of Room 3 and Room 1.
- Contact phone numbers in case of emergency:
  - Trevor Diamond: 021 532 766
  - Keith Scroggins: 021 024 8977 or 8133829

**Approved**

**BOT Meeting: 05/08/2020**

**Chairperson.....**

**HENDERSON SOUTH SCHOOL****MACHINERY SAFETY PROCEDURES****Rationale**

Under the Ministry of Education Health and Safety Code of Practice for State Primary, Composite and Secondary Schools 1998, provision is made (section 31) for safety when using machinery in the school. Sub-sections 31, (a-d) cover the following-

- a) – b) Appropriate guards and protective devices.
- c) – d) Procedures established to train, supervise and educate persons using the machinery.

Within the school environment a variety of machinery operates. We need to ensure that both operators and children are safe at all times while machinery is in operation.

**Purpose**

1. To produce guidelines governing the use of machinery within the school.
2. To ensure a safe environment is maintained during maintenance and other activities involving machinery.

**Guidelines**

1. The term machinery for the purpose of this policy covers: -
  - a) All mowers (including tractor drawn mower)
  - b) Other caretaking equipment including power and motor powered tools.
  - c) Inside equipment including guillotines and staple guns.
2. Operators using caretaking machinery should be equipped and required to wear all relevant safety equipment including earmuffs, steel capped or covered footwear and safety goggles.
3. No such machinery is to be used while children are in the playground at break or after school until 3.30pm. Yellow tape or cones should cordon off maintenance or construction areas.
4. Children are not to use any machinery.
5. No motorised machinery will be used within the school unless the operators have had prior experience with it or undergo some form of instruction in its safe use.

**Conclusion**

Machinery safety is one small part of the Health and Safety Code for schools. This policy should be read in association with other Health and Safety Policies.

**Approved:**

**BOT Meeting: 05/08/2020**

**Chairperson: .....**

**HENDERSON SOUTH SCHOOL****HEALTH AND SAFETY PROCEDURES**

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

**Purpose**

The Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards and approved codes of practice.

The Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students and other people in the workplace. We will achieve this through:

- making health and safety a key part of our role
- working with our workers to improve the health and safety system at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers, who were injured or ill, return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner.

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

**Others in the workplace**

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning.

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices. Health and safety is everyone's responsibility.

**Approved:**

**BOT meeting 05/08/20**

**Chairperson: .....**

**HENDERSON SOUTH SCHOOL**  
**ROAD SAFETY PROCEDURES**

**Rationale**

Road safety is an aspect of the children's education, which is a shared responsibility between the school and the parents. It should ensure the safe arrival of the children at school and their safe departure from school.

**Purposes**

1. To ensure the safety of our children as they travel to and from the school.
2. To encourage children to take responsibility for their own personal safety while on the road.
3. To ensure there are rules and guidelines for all methods of transport children may be using while in our care at school.
4. To demonstrate to all children that rules are made for their own safety.

**Guidelines**

***Walking***

- Children must walk on the footpath where one is available.
- Children must use the designated crossing which is monitored by the road patrol monitors.
- Children in junior classes are given regular training on the correct way to walk on and cross the road using programmes such as "Stepping Out".

***Cycling***

- No child below Yr 6 is to ride a bike to school unless accompanied by a parent who must first write a letter to the Principal for permission.
- All children who ride bicycles to/at school must wear an approved safety helmet as legally required.
- Children wishing to use scooters must be accompanied by a parent who must first write a letter to the Principal for permission.
- Children may not ride skateboards, roller blades or skate shoes to and from school.

***Bus Safety***

These guidelines apply to school buses used for trips and for daily transportation of school children:

- Children are given regular instruction on general bus rules, emergency procedures and conduct expected when boarding or leaving the school bus; e.g. to be seated at all times and to not leave their seats to alight until the bus has stopped.
- On school trips a responsible teacher accompanies each bus and ensures all children are accounted for.
- Buses hired for school trips must have adequate seating for the number of children being carried on the bus.
- Buses transporting school children must have a current certificate of fitness.

***Car Safety***

- Children will be regularly instructed in correct procedures for travelling in a car through classroom programmes e.g. "Stepping Out".
- Where private vehicles are used for a school trip the school is to have procedures to ensure that seatbelts, licences and warrants comply with the law.
- When children are to be delivered and picked up to and from school they are to follow procedures established by the school. Each term the school will post a comment in the newsletter encouraging the community to teach the children to enter and exit on the footpath side.

**Conclusion**

The priority given to road safety for school children reflect the needs of the local community and legal requirements. Road safety procedures are a lifetime necessity which we, as a school, can help to establish firmly at an early age for the present and future benefit of our pupils.

