NAG 5

HEALTH & SAFETY

Each board of trustees is also required to:

a) provide a safe physical and emotional environment for students;

b) promote healthy food and nutrition for all students; and

c) comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

ARIA SCHOOL

- NAG 5 Folder Contents -

Document Name
• **NAG 5 Statement**
• Health and Safety Core Policy
• Others in the Workplace - procedure
• Risk Management - procedure
• Hazard Identification - Recording Sheet
• Injury or Incident - procedure
• Induction Training and information procedure
• Worker Engagement and Participation procedure
• Child Protection - policy
• Reporting Suspected Child Abuse - procedure
• Sexual Harassment - procedure
• Emergency Evacuation - procedure
• Emergency Evacuation - plan
• Communicable Diseases - procedure
• Sun Safety policy
• Asthma policy
• Outdoor Education - procedure
• Healthy Food - procedure
• Food Handling Guidelines
• First Aid procedure
• Administering Medication procedure
• Swimming Pool Management - procedure
• Cybersafety - procedure/use agreement
• Behaviour Management - procedure
• Playground Safety - procedure
• Pandemic Action Plan - North King Country

Aria Primary School   **Health and Safety**

Policy

This policy should be read in conjunction with the **Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and School Leaders** – March 2016, which clearly outlines Health and Safety responsibilities (located in Health and Safety folder in principal's office).

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 expected 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 their 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.

Reviewed: June 2023
Next Review: June 2026

Aria School Health and Safety Procedure: <u>Others in the workplace</u>

For the safety of visitors and the school's students and workers, the school must be able to identify who is on the school site. The principal must be informed of any interviews of students by visitors from outside agencies.

Procedures-
1. Signs requesting visitors report to the school office are posted around the school and the administration block is clearly marked.
2. On reporting to the office, visitors are requested to sign in with the date and time of their arrival.
3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or their delegated representative.
4. Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
5. School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
6. The principal must approve any non-workers attendance at school with the exception of parent helpers.
7. Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo).

Reviewed: June 2023
Next Review: June 2026

Health and Safety Procedure: <u>**Risk Management**</u>

This procedure applies to and is to be followed by all of our workers and others in the workplace. This includes all members of staff, students, contractors, temporary workers, volunteers and visitors.

The board will keep a **risk/hazard register** and record relevant information.

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this.
1. **identifying** hazards: finding out what situations and things could cause death, injury or illness
2. **assessing** risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
3. **controlling** risks: implementing the most effective control measures that are reasonably practicable in the circumstances
4. **reviewing** control measures: ensuring control measures are working as planned

Roles and Responsibilities
> *A. Principal*
- ensure workers and others know about health and safety risk processes and procedures
- ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area
- hold and maintain the risk register for the school
- inform 'others in the workplace' of any known risks and controls in place
- assess risks that are reported to you
- consult with workers on the most effective controls to manage the risks and regularly review and monitor

> *B. Workers – (employees, temporary workers, contractors, volunteers)*
- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to their relevant school leader, including those that have already been eliminated
- seek support from the health and safety representative on health and safety risk matters if required
- comply with this policy and procedures in the workplace
- comply with any reasonable instruction in relation to risks given by the board or principal
- inform others of known risks
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk

> *C. Others – (visitors, students, parents etc)*
- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with any reasonable instruction given by the board/staff in relation to risks

Reviewed: June 2023
Next Review: June 2026

Aria School Health and Safety Procedure: <u>Induction, Training and Information</u>

Induction
All new workers must have a school induction completed by the principal. This will include the identification of:
- risks and hazards, risk control procedures, the risk register
- school health and safety policy and procedures for reading
- emergency procedures, First Aid procedures(sight first aid cabinet), fire alarms and firefighting equipment, emergency exits…

Health and Safety Training
Compulsory health and safety training for all workers includes:
- fire drills
- first aid
- computer health and safety
- harassment and bullying prevention
- other training as directed by the principal, necessary to ensure risks associated with specific work are managed in a safe manner.

Contracted workers

Induction:
Staff will
- provide health and safety induction, as appropriate, including: hazards and controls within their area and scope of work
- a walk-through of emergency procedures
- relevant school health and safety policies and procedures

Individual training needs can be reviewed, in consultation with worker, during the appraisal process.

Reviewed: June 2023
Next Review: June 2026

Aria School Health and Safety Procedure:
Worker Engagement and Participation

As part of the board's commitment to promote and maintain a safe and healthy working environment, the board acknowledges that health and safety training will be included for all workers.

Health and Safety Representative (HSR) - The Principal
  Duties -
- provide accurate and timely information and advice to Board and staff
- provide all workers with the opportunity to participate in health and safety
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- represent the staff in matters relating to health and safety
- investigate complaints from staff regarding health and safety
- monitor the measures taken by the board that are relevant to health and safety
- inquire into anything that appears to be a risk to the health and safety of workers in the work group arising from the conduct of the business or undertaking
- make recommendations relating to work health and safety
- provide feedback to the board about whether the requirements of the Health and Safety at Work Act 2015 and Regulations are being complied with
- promote the interests of workers in the work group who have been harmed at work, including in relation to arrangements for rehabilitation and return to work
- actively promote positive health and safety and adhere to their responsibilities

Right to refuse unsafe work
The board recognises a worker may cease or refuse to carry out work, if the worker believes carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health and safety arising from an immediate or imminent exposure to a hazard.
In this event the following steps will be taken:
  i. The worker will advise the principal immediately.
  ii. The worker and school leader will attempt to resolve the matter as soon as practicable.
  iii. If the matter is not resolved the worker may continue to refuse to carry out the work, if the worker believes on reasonable grounds that carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.
  iv. If the matter cannot be resolved, WorkSafe NZ will be contacted.
  v. The worker will perform any other work the employer reasonably requests within the scope of their employment agreement.

Reviewed: June 2023
Next Review: June 2026

Aria School Health and Safety Policy: <u>Child Protection</u>

This policy is to be used in conjunction with the "**Concerns and Complaints**" Policy.

Statement of Commitment

Aria School is committed to the prevention of abuse and to the well-being of children and their families.

Identification of Abuse and Neglect

All staff must be able to clearly identify the signs and symptoms of abuse and have the confidence to take the appropriate action. (*Refer Oranga Tamariki definitions of Physical, Emotional and Sexual abuse and Neglect. These are found on page 16).

Child Protection Procedures

- **Respond** …. to the concern, reassure the person who has given information.
- **Record ….** all information, remember to distinguish between fact and opinion.
- **Consult**….with the Principal, this policy or external agencies.
- **Report** ….concerns to Oranga Tamariki and Police.

Confidentiality and Information Sharing

Keeping children safe requires the appropriate sharing of information subject to legal restrictions and the best interests of the child. In general staff will not share information if they believe this will endanger the child.

Relationships with External Agencies

Aria School will maintain a good working relationship with Oranga Tamariki and Police and consult with these and other appropriate agencies who have specialist knowledge to help.

Managing Allegations Against Staff

Any allegation that a member of staff has behaved in an inappropriate way or unsafe way must be taken seriously and handled in an appropriate manner that ensures the child's safety (refer Concerns and Complaints policy).

Roles and Responsibilities of Staff

Aria School will ensure that all "core" staff working with children, both paid and voluntary, have been appropriately checked (Identity verified, interview, reference checks, and external checks - police vetting). Refer notes on "**Training of Staff"** Pp 25-28). NB. A core worker is anyone who is left alone with a child and includes all teaching staff as well as sports coaches and parents attending camps etc).

Safe Working Practices

There is a need for high standards of staff behaviour in order to protect children from abuse and at-risk situations, and to protect staff from unwarranted suspicion. (Refer section 3 "Safe Working Practices" p.29-47.)

Reference - *Child Matters document titled "Creating a Safe Organisation" which is located in the **Health and Safety** folder in the Principal's Office.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Procedure: REPORTING SUSPECTED CHILD ABUSE

Nag 5:   Health & Safety

1. A staff member who suspects abuse must report the matter to the Principal, who then goes to the appropriate agency.

2. Confidentiality of the informant is protected at all stages.

3. All relevant data is recorded in the "Incident Book" and filed in the Principal's Office. This information is confidential and will only be shared with those directly responsible for ensuring the safety and well being of the child.

4. Where a complaint is received against a staff member, the Concerns and Complaints procedure will be followed.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Procedure: SEXUAL HARASSMENT

Nag 5 & 3:   Health & Safety & Personnel

1.   Staff need to be made aware that they do not have to tolerate verbal and physical sexual harassment.

2.   Students, Parents, and Staff Members must be able to confidentially report any incidents without fear of ridicule or reprisal to a person they trust.

3.   The Sexual Harassment Officer (Principal) or Board Presiding Member must take all practical steps to ensure that the sexual harassment ceases and does not recur.

4.   The programme on Keeping Ourselves Safe will be delivered to the children at least twice during their time at Aria School with assistance from Police/Health agencies.

5.   Procedures as per NZEI and STA are to be closely followed in the event of a complaint.

Reviewed: June 2023
Next Review: June 2026

ARIA SCHOOL

EMERGENCY EVACUATION PROCEDURE

NAG 5:   **Health & Safety**

Rationale:
In the event of a disaster, fire etc the school needs to be able to expeditiously evacuate all children, staff, and visitors without further endangering lives.

Guidelines:

1.   An efficient drill should be organised and regularly practised for the whole school to be vacated from the school buildings.
2.   In the event of a disaster or fire the school bell will ring continuously to warn everyone to vacate the buildings.
3.   In the event of an earthquake, pupils and teachers will seek immediate refuge i.e. under safe desks, in doorways etc, until appropriate time enables buildings to be evacuated
4.   Teachers, with attendance registers, will lead class to a designated assembly point (Playcentre Playground area) using sign posted EXITS. A roll must be taken once at the assembly point and reported to the Disaster Warden
5.   Those with designated responsibility will check specific building areas closing all doors and windows after them before themselves going to assembly areas for calling class roll.
6.   Any absences must be reported immediately to the principal and whereabouts, if known, listed for checking.
7.   Emergency Evacuation Procedure and map to be displayed at all EXIT doors and inside all buildings including office and toilets.
8.   If an emergency occurs when children are out of class i.e. in the playground, teachers and children should go directly to the assembly points while those with responsibilities for checking the buildings, proceed to carry out these duties.
9.   Boarding Presiding Member will be advised of any emergency situations a.s.a.p.

Formatted by: Aria School Board &
                    Waitomo District Council Civil Defence Officer

Reviewed: June 2023
Next Review: June 2026

EMERGENCY PROCEDURES PLAN

Type of emergency covered in this plan…

- Serious Injury
- Fire
- Explosion
- Earthquake
- Hazardous Substance Spill

Also refer to School Post Disaster Survival Plan/Policy and Emergency Evacuation Procedures and Map.

Staff Members

Make it your business to know the following points and how to react should an emergency arise.
1.   Building or emergency exits
2.   Location of the fire extinguishers/First Aid Equipment
3.   Nearest telephone
4.   Where the evacuation assembly area is and who to report to.
5.   Notify the Principal when you have learnt all of the above.

When calling the emergency services:

Remember:
        Tell… the operator the service you require
        Wait…   until the service answers
State…   exactly where you are, the nature and situation of emergency
Arrange…for somebody to meet the service and direct them to the emergency.
        DO NOT HANG UP YET.

- **Note:**   111 calls will still go through if you dial more than three (1's).
                i.e. if you dial 1111 and only 111 is needed it will still work OK

                111 calls made from cell phones do not require you to dial the area
code.   Simply dial 111 as you would on a normal phone.

VERY IMPORTANT…

Do NOT terminate the call until directed to by the Emergency Service contact or unless you are in personal danger!

EMERGENCY SERVICES:
Phone numbers (both urgent and non-urgent) are listed on the first pages of your phone book.

Emergency Procedures:

Refer to ETAP – or student information folders (blue) on back wall of office or Management System for parents/caregivers emergency contact details.

Click Secure Login
Login: Aria
Password: poslearn

ID Number: 114
Password: helen1073

1. Serious Injury (As a result of an accident)

- Secure the accident area – to avoid further injuries.
- Make casualty or casualties as comfortable as possible – cover to keep warm.
- Do not attempt to move the casualty if he/she is unable to tell you his/her condition.
- Arrange for immediate first aid.
- Dial 111 for emergency service required – follow correct procedure and advise the operator carefully.
-

2. Fire

- Raise the alarm
- dial 111 for the emergency required
- follow the correct procedure and advise operator carefully

- Evacuate the area
- check other pupils/visitors in the area are evacuated
    - shut any doors as you leave

- Proceed to assembly area
    - see the evacuation notices displayed for your assembly area
- Ensure that you tell the Principal that you and your charges are safe
- Stay in the assembly area until you are advised that you can leave
- Do not re-enter the area until the all clear is given

3. Explosion

- Raise the alarm
    - dial 111 for emergency service required
    - Follow correct procedure and advise the operator carefully
    - You may need all three emergency services

- Secure the Explosion area
    - to avoid further injuries
    - water, Gas and electricity supplies are likely to be ruptured.

- Make casualties (if any) as comfortable as possible
    - cover to keep warm

- Do not attempt to move any casualties if they are unable to tell you their condition

- Arrange for immediate first aid

- If fire follows the explosion evacuate area as set out under the Fire procedure.

4. Earthquake

Safety Measure Indoors
- Do not evacuate the area
- Take cover beneath a strong desk or table or a doorway
- Remain calm and give reassurance
- Evacuate the area ONLY when instructed to do so or if the building is obviously structurally unsafe
  - Check others in the area are evacuated
  - Shut any doors as you leave
  - Ensure all electrical or gas supplies are turned off
- Proceed to assembly area
- Ensure that you tell the warden that you are safe
- Stay in the assembly area until you are advised that you can leave
- Do not re-enter the buildings until the all clear is given

Safety Measures Outside
- Move clear of all potentially dangerous structures, these include buildings, power lines, high banks and some trees
- 20 paces is a safe distance for a single story building
- Leave swimming pool immediately

5. Hazardous Substance Spill

- Raise the alarm
  Dial 111 for emergency service required
  Follow correct procedure and advise the operator carefully
- Evacuate the area
  Check other workers in the area are evacuated
  Shut any doors as you leave
- Proceed to assembly area
- Ensure that you tell the warden that you are safe
- Stay in the assembly area until you are advised that you can leave
- Leave the clean up to the emergency services (there may need to be an investigation)
- If you are unaware of what is needed to neutralise the hazardous material, phone:
  24 hour Emergency Number: 0800 764 766 / 0800 POISON
  Non Urgent & general information 03 479 7227 (business hours)

- Assist in clean up ONLY if you have the full protective safety gear as recommended by the emergency services and then only if asked
- Do not re-enter the area until the all clear is given

ARIA PRIMARY SCHOOL

COMMUNICABLE DISEASES - Procedure

Nag 5:   **Health & Safety**

Rationale;

It is the responsibility of the Board to provide a healthy and safe working and learning environment, this includes protection from those carrying communicable diseases.

Purpose;

1.   To provide appropriate information to parents, staff and students.
2.   To ensure that all members of the school community are protected as far as possible from infection.
3.   To safeguard the privacy of all members of the school community.

Guidelines;

1.   Pandemic Plan – follow Ministry of Health and Ministry of Education's guidelines as communicated to us at the time.
2.   'Information for Parents' cards are available through the school office and are provided to parents on enrolment.
3.   The school will take opportunities to keep itself informed about communicable diseases.
4.   All staff will be made familiar with procedures on handling infectious diseases.
5.   If a child's health is causing concern staff will notify the principal and where a communicable disease is suspected the Health Nurse will be notified.
6.   Known health information relating to individual students is documented and is subject to Privacy Act requirements.
7.   Protective clothing, including disposable gloves is made available to staff when handling any accident.
8.   The school reserves the right to exclude students who are known to be carrying a communicable disease.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Policy Statement: **SUN SAFETY**

1. Nag 5:   **Health & Safety**

Rationale

New Zealand has one of the highest rates of skin cancer in the world. Research has shown that prolonged exposure to the sun can cause skin cancer and that children are particularly vulnerable to harmful rays.

Purpose

1. To inform the school community of the dangers in harmful ultra-violet rays during terms 1 and 4

2. To provide a safer environment for staff and students during terms 1 and 4

Guidelines

1. Reminders will be put into school newsletters to bring named hats for wearing at school, at outdoor events and on school trips.

2. The school will incorporate educational programmes and prevention measures in the school's Health Education programme.

3. During terms one and four:
   - Students will wear hats for outdoor activities. It is recommended that students wear a broad-brimmed hat (with minimum 7.5cm brim).
   - It is encouraged that children wear sun protective clothing
   - Students will wear SPF 30+ Broad spectrum sunscreen provