



**Outram School  
Policy and Procedures for  
NAG 5  
Health & Safety,  
Food & Nutrition  
(2018)**



# Health and Safety Policy

(Adopted 24 October 2013)

The Board of Trustees of Outram School is committed to taking all practicable steps to ensure the safety of staff, students, volunteers, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

## **This is achieved by**

1. All staff having individual responsibility for health and safety
2. All staff being informed of, understanding, and accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff, volunteers and visitors
3. Ensuring we have an effective method for identifying and reporting hazards. Significant hazards will then be controlled by:
  - Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
  - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated
4. Creating and maintaining a safe working environment
5. Having in place plans and procedures for all foreseeable emergencies that may arise
6. Providing appropriate orientation, training and supervision for all new and existing staff
7. Supporting the safe and early return to work of injured employees
8. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors
9. Accurate recording, reporting and investigating of injuries
10. Board of Trustees commitment to continuous improvement in health and safety
11. Board of Trustees commitment to comply with all relevant health and safety legislation
12. On-going evaluation, review and updating of our compliance with our health and safety programme and this policy
13. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management, evaluations and reviews

The Board will annually set and maintained a Health and Safety programme that schedules actions to be taken, the timeframe for the action, and person responsible for completion. This schedule is attached as 'Outram School Health and Safety Overview'.

The trustee with responsibility for Health and Safety and the Principal are responsible for reporting to the Board of Trustees so the Board has assurance that the schedule has been followed and the required actions completed.

Signed

\_\_\_\_\_  
BOT Chair

\_\_\_\_\_  
Principal

Dated: 25/7/18

Review Date: 07/20



# Prevention of Abuse Policy

(2018 Version)

## Purposes

1. To provide guidelines for everybody working with children from Outram School.
2. To provide clear procedures for dealing with suspected cases of abuse or neglect.
3. To provide guidelines on which helping agencies will be used and how parents or caregivers will be informed.

## Guidelines

1. Adults within the school will provide an environment, which encourages children to discuss their concerns. Adults will be receptive and sensitive to children so that they feel confident they are safe and their concerns are listened to.
2. Teaching staff will be familiar with, and refer to, the MoE Reporting Abuse Protocols 2009 ([www.minedu.govt.nz/~media/.../ReportingAbuseProtocolAug09.pdf](http://www.minedu.govt.nz/~media/.../ReportingAbuseProtocolAug09.pdf))
3. *Keeping Ourselves Safe* and *Self Esteem* Units will be taught as part of the Health programme to increase children's assertiveness skills in dealing with uncomfortable situations and to help raise teachers' consciousness of the issues.
4. Teaching Staff will include written notes and observations of social development as well as comment on behavioural changes and any physical indications of injury in their pupil records.
5. Keeping in mind children's welfare is paramount; parents may be consulted about changes in behaviour to try to identify a reason. Staff who have concerns will usually discuss them with the Principal. Outside agencies will usually be involved in consultation with, and through the Principal.

This may be initially the Health Nurse or MoE GSE Psychologist.

In an obvious case where the Principal (or others) feel the child is at risk, parents will be informed except where the student's welfare is likely to be threatened. In these cases Oranga Tamariki or the Police will be informed (as they have a statutory obligation to act).

NOTE: ALL people have the right to report suspected abuse directly to the 'authorities' without the need to check with the Principal or any other staff member. The usual chain of events will be that the Principal is involved at all steps of the process.

6. In the case of a report from a third party to the school, the first course of action will be directing the third party to a helping agency without the school becoming involved. Subsequent measures as per #5 above.
7. All information/discussions will be confidential to the staff involved. Written records will be stored along with the child's Cumulative Records in a secure place and will be kept for the duration of the child's stay at Outram School. (ref Privacy Policy)

## **EFFECTIVENESS REVIEW**

- 1 This policy will be reviewed by the Board in accordance with the Self Review timetable.
- 2 The board will make its review report available to parents and staff.

Signed

\_\_\_\_\_  
BOT Chair

\_\_\_\_\_  
Principal

Dated:

25/7/18

Review Date: 07/20

## **Associated Policies and Procedures:**

- *Personnel Policies and Procedures*

Extract from Reporting Abuse Protocols 2009 Page 4-5 (Full copy of the protocol is available from [www.minedu.govt.nz](http://www.minedu.govt.nz))

## **Reporting Process for Suspected or Disclosed Child Abuse**

**Child abuse is either suspected or disclosed.**  
Ensure the child or young person is safe from immediate harm.

- Physical/behavioural observations and anything said by the child should be carefully documented (include date, time, who was present).
- Consult immediately with the Principal or nominated person in charge, or other staff member if the allegation concerns the Principal.
- The Principal or their nominated person in charge that received the information should contact Oranga Tamariki (0508 326 459) or local Police.
- If advised to do so, complete a referral form to Oranga Tamariki /Police.
- The board chair should be advised.
- If there is disruption to the school or community, negative impacts on other children and/or staff, media interest or a public profile, seek support from Special Education Traumatic Incident Coordinator (0800 84 8326).

Alleged abuse by board employee, including the Principal. *Note that there are two separate procedures to be followed at the same time.*

### **(1) The reporting procedure in respect of the child/young person:**

- Follow the advice of Oranga Tamariki/Police
- Avoid further risks to the child(ren), or young person(s). Ensure there is no contact between the child and the person whom the allegation is against.

Alleged abuse by non-staff.  
The Principal or nominated person should:

Follow the advice of Oranga Tamariki /Police.

### **(2) Process for employee investigation.**

- Initiate an initial employment investigation.
- Maintain close liaison with the police and avoid any action that may compromise their investigation.
- Immediately seek advice from NZSTA or another approved employment advisor and advise your insurer.
- It is important that no one person has responsibility for dealing with both the reporting issues and employment issues as there is potential for there to be tension between the two.
- Notify the employee of the allegation and advise of the potential consequences.
- Consider whether it is appropriate for the employee to remain in the school (follow advice).
- Advise the employee of the right to seek support from union or other representatives.
- The board needs to determine whether they will defer their process while the police do the preliminary investigation, or whether they will proceed. Criminal investigations are separate from any employment investigation that the employer will follow.
- Ensure records are kept of any comments or event relating to the complaint(s) and/or allegations, and follow-up action is taken.

**Deciding when and who will inform the parent(s) and/or caregiver will be determined by Oranga Tamariki and Police in consultation with the school.**

## Specific actions when reporting child abuse/neglect:

- If the child or young person is in danger or unsafe, act immediately to secure their safety.
- Listen to the child or young person and reassure them they did the right thing in disclosing.
- Write down what the child says, check that comments and events surrounding the concern are also recorded.
- Do not formally interview the child or young person. Obtain only necessary relevant facts for when clarification is needed.
- If the child or young person is not in immediate danger and is not upset reinvolve the student in usual school activities.
- If the child or young person is visibly upset provide appropriate activity for them under supervision with someone familiar (i.e. teacher) until they are able to re-join classroom activities.
- Hold immediate discussion with guidance counsellor, school social worker or student support personnel.
- Inform the Principal, nominated person, or other staff member if the allegation concerns the Principal.
- Notify Oranga Tamariki Contact Centre or the Police.
- Obtain during the notification an indication of likely action and their time frames. Seek advice from Oranga Tamariki on what to tell the child or young person (decisions concerning after school arrangements and notifying the parents will be made by police and social workers in consultation with the school).
- Get support for yourself from appropriate people if needed.

**Notifications should be made to the Police or the Oranga Tamariki National Contact Centre. The Contact Centre telephone number is 0508 FAMILY (0508 326 459); fax number (09) 914 1211 or email [contact@ot.govt.nz](mailto:contact@ot.govt.nz)**



# Healthy Food Policy

(2018 Version)

## Purpose or Goals:

- (1) To increase the knowledge of the children, staff and parents about food and nutrition.
- (2) To develop lifelong healthy food habits
- (3) To provide consistency between nutrition education and the school environment
- (4) To provide a school environment that supports the following Ministry of Health food and nutrition guidelines

## Guidelines:

- 1) Children will remain in the lunch 'eating area' (or in class for Term 2 and 3) until 12.50 pm each day before being released by the duty / class teacher.
- 2) The school lunch menu from Mitchell's Family Food Centre will be made available for parents.
- 3) The Principal, in consultation with staff and the Board, may elect to offer other lunch order options to children and families e.g. weekly sausage sizzle, sushi
- 4) These food items will not be permitted at school during normal school operating hours:
  - All energy and fizzy drinks
  - Sweets,
  - Chocolate bars
  - Roll-ups
  - Ice creams/ice-blocks for school lunches either purchased or from home
- 5) We encourage parents to limit the frequency of foods high in fat, sugar and/or salt; everyday, sometimes, occasional food protocols
- 6) The Board has a commitment to making available and maintaining drinking fountains throughout the school. Teachers will support children in recognising they need to drink water when thirsty, hot or feeling unwell.
- 7) Teachers will role model healthy food behaviour
- 8) Classroom food rewards may be given out for extra special awards or birthdays. Teachers and staff will show an awareness of the everyday / sometimes / occasional food protocols and apply these with consideration to class rewards.
- 9) Healthy food options will be made available at school events.
- 10) Food allergies – parents will be asked about food allergies and intolerances at the time of enrolment and have a responsibility to keep the school informed of changes in the medical condition of their children. Class teachers and other adults working with the child will be informed of food allergies / intolerances. Teachers will consider and plan for a child's food allergies or food intolerances when organising events that involve food; rewards, class parties, camps etc.
- 11) The Board is committed to the continued promotion of the school's garden and orchard and will ensure resources are annually provided to support the operation of the Garden Club
- 12) Outram School will aim for health promoting fundraising.

Signed

\_\_\_\_\_  
BOT Chair

\_\_\_\_\_  
Principal

Dated: 25/7/18

Review Date: 07/20

## SunSmart Policy (Adopted 20 March 2014)



### **Rationale:**

Excessive exposure to ultraviolet radiation (UVR) from the sun causes sunburn, skin damage and increases the risk of skin cancer. New Zealand and Australia have the highest melanoma rates in the world. One or more episodes of sunburn in childhood and adolescence have been shown to increase the risk of melanoma later in life.

This sun protection procedure will apply during Terms 1 and 4, (especially between 10am and 4pm). However, from the beginning of September UVR levels are increasing, therefore, sun protection should be used in September when children are outdoors for extended periods e.g. sports days). Some sun exposure is important to maintain healthy levels of vitamin D. During the winter months sun protection is not usually necessary except at high altitudes and in highly reflective environments (e.g. snow).

The Outram School Board of Trustees is committed to following procedures and practices that protect students, and minimise the potential harm caused by exposure to the sun.

During Terms 1 and 4, between 10am and 4pm, our school will:

### **Behaviour**

- Require children to wear broad-brimmed or bucket hats when they are outside (e.g. interval, lunch, sport, excursions and activities). Children without a hat or with bare shoulders are required to play in the shade.
- Encourage students to wear clothing that protects the skin from the sun (e.g. sleeves and collars. Rash tops when swimming outside).
- Encourage the use of sunscreen (SPF 30+) when children are outside for extended periods such as sports days and on school camps.
- Provide SPF 30+ sunscreen at the school office and for school events, sports and LEOTC activities.
- Encourage all staff to role model SunSmart behaviour, including the use of appropriate hats, within the school grounds and during outdoor school activities.
- Regularly publicise and reinforce the SunSmart Procedure, for example, through newsletters, parent meetings, and student and teacher activities.
- Inform parents of the SunSmart Procedure at enrolment, include information on SunSmart behavior in the enrolment pack and encourage parents to practise SunSmart behaviour themselves when helping with school activities.