**Approved:**

**BOT meeting: 05/08/2020**

**Chairperson: .....**

**HENDERSON SOUTH SCHOOL**  
**PHYSICAL CONTACT WITH CHILDREN POLICY**

**Rationale**

This document is intended to give guidelines to teaching staff, parent helpers and others working with children in our school.

Given that physical contact is unavoidable, and indeed necessary to meet our responsibilities to provide a safe physical and emotional environment, these guidelines should be followed carefully to avoid any action by an adult being misconstrued. This policy is distributed to all school staff, parent helpers and to all adults supervising Education Outside the Classroom. This policy sits alongside the 139AC (2) Education Act and the Vulnerable Children Act 2017.

*Note: Although the word “staff” is used throughout these guidelines, they are deemed to apply to all other adults as listed above.*

**Purpose**

1. To maintain the safety, emotional, physical well-being of children and staff alike.

**Overall Principles**

It is not possible to lay out correct procedures for every possible situation and for every pupil, therefore we have set out some key principles and then given guidelines for some specific situations.

1. Children must never be subject to any form of abuse.
2. Henderson South School is part of the community and aspires to having a caring, family approach.
3. It is of paramount importance that the children’s needs for privacy, respect, safety, care and emotional warmth must be met.

***Common occurrences of physical contact***

There are some curriculum requirements or emergency procedures which may require physical contact between staff member and child.

These include but are not limited to

1. Physical education and outdoor education activities such as swimming
2. Toileting children
3. Changing clothes
4. Giving comfort and first aid

***Staff should not:***

1. Touch a pupil in any way that could be construed as sexual e.g. ‘patting bottom’
2. Comment on any piece of literature or picture, or on a comment by a student, in a way that twists the subject matter so that it has a sexual meaning
3. Comment on a student’s physical development, either to that student or to other persons
4. Refer to a student or group of students in a sexual or sexist way
5. Allow students to use sexual or sexist language verbally or in written form to put down another student or group of students
6. Seek contact with individual children outside of school hours

## ***Restraining Students***

### ***Who can use physical restraint in schools?***

Physical restraint can only be used by teachers or authorised staff members. Teachers are people employed in a teaching position at a school. This includes a person with a Limited Authority to Teach, and a relief teacher employed by the employer (e.g. board of trustees, sponsor or manager). All teachers are automatically authorised to act under the legislation. Authorised staff members are employees of a school authorised by their employer to use physical restraint – Sections 139AB-AE, Education Act.

1. Restraint where they endanger themselves, other people or property – an Incident of Physical Restraint form must be filled in and given to the principal who will report to the Board of Trustees at the next meeting and a copy sent to the Ministry. The parents must also be informed as soon as possible after the incident.
2. The restraint must only happen if the staff member reasonably believes that the safety of the student or of any other person is at serious or imminent risk; and the physical restraint is reasonable and proportionate in the circumstances.
3. Where there has been an incident of physical restraint the teacher must be given a copy of the Physical Restraint form to complete and give a copy to the parent or caregiver. This form must be put on the student's file.
4. Any student or employee who has been involved with an incident of physical restraint must have their physical and psychological well-being closely monitored for the day.
5. Lifting and caring for children with disabilities.
6. In less formal situations such as playground supervising duties, teachers can restrain students and any other person who has been given written authority (which can be revoked at any time). When there is a student who has restraint as a part of an intervention it should be a part of the IEP Plan and parents should be fully aware and give signed approval for this.

We accept and advocate that there is often a need for staff to give physical emotional comfort such as a hug or touch on the shoulder. The decision will be based on the age, needs, culture and personality of the pupil. At these times staff need to exercise careful judgement because the actions could be misinterpreted not only by the child in contact, but also by other children or parents.

### ***Searching Children/Property:***

If it is necessary to search property because a theft is suspected, or that a child has a dangerous item staff should:

1. Never body strip or search children. It is illegal
2. Tell children what they are looking for
3. Ask children to tell them where the item is
4. Ask children to check all likely places for the item e.g. desks, bags etc.
5. Ask children to empty out their pockets
6. Ask children to place on table anything they have tucked away in their clothing
7. If this is not successful involve the principal and/ or the parent/ caregiver, and in some extreme cases the Principal may need to contact the police

**Being Alone with Children:**

- 1. All staff should avoid being alone with a child, whenever possible. There are times during emergencies where this is unavoidable
- 2. Where staff need to be alone with a child, endeavour to remain in view of others, e.g. through glass windows or open doors
- 3. When counselling or mediating one-to-one staff should ensure the setting is private, yet not completely closed off (see above)
- 4. Staff should avoid transporting a pupil on his/her own. Have others with them. There may be times during emergencies when this is unavoidable, in which case the student must be in the back of the vehicle.

**Approved:**  
**BOT meeting: 05/08/2020**

**Chairperson: .....**