

# Winchester School Policy

## Child Safety

### **Rationale**

School should be a happy place where all children are physically and emotionally safe, feel secure, have good self-esteem, and put into practice the values, attitudes and behaviours promoted by the school and at home.

This Policy covers the following issues:

#### *Prevention*

1. Behaviour Plan - 'Make the Right Choice'
2. Physical Environment
3. Cyber Safety
4. Sun Safety and Personal Hygiene

#### *Response*

1. Bullying
2. Undesirable Events/ Undesirable People
3. Abuse
4. Injuries -prevention and treatment
5. HIV/Aids and other Blood-borne Viruses

### **Purpose 1**

*To provide a safe environment for all children regardless of ethnicity, religion, gender or disability.*

#### *Guidelines*

- 1.1 Teachers will foster a safe and inclusive culture by coaching and modelling desirable behaviours.
- 1.2 The 'Right Choice' Programme is the key instrument by which we achieve this purpose
- 1.3 The school will promote a positive culture which includes celebrations at assemblies of children's 'right choices' and achievements.
- 1.4 When teachers are confronted with a child's out-of-control behaviour they seek to minimise risks to themselves, the child and other children

#### *Procedures*

- Right Choice Behaviour Plan
- Winchester Awards
- If there is a violent or out-of-control incident with a child, the teacher or approved staff member will:
  - remain in control of their behaviour
  - seek another adult to help
  - keep other children safe by removing them from the vicinity
  - monitor the safety of the aggressor without endangering themselves
  - follow the Ministry of Education guidelines and only intervene if:
    - a student is moving in with a weapon, or something that could be used as a weapon, and is clearly intent on using violence towards another person.
    - a student is physically attacking another person, or is about to.
    - a student is throwing furniture, computers, or breaking glass close to others who would be injured if hit.
    - a student is putting themselves in danger, for example running onto a road or trying to harm themselves.

The teacher or approved staff member will avoid:

- getting into a power struggle by verbal or physical intervention
- using threatening language
- using aggressive body stances
- using physical restraint unless it fits the criteria of the Ministry of Education's guidelines adopted by our school

The Principal will:

- assess and assist the situation
- ensure that the MOE and school guidelines are adhered to
- ensure only trained and approved staff use physical restraint
- provide support for the teachers, staff and children involved
- enlist the services of relevant agencies

## **Purpose 2**

*To ensure that the physical aspects of our playground and play equipment are safe for our children and that the grounds provide shade for students and staff for protection against the sun.*

### *Guidelines*

- 2.1 The Board of Trustees has a system whereby the physical aspects of the playground and buildings are checked for safety at regular intervals. This is reported at the monthly Board of Trustees Meeting.
- 2.2 The Board of Trustees is committed to undertake any repairs to the playground, buildings or equipment (see Health and Safety Policy).
- 2.3 Winchester School will ensure that there are enough shelters and trees providing shade in the school grounds.
- 2.4 Regular evacuation, lockdown and earthquake drills will be held.

## **Purpose 3**

*To recognise that cyber safety is an issue for children and to have procedures and guidelines in place to prevent, where possible, access to objectionable material and to respond if needed.*

### *Guidelines*

- 3.1 The internet is protected by 'Watchdog' - a Ministry of Education funded security program that screens objectionable material.
- 3.2 Teachers will be guided by the Cyber Safety procedures listed below.
- 3.3 The 'Right Choice' Programme guides teachers on dealing with offenders.
- 3.4 There are clear guidelines and procedures that govern the way we deal with Computer and Internet Use at school.
- 3.5 There is a clearly communicated process for children and staff to follow if inappropriate material is viewed.

### *Procedures*

- Enrolment Computer and Internet Use Agreement
- Child Computer and Internet Use Agreement
- Staff Computer and Internet Use Agreement
- Computer and Internet Use Guidelines
- Right Choice Behaviour Plan
- Parent Handbook

## Consistency Messages

### **Purpose 4**

*To educate students and staff in sun safety , infection control and personal hygiene.*

#### Guidelines

- 4.1 Winchester School will ensure there are enough shelters and trees providing shade in the school grounds.
- 4.2 Sunhats, sunscreen, hand-sanitiser and tissues will be provided to all children and staff.
- 4.3 The PE/Health Curriculum will teach sun safety, infection control and personal hygiene.

### **Purpose 5**

*To create an enabling environment so our parents and students receive clear, consistent messages about the importance of healthy drink choices by being a water and plain milk only school.*

#### Guidelines

- 5.1 The 'Learning to Learn' and PE/Health Curriculum will teach about the importance of healthy drink choices and the benefits of consuming water.
- 5.2 Staff will model healthy drinking habits.
- 5.3 Water and plain milk will be the only option for students.
- 5.4 Students will be allowed access to water during class time.
- 5.5 Encourage water to be the only source of hydration for Winchester Sports Teams.

### **Purpose 6**

*To recognise that bullying, in its many forms, and other inappropriate behaviours may occur at school, and to have procedures to prevent them or respond if needed.*

#### Guidelines

- 6.1 Behaviours expected of children are continually reinforced and modelled by staff. (see Purpose 1)
- 6.2 The 'Right Choice' Programme is the key instrument by which we respond to undesirable behaviour and it guides teachers in dealing with offences.

#### Procedures

Right Choice Behaviour Plan

### **Purpose 7**

*To protect children from undesirable events / people in the school grounds.*

#### Guidelines

- 7.1 The school has a roster that ensures that two teachers are on duty during intervals.
- 7.2 The pedestrian crossing is supervised before and after school and the back gate is supervised after school.
- 7.3 If a child is in immediate danger the teacher will take steps to protect the child and inform the Principal immediately.

7.4 Should there be an undesirable event, teachers will be guided by the Emergency Evacuation Policy and procedures, and /or the Crisis Management Policy and procedures.

7.5 Staff will be trained in Emergency Procedures and Crisis Management Procedures from time to time.

### *Procedures*

Emergency Evacuation Procedures

Crisis Management Procedures

## **Purpose 8**

*To identify and prevent child abuse by adults.*

### Guidelines

8.1 Teachers will be made familiar with signs which identify abuse prior to teaching Police Education programmes such as 'Keeping Ourselves Safe'.

8.2 The health curriculum will teach children to know that it is their right to live in a safe abuse-free environment.

8.3 If the abuse involves a staff member - refer to the Serious Misconduct policy

### *Procedures*

When a disclosure is made by a child the teacher will:

observe

listen

believe the child

record notes on the disclosure and observations

report to the Principal

Teachers will not:

interview the child

judge the child

The Principal will:

contact the relevant agencies - Police, CYFS, Health Nurse

contact caregivers (if appropriate)

record all discussions and documents on file

act upon the advice of the agency concerned

be present in any interview held at school with the child

To fulfill the requirements of the Vulnerable Children Act 2014 the Principal will ensure:

### *Police Vetting*

- Teachers are vetted every 3 years through the teacher registration process and this meets the Board's obligation as employer.
- Support Staff, whether Core Workers (staff who work alone with children) or Non-Core Workers (staff who do not work alone with children) are vetted when appointed, and thereafter every 3 years.
- If the Police Vetting is not completed at the start date of the appointment then the appointee is to be treated as a non-core worker until clearance has been received.
- It shall be a condition of appointment that an acceptable vetting clearance is received.
- Adults who volunteer for overnight camps will be Police vetted.

## b. Proof of Identity

All new appointees must provide evidence of their identity to the Principal. One form of evidence must be from Category A (with photograph ID) and one from Category B (listed below).

### Category A

New Zealand Passport  
New Zealand Certificate of Identity  
New Zealand Refugee Travel Document  
Emergency Travel Document  
New Zealand Firearms License  
Overseas Passport (with or without New Zealand Immigration Visa/Permit)  
New Zealand Full Birth Certificate (issued on or after 1998)  
New Zealand Citizenship Certificate

### Category B

New Zealand Driver's Licence  
18+ Card (must be current)  
Community Services Card  
Super Gold Card  
Veteran Super Gold Card  
Inland Revenue Number  
Electoral Roll Records  
New Zealand issued utility bill not more than 6 months earlier (enter issue date)

Contractors of Winchester School Board of Trustees are police vetted if they work during the hours children are on site.

## **Purpose 9**

*To prevent injuries at school and provide guidelines for treatment of them.*

### Guidelines

- 9.1 Office Staff will maintain an up-to-date First Aid Certificate
- 9.2 Medical supplies and First Aid kits will be maintained.
- 9.3 Children with serious medical conditions will be identified for all staff, relevant information stored on eTap, and an emergency treatment plan held when necessary. Parents may be invited to speak with staff as part of education plan.
- 9.4 Caregivers will be contacted whenever a student is moderately or seriously injured (especially head injuries).
- 9.5 An Injury Report Form will be completed by the staff member who witnessed the event for serious injuries where a child requires medical treatment.
- 9.6 Injury Report Forms will be presented to Board of Trustees Meetings for analysis.
- 9.7 All treatment for minor injuries in the medical room will be logged and reported at the monthly Board of Trustees Meeting.

## **Purpose 10**

*To prevent HIV/Aids and other Blood-borne Viruses and to provide procedures to guide staff.*

### Guidelines

- 10.1 Parents must disclose a child's infection status to the Principal. Staff and Board of Trustees members will be informed on a 'need to know' basis.
- 10.2 The health curriculum will develop the knowledge, understandings, skills and attitudes necessary for pupils to deal with matters related to blood-borne viruses.

- 10.3 Staff should treat all injuries to children as if they carry a blood-borne virus by wearing protective gloves.
- 10.4 Children with HIV/Aids and/or Hepatitis B infection should be able to participate in all activities to the extent their health allows.
- 10.5 Parents of HIV positive children will be informed of any outbreaks of infection at the school that may compromise their child.

**Chairperson** ..... **Date** .....

Note: This policy must be updated on the school website when reviewed.