### **Curriculum**

- Deliver SunSmart education at all year levels either through direct teaching as part of the Health Education programme or through inclusion in other learning units such as Physical Education and LEOTC.

### **Environment**

- Maintain, and continue to develop, both natural (trees) and built (shade sails, verandahs, use of gazebos) shade areas, particularly in areas where students congregate.
- Include a sun exposure assessment in the Risk Analysis and Management system for any Education Outside the Classroom (LEOTC) plan for outdoor activity.

- Organise outdoor activities to be held in areas with plenty of shade whenever possible.

Review the SunSmart procedure as part of the Board's triennial review cycle

### **EFFECTIVENESS REVIEW**

- 1 This policy will be reviewed by the Board in accordance with the Self Review timetable.
- 2 The board will make its review report available to parents and staff.

Signed

\_\_\_\_\_  
BOT Chair

\_\_\_\_\_  
Principal

Dated:

25/7/18

Review Date: 07/20



## **BULLYING PREVENTION AND RESPONSE POLICY**

(Adopted 25 September 2014)

### **Rationale**

The Outram School Board will maintain a safe, physical, emotional, caring and inclusive environment.

As part of the National Administration Guidelines requirements, it is recommended that schools have a bullying prevention policy in place. It is about having a whole school approach in place that includes staff, students, school management, BOT, parents and whānau.

### **Policy**

All bullying behaviour, including verbal, physical, emotional and cyber bullying is completely unacceptable in our School. All instances of bullying (alleged or observed) will be taken seriously and followed up in line with this policy.

The School is committed to ensuring that all staff and students are able to work and learn in an environment free from harassment so that they are able to meet their potential.

### **Definition**

Bullying covers a range of behaviour which is unwelcome, unsolicited and non-reciprocal.

- Non-sexual harassment may take many forms including:  
intimidation or bullying of individuals or groups verbally and/or
- Physically, including threats of harassment or discrimination against others on the basis of their race, colour, culture or religious/spiritual beliefs, discrimination against others on the basis of gender or sexual orientation, indirect harassment such as spreading rumours, harmful gossip, exclusion or deliberate rudeness that is intended to harm, ridicule, diminish or marginalise others.
- Inappropriate use of emails, mobile phones or social media.
- The creation of pages or websites that encourage or facilitate any form of harassment.
- Sharing images of others (manipulated or not manipulated) without explicit consent.

### **Education, Publicity and Prevention**

A whole-school approach is required to ensure a safe school environment. The approach is to be long-term and sustainable.

All members of the school have a responsibility to recognise bullying and to take action when they are aware it is happening.

The School's stand on bullying / harassment and the range of remedies available will be made explicit to students, staff and parents in the following ways.

**Students**, through:

- the Health programme including Kia Kaha and Keeping Ourselves Safe
- negotiated class contracts and agreed codes of behaviour in each classroom
- the Internet Safety Agreement and cyber-safety education
- student encouragement to report harassment / bullying that occurs inside or outside the school
- student understanding of, and confidence to, reporting to their class teacher, duty teacher, school management and parents
- the school' complaints procedure
- participation in, and reported of, NZCER Well Being @ School Survey

**Staff**, through:

- systems to collect relevant information
- professional development and training
- 'welfare' discussions at each Monday morning staff meetings (and Tuesday staff meetings as required)
- regular team meetings / weekly Management meeting
- dealing with students with Special Needs
- monitoring the adherence to the 'Internet Safety Agreement'.
- reports from, and discussion of, NZCER Well Being @ School Survey

**Parents / Caregivers**, through:

- school communication eg, newsletter, website, weekly assemblies
- parent meetings
- the school' complaints procedure

**Board of Trustees**, through

- meetings and associated reading, staff contact
- professional development / training
- reports from, and discussion of, NZCER Well Being @ School Survey
- ERO Audit check on Health and Safety.

**Response**

All staff should treat any report of bullying, including cyberbullying, seriously and take appropriate action as outlined in this policy.

All personal assault / harassment / bullying complaints, including those involving digital technology, will be dealt with speedily, fairly and in confidence, as much as is appropriate.

It is imperative that every effort is made to ensure that confidentiality be maintained for all parties during and after the investigation.

It is important to "label" what the student has done, rather than labelling the student.

If the incident is "low level" (refer to guide tool) bullying / harassment the matter will be dealt with by the class teacher(s). A brief record of the incident and action taken is to be recorded in the teacher's planner or diary. The 'victim' will be encouraged to report any further incidents and the perpetrator will be warned that if it does not stop, it will be reported and more serious action will be taken. Restorative Practice may be an option at this time.

## **If the Complaint is of a serious nature that threatens the Health and Safety of Others:**

On receiving the complaint the class teacher / staff member will in the first instance meet with their team leader (and / or Principal) to determine the seriousness of the bullying / harassment (refer to guide tool). If it is of a violent nature or an immediate safety issue (including emotional/psychological harm) the Principal is to be informed immediately. Where possible written evidence / notes are to be produced, made and kept.

The Principal / Team Leader in consultation with class teachers and other appropriate staff (e.g. SENCO) will consider and make decisions in relation to:

- initial contact with the student doing the bullying (how, when, who, where, parental presence)
- restorative processes and actions
- and/or discipline procedures
- contact / meeting with parents of 'perpetrator' and 'victim'
- contact with Outside Agencies
- contact with Police (School Community Officer)
- stand down / Suspension or other disciplinary procedure
- informing the Board of Trustees.

### **The Principal shall:**

- ascertain / confirm the details of the alleged bullying harassment
- depending on the seriousness or the on-going nature of the complaint decide whether or not to inform outside agencies (CYFS; Police etc)
- advise the alleged perpetrator that s/he is the subject of a complaint
- in cases where the facts are clear and acknowledged, resolution may be achieved informally by discussion between the parties without the need for initiating disciplinary procedures. (Restorative Practice)
- notify the parents / caregivers of the student who reported being bullied
- notify the parents / caregivers of the student alleged to have carried out the bullying
- if necessary, arrange counselling of the complainant and / or alleged initiator
- where circumstances, such as physical and emotional safety, warrant options may include:
  - (i) limited / controlled access to school playground**
  - (ii) removal from the bus**
  - (iii) transfer to another class**
  - (iv) allow the complainant to remain at home**
  - (v) impose disciplinary procedures on the perpetrator**
  - (vi) other appropriate action.**

Students may be liable to stand-down, suspension, exclusion and/or expulsion in accordance with the Education Act and the Education (Stand-Down, Suspension, Exclusion and Expulsion) Rules 1999.

### **Outside School**

Students while not under the jurisdiction of the school but whose action impacts on safety and learning within the school may also be dealt with according to this policy. This, in particular but not exclusively, relates to cyberbullying which is located in the digital environment, rather than in a physical location.

### **Specific Responses:**

When a staff member is approached by a student with a complaint of harassment by another student, they must first listen to the student or students, and make such enquiries as may be necessary to clarify exactly what has been happening.

The student(s) should be assured that they have acted correctly in reporting the bullying. They are to be given appropriate support.

The staff member should make a written summary of the information and pass it on to the class teacher, Senior Management Team member, Principal as appropriate.

The emphasis must be on changing the behaviour of the bullying student(s), while providing support for the student(s) who has been harassed.

The staff member now dealing with the complaint is to attempt to give advice on how to deal with any repeat incidents that may happen again before the intimidation can be dealt with. (e.g. Report any further incidents immediately).

### **Other courses of action**

If "in School" remedies fail to address the reported concerns, the following courses of action are available to the complainant:

- follow the schools complaints Policy and refer the matter to the Board of Trustees
- seek to make a complaint through the Human Rights Commission
- a complaint to the Police
- a referral to NetSafe

Signed

\_\_\_\_\_  
BOT Chair

\_\_\_\_\_  
Principal

Dated:

25/7/18

Review Date: 07/20

# Health and Safety Procedures, Guidelines and Notes

## Contents:

Hazard Management (Pg 14)

- Hazard Register
- Hazard Notification

Ministry of Education Notification (Pg 14)

After School Care (Pg 14)

Learning Experiences Outside the Classroom (Pg 14-15)

- Booster Seats for School Trips

Blood – Procedures for Dealing with Blood (Pg 15)

Preparedness Plans (Pg 15-16)

- Crisis and Critical Incident Plan
- Pandemic Plan

Emergency Preparedness and Evacuation (Pg 15-17)

- Emergency Drills
- Assembly Point
- Earthquake Procedures
- Fire Procedures
- Lockdown Procedures
- Other Emergencies
- Evacuation From School Grounds
- Parent Notification Plans and Procedures

Outram School Bus Procedures (Pg 20-23)

- Delays, Closures and Late Starts
- Drills; Health and Safety
- Bus Monitor Training and Driver Liaison
- Discipline and Complaints
- Bus Controller Job Description
- Children's Bus Duties

Health and Safety Overview (Pg 24- 25)

Caretaker's Monthly Maintenance and Safety Check (Pg 26)

## **Hazard Management**

Outram School will have an effective method for identifying and reporting hazards. Significant hazards will then be controlled by:

- Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
- Minimising the effects of hazards, if they cannot be practicably eliminated or isolated

**Hazard Register** – The school will maintain a Hazard Register that identifies:

- Where in the school the hazard exists
- The hazard (and potential risk)
- How the hazard will be managed – eliminated, isolated, or minimised

The Principal is responsible for ensuring the Hazard Register is reviewed and updated annually in Term 2.

**Hazard Notification** – The school is responsible for the safety of all children as they travel to and from school, while onsite at school and while participating in offsite activities. The school is responsible for the safety of all staff, caregivers and visitors on the school site and involved in offsite school activities. All members of the school community, staff, students, caregivers have a responsibility to report any observed incident, hazard or risk.

While the notification of a hazard can be made to any member of staff, it is recommended that the Principal is the person to contact either in person, by phone or email.

A Hazard Notification icon is on the school's website, completion of the notification form will send an email directly to the Principal.

**Ministry of Education Notification** – The Principal is responsible for advising the Ministry of Education of any significant hazards that cannot be immediately isolated, minimised or eliminated.

**After School Care** – Outram School policies and procedures apply to After School Care.

The After School Care *Supervisor's Handbook* has details of H&S procedures that relate specifically to the operation of After School Care. Copies are kept in the workshop and school office.

The Supervisor's Handbook will be reviewed in Term 1 each year with updates for the current year drafted and made. Any recommended change of policy or procedures will be presented to the Board of Trustees for discussion and approval.

**Learning Experiences Outside The Classroom (LEOTC)** – The Policy outlining procedures for LEOTC are included within NAG 1 Curriculum. Resources and template forms for staff to use in planning and acquiring approval for LEOTC activities are found in the staff area of the school's website.

## **Booster Seats for School Trips**

Child passenger safety is an important aspect of road safety education, which is a shared responsibility between the school and parents. These procedures will support the school's overall road safety policy, help reduce children's risk of injury, and support their wellbeing.

Purpose:

1. To support road safety awareness at all levels throughout the school
2. To encourage road safety and injury prevention behaviours among children as they travel to and from school
3. To encourage parents to model and reinforce messages taught at school

Procedures:

- Child restraints are mandatory for all children under seven (until their seventh birthday) when travelling on school related trips in privately owned motor vehicles, including minivans and shuttle buses.

- Where privately owned motor vehicles, minivans and shuttle buses are to be used on a school trip, the teacher will check ages (and heights) to identify all children who require a booster seat
- The need for a booster seat will be clearly communicated on the trip information notices sent home.
- Parents will be asked to indicate one of two options on the trip permission form
  - I will send a booster to school to be used in the vehicle he / she is travelling in
  - I am unable to provide a booster seat and ask the school to supply one for this trip
- Booster seats must meet an approved standard, be appropriately sized and fitted in the vehicle.
- The driver of private vehicles will be required to ensure that each passenger is in the provided booster seat and the seat belt is correctly adjusted
- Children from seven years old to the age of eight years are required to use a booster seat if one is available.
- Teachers will directly communicate with the parents of children over seven years old, but under 148 cm in height, to discuss the most age appropriate transport option for them.
- Children must travel in the back seats unless these are already occupied by other children. With parental permission, the tallest child may travel in the front seat, and the seat will be moved as far back as possible. (Air bags will be deactivated where possible.)
- Children will remove back packs whilst seated in the vehicle. Bags will be safely stored either on the floor or in the vehicle boot/ storage facility.
- Seat belts must remain fastened until the vehicle is safely parked.

### **Procedures for Blood, Vomit and Other Body Fluids**

1. It is recommended that all staff cover their own open cuts and abrasions with a water-proof dressing.
2. Wear gloves for all treatment.
  - a) If gloves are not immediately available and the need to stop bleeding is urgent, use an absorbent barrier such as a towel, paper towel, handkerchief.
  - b) All used gloves, soiled dressings, sanitary towels, tissues etc are to be put in a tied off plastic bag and given to the caretaker for disposal in the school boiler
3. Wipe clean and sterilise all surfaces and instruments contaminated with blood. A solution of one part bleach to nine parts of cold water is to be used.
4. Surfaces in the playground/classroom contaminated with blood or vomit are to be soaked in a bleach solution for at least 20 minutes. Carpet areas are to be treated with Supagel.
5. Wash hands thoroughly when you have finished treatment. Sansmart (or an equivalent hand sterilisation product) is kept in the sickbay.
6. A 'Blood Kit' will be available in the sickbay.
7. This kit will include:
  - Disposable Gloves
  - Absorbent towels, tissues and dressings
  - Tape
  - Water container to make/mix bleach solution
  - Bleach
  - Supermarket bags
8. The School Secretary is to be informed each time the kit has been used. The kit is to be replenished after each use.
9. This procedure will be laminated and displayed in the sick bay and be kept with the 'Blood Kit'.

## **Preparedness Plans**

**Crisis and Critical Incident Plan** – Outram School will maintain a Crisis and Critical Incident Plan. Copies of the plan will be kept on file in the Board of Trustees filing cabinet and the Principal's office. The Principal is responsible for annually reviewing and updating this plan in Term 3.

**Pandemic Plan** – Outram School will maintain a Pandemic Plan. Copies of the plan will be kept on file in the Board of Trustees filing cabinet and the Principal's office. The Principal is responsible for annually reviewing and updating this plan in Term 1.

## **Emergency Preparedness and Evacuation**

**Emergency Drills** - The Principal has responsibility to complete one emergency response drill per term to ensure staff and pupils understand the appropriate actions for the school's Earthquake, Fire and Lockdown Procedures. The Principal will report these drills to the Board of Trustees.

**Assembly Point** – The assembly point for emergency evacuations is the southern side of the school rugby field unless stated otherwise below.

## **Earthquake Procedures**

### **Initial Action:**

- Each teacher will take responsibility for pupils in their classroom.
- Pupils will carry out the duck and cover drill or follow the instructions of the teacher.
- Non-teaching staff will take responsibility for their own safety.
- Pupils and staff who are outside will move away from buildings and will go to the evacuation assembly area as soon as possible.

### **Post Impact Action**

- The Principal or delegated staff member will turn off electricity and check the safety of the boiler.
- Do not turn off water in case fire-hoses are needed.
- Each teacher will check the safety of their pupils and ensure that all pupils are accounted for. Toilet blocks etc. will need to be checked for pupils.
- Each teacher will ensure the elimination of any immediate hazards (e.g. fire from heaters etc.) in and immediately adjacent to their classrooms.
- Unless there is an obvious hazard in remaining, teachers will keep students in the classroom until shaking stops. Then all classes will meet at the assembly point on the school field where a roll will be taken.
- If evacuation is essential, the same procedure as for fire evacuation will be used.
- Non-teaching staff will check for immediate hazards in administration, library and service areas.

### **Recovery Action**

- The Principal will establish a control centre in the administration area and will take charge of all activities. As far as practically possible, the Principal should remain at the control centre.
- The Principal will utilise the school communication system or non-teaching staff to check with each teacher what their situation is. In the case of dual classrooms, one teacher may remain with the pupils while the other reports to the control centre.
- The Principal will decide whether any full-scale evacuation is necessary.
- If pupils require first aid treatment, the Principal will designate one room as a treatment area and assign staff with first aid capabilities to be responsible.
- If the telephone is working, it should not be used for purposes other than for contacting emergency services where there is a life-threatening situation.

- The Principal or person in charge will determine whether it is necessary to contact the emergency services for assistance.
- The Principal will make a decision regarding a return to normal school activities or not. In the absence of the Principal the next most senior member of staff will be acting in their place. (DP, AP's)

## Fire Procedures

*In the case of fire, the following procedures will be followed.*

- The school bell will ring continuously.
- Children to walk outside the classroom and line up – teacher to check to see that no-one is left in the toilets of their classrooms
- Ensure that all doors and windows are closed.
- As long as it does not endanger your students or yourself, ring 111.
- Once lined up, walk children to evacuation area on the rugby field (Remember to bring your attendance register with you) and teacher checks names on roll to see if all are present.
- If someone is missing convey this to the staff member who has responsibility for emergency evacuations – usually the Principal
- Stay at this point until after the Fire Brigade has arrived and the situation is surveyed. Do not move until you have been given the all clear by emergency services or Principal
- The school administration officer will have available for the first emergency service to arrive the “Medical Information List.’

## Lockdown Procedures

A lock-down of the school will be implemented anytime students need to be contained and protected inside school buildings, for example;

- A chemical spill or contamination which could put students and staff at risk
- An intruder on the school site who poses a risk
- An incident or event in the Outram Community which could put students and staff at risk

1. In the event of a critical incident requiring ‘Lockdown’, the person witnessing the incident must alert the school office so that the alarm can be raised. The office staff member receiving the incident call will notify the Principal, Deputy Principal or most senior staff member onsite.

2. The person-in-charge at the time of the incident will determine the need for a ‘Lockdown’ and sound the appropriate alarm. The person in charge should stay in, or move to, the office area to facilitate the communication process.

If the DP (or next most senior staff member) is required to act in place of the Principal their first priority is to their class. If unable to organise a teacher to be with their class they take control of the incident from their classroom using cell phones and email to communicate with the office personnel and other agencies as required.

**3. Emergency Lockdown Signal: The lock down signal will be the deliberate setting of the school’s security alarm.**

**4. Discrete Alternative Signal: The sounding of the school electric bell with intermittent 5 second (on/off) bursts for a continuous one minute period.**

5. The person-in-charge or delegated person shall immediately contact the Police and provide as much information as possible.

6. Fire evacuation alarms are not to be sounded.

7. If the ‘Lockdown Alarm’ is sounded before school, during morning tea or lunch time (or children are outside) students are to move directly to the nearest classroom.

8. Staff need to be mindful that students from other classrooms may seek sanctuary in their classroom.

9. Teaching staff are to stay in, or move to, their classrooms immediately.

10. Teachers / Support Staff after listening and checking for danger are to check outside areas to direct children to the nearest classroom.

11. As soon as possible lock the classroom and other doors.

12. Close and lock windows.
13. Close curtains (where provided).
14. Turn off lights and computer monitors.
15. Staff and students should stay away from windows and doors, and remain low to the ground.
16. Everyone is to remain quiet.
17. Staff should take the roll and add the name of each individual in the room. When practical, email the list of all students, staff and anyone else in the room to the office ([admin@outram.school.nz](mailto:admin@outram.school.nz)), this list should include names of any missing students.
18. Teacher laptops should be open and on to receive emails.
19. Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
20. The person-in-charge will provide relevant information through the 'School Announcement' widget on the Edge Dashboard.
21. No one is to answer the door to anybody who cannot identify themselves as a police officer or member of staff.
22. Should the fire alarm sound, do not evacuate the building unless:
  - i. You have first-hand knowledge that there is a fire in the building, or
  - ii. You have been advised by Police or the person in charge to evacuate the building.
23. Students and staff should stay where they are until official notification is provided by the person in charge or an identified police officer that the lockdown is over.
24. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the person in charge, with the assistance of local police, will notify and communicate with parents via local media, email, the Twitter text system and school website. Emergency lists are held on the Ultranet system and can be accessed by the Board Chair.
25. In conjunction with local police, the person in charge will arrange for parents to pick students up from the school hall or a designated safe area e.g. the rugby club rooms on Formby Street
26. As soon as possible after the lockdown incident, a debrief will be organised for all staff (and students if considered appropriate). For staff, this debrief will include how to respond to any media interest.

- *This procedure will be reviewed and discussed at an early Term 1 Staff meeting*
- *This procedure will be identified on the Staff Induction and Assurance Checklist*
- *A practice Lockdown Drill will be run in Term 1 of each year.*

## **Other Emergencies**

- In the imminence or occurrence of any other emergency event, the Principal will establish a control in the administration area and will co-ordinate appropriate response actions from there.
- The Principal will determine whether it is necessary to contact the emergency services for assistance.

## **Evacuation From The School Grounds**

- In the event of evacuation of the school grounds (determined by the Principal) the following procedures will be followed.
- Teachers will take a roll call and assemble their students with their belongings (if available) and prepare to walk to the West Taieri Rugby Grounds (WTRG), or if unavailable the Plunket rooms in Skerries Street.
- Teachers will take with them all medications for children under their supervision.
- Upon arrival at the WTRG teachers will take a second roll call.
- The school administration officer will take the school cell phone, first aid kits, radio and emergency batteries with her / him upon evacuation.
- The school administration officer will inform the 'BoT Ringers' and advise of the evacuation.
- The school administration officer will advise the bus company of the amended location for uplifting bus pupils.
- In the event of the administration officer being absent the Principal will delegate his/her duties.

- A large notice will be left at each entrance advising parents and emergency services of the location of students and staff.
- The parent or caregiver will sign for every child collected by parents.
- The Principal and staff will make arrangements for food and drink for students and staff who have to wait for some time for collection.
- The Principal will be the last person to leave both the school and the WTRC.

### **Parent Notification of Emergency and/or Evacuation**

1. Emergency contact / phone lists will be first printed in early February and then updated each time a new family enrolls a child during the year
2. There will be four lists:
  - Maungatua Bus
  - Momona Bus
  - Allanton-Woodside Bus
  - Non-Bus
3. A hard copy of the lists will be held in the school office – one in the school contacts folder and one on a clipboard by the bus maps and route information
4. A copy of the lists will be emailed to the Principal and Board Chair in February and on each occasion they are updated
5. In the event of an emergency, evacuation from school or other critical incident every effort will be made to contact parents using the Emergency Phone Lists
6. One person will take responsibility for the organisation of this process. In most circumstances, this will be the Principal or Board Chair. This responsibility is situation and personnel dependent, and may be delegated to another senior staff member, trustee or other appropriate adult
7. The person in charge will draft one statement / message that is to be consistently conveyed to all those being contacted
8. The person in charge will identify four appropriate adults and distribute one ringing list to each adult e.g. teachers not directly responsible for a class, available support staff, available Board members, available FOS members
9. Where possible the ringing list will be updated to identify those children absent from school, not travelling on the bus, or at after school care – the need for such detail will be determined by the situation being dealt with
10. In most circumstances, it is highly likely that the 'ringers' will need to find an available off-site phone to contact those on their list
11. As soon as each 'ringer' has completed contacting those on the list they will report back to the person in charge by returning the list with ticks beside those who have been contacted, message left where an answerphone was reached (if determined appropriate to leave a message) and an 'x' beside those who could not be reached
12. In most circumstance, students with cell phones will not be given permission to ring or text parents – this will be explained to them at the time

# Outram School Bus Procedures

**Bus Controller: Jeremy Marshall**

**Bus Drivers: Maungatua – George**

**Momona – Terry**

**Woodside/Allanton – Janet Wood**

**Route Maps** – are annually updated by the Bus Controller in Term 1 and held in the school office. Details include:

- Approved routes
- Times buses reach key points before and after school
- Where the buses stop and which children get on/off at each stop

## BUS PROCEDURES FOR DELAYS, CLOSURES AND LATE STARTS

### **School Closure due to inclement weather etc**

School closure will be communicated through School Stream and over the local radio stations. Stations include: all those on Radioworks and Radio Network (so that all local stations are targeted)

### **Late Start due to weather etc**

1. Late starts will be communicated through School Stream and over the local radio stations.
2. Parents are to get children at the gate / pick up point at the new time
3. Buses to do pickups at new time

### **Bus late due to breakdown / technical issues**

1. If the bus is running more than 20 minutes late, the driver is to ring or text the bus controller/Principal with the new approximate start time.
2. The Principal will sent out a School School message. A note is be put by the main school phone re: the delays - so any parents who ring in may be accurately informed about the delay.
3. The bus list are set up at the start of each week and are updated each day

## Drills; Health and Safety Training

The Bus Controller is to complete one bus evacuation drill per year. This is scheduled for as early as practically possible in Term 1. The Bus Controller is to report to Principal on the 'quality' if the evacuation drill/s completed and any issues or concerns. The Principal will in turn report to the Board

Evacuation Drills involve:

1. Driver calls out that there is a crash and pulls over to a safe area off the road
2. Bus monitors take over control of children
3. Bus monitors to turn off bus and remind passengers to stay calm
4. A child can be set up as injured
5. Monitors to open emergency door
6. Children removed – one person goes through emergency door to help lift out the younger students
7. One monitor on each side of the bus for road safety at least 100m from bus on each side.
8. Children led to safety
  - Bus Monitors all have individual copies of the Emergency Procedure form to reference.

## Bus Monitor Training and Driver Liaison

Bus Controller to choose from list of children wanting to be monitors at the end of the year and training to be organised by training rep annually in Term 1. Two drills carried out per year late in Term 1 and end of Term 4.

*Bus Monitor Training includes:*

- Practice evacuation of removing children from the bus
- Learn how to stop a bus and open the emergency door
- Watching a video about Bus Safety

*Conducted by – Bus Controller and Police Education Officer. Overall responsibility for training is with the Bus Controller*

**NOTE:**

***Bus Controller is to keep in close regular liaison with monitors and regular contact (at least 3 times a week) with the drivers.***

## Discipline and Complaints

- Any parental concerns or complaints regarding buses follow the Outram School Complaints Procedures
- The Bus Controller to oversee discipline of children on the buses. Parents are to be contacted if there are issues causing concern about behaviour on the buses that require their attention and/or support. All discipline concerns to be recorded and monitored.

# Bus Controller Job Description

**Purpose of Role:** To oversee safety and organisation of school buses at Outram School.

## Key Duties

### Annually

- In Term 1 each year, organise an Evacuation Drill for all bus monitors and students.
- In Term 1 each year, travel all routes to establish pick up and drop off times.
- In Term 1 each year, update all bus routes with stops, pick up and drop off times.
- In Term 1 and Term 4, liaise with the Police Education Officer and oversee bus monitor training
- In Term 4, invite nominations and select Bus Monitors for the following school year

### Monthly

- Meet with bus monitors and evaluate how buses going
- Ensure that bus drivers have contact details of school and bus controller

### Daily

- Check in with Bus Drivers
- Be available for bus monitors to report any issues or concerns
- Check that monitors are turning up for duty

As needed, keep the Principal informed of concerns or issues relating to bus transport

### Principal's Role

- The Principal will liaise with MoE and School Support regarding bus eligibility, transport allowances, bus roll surveys, official routes etc.
- The Principal will plan for future changes in bus requirements

Both the Bus Controller and Principal liaise with Brent Sutherland, Otago Road Services as required. [brent@ors.co.nz](mailto:brent@ors.co.nz) 03 4883137

# CHILDREN'S BUS DUTIES

Children that are bus monitors are to leave at 3pm so that they are at the bus on time for checking off names. Only trained bus monitors are to fulfil the monitor role. The training of these monitors is done under the supervision of the Bus Controller and they are overseen by the Bus Controller

Children are to line up at the buses.

If all three buses are not there waiting, the children must line up in the school grounds on the concrete behind the poles and are not allowed to go until the three buses are stationary. The bus monitors will then bring the lines to the buses.

Bus monitors, with the help of the bus drivers, will tick off the children as they get onto the bus. All students not travelling that day will have had an 'A' recorded against their name when the bus boards are taken around classes in the morning.

The bus monitors will liase with the bus controller to check that the seated headcount matches the number of ticks recorded. The folders are given to the bus controller who initials the head count and returns the folders to the school foyer.

If raining, the children get on the bus first and are then marked present by the bus monitor.

## Outram School - Health and Safety Overview

### Monthly Cycle

Health and Safety Activity	Responsibility	January	February	March	April	May	June	July	August	September	October	November	December
Playground and buildings safety check	Caretaker	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	20 <sup>th</sup> of month Visual Inspection Issues reported / resolved.	10 <sup>th</sup> of month Visual Inspection Issues reported / resolved.
Building Warrant of Fitness Schedule	Principal Contractors	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved	10 <sup>th</sup> of Month Visual Inspection and card to ARGEST Issues reported /resolved
Monthly Board Assurance													

### Termly Cycle

Health and Safety Activity	Responsibility	Term 1	Term 2	Term 3	Term 4
Evacuation Drill Fire / Earthquake	Principal	One drill per term – fire.	One drill per term - fire	One dill per term - earthquake	One drill per term - fire
Termly Board Assurance					

## Annual Cycle

Health and Safety Activity	Responsibility	Term 1	Term 2	Term 3	Term 4
Staff Induction and Review	Principal	<p><u>Policy / Procedure Coverage – Term 1</u></p> <ul style="list-style-type: none"> <li>- Prevention of Abuse</li> <li>- Evacuation Procedure</li> <li>- Lockdown</li> <li>- Hazard Reporting</li> <li>- Student Medical Register</li> <li>- Reporting / recording accidents</li> </ul> <p>Staff emergency contacts / medical conditions updated, secured and filed.</p>			
After School Care	Principal ASC Supervisor H and S Trustee	Supervisor's Handbook Reviewed Minor updates drafted and made Policy or procedural changes to BOT			
Student Medical Register	School Secretary Principal	February - Medical Register updated and distributed 'Critical' records updated on First Aid room wall		July - Medical Register updated and distributed 'Critical' records updated on First Aid room wall	
First Aid Kits First Aid Supplies	School Secretary	February – All Medical Kits / First Aid Supplies checked against supply list / use by dates checked. Items replaced and restocked.		July – All Medical Kits / First Aid Supplies checked against supply list / use by dates checked. Items replaced and restocked.	
Phone Tree	Board Chair H and S Trustee	Phone Tree updated and distributed			
Bus Evacuation	Bus Coordinator Police Education	Term 1 Bus Evacuation Drill			
First Aid Renewals	Principal	Staff requiring First Aid refresher courses identified.	First Aid Courses organised and run for those staff identified for refresher courses.		
Lockdown Procedure	Principal	Lockdown procedure reviewed with staff Lockdown explanation and drill			
Hazard Register (To be developed)	Principal		Hazard register reviewed and updated by staff.		
Hazard / Repair Reporting.	All Staff Caretaker Principal	Non urgent hazards / repairs recorded in caretaker's book – caretaker to check weekly and organise repair or resolution. Urgent hazards / repairs reported directly to the Principal for immediate repair or resolution.			
Pandemic Plan (To be developed)	Principal	March / April – Pandemic Plan reviewed and updated			
Crisis and Critical Incident (To be developed)	Principal			Crisis and Critical Incident Plan reviewed and updated by Board and staff.	
Board Assurance					

**Caretaker's Monthly Maintenance and Safety Check** (Completed by the 20<sup>th</sup> of each month)

Area	Inspection of:	OK	Actions Required:	Actions Completion Date and Signature
Adventure Playground 'Stone' Playground	Rot free, secure guard rails Missing parts Protruding nails / screws / bolts U-bolt and screwed connections tight Slides, bars free of sharp edges Tyres smooth – no wires showing Overhanging or encroaching trees or plants			
Safety Surfaces	Woodchip at 300 mm and evenly distributed Pea shingle at 300 mm and evenly distributed			
School Buildings	Handrails secure and free of sharp edges Ramps / steps clear of debris / obstacles Windows, glass all intact			
Swimming Pool	Check of self-closing door and lock Check of toilets for cistern plumbing General visual inspection of facilities			
Cloak Bays and Toilets	Check of toilets for cistern plumbing General visual inspection of facilities			
Asphalt, Paths and Decks	General surface condition Loose pavers Covers in place Overhanging or encroaching trees or plants Raised or loose nails			
Picnic Tables	Smooth surfaces No protruding nails / screws / bolts			
Sandpit	Condition of structure Condition of shade sail Condition of sand – depth, debris, fouling			
Grounds Fences & Boundaries	General surface condition Visual inspection of fences and gates Inspection of hedges and boundary planting			
Workshop and Hall	General tidiness and cleanliness Ceiling tiles in place Safe storage – all heavy items stored low			

Date Monthly Inspections Completed:     /     /2018     Signed: \_\_\_\_\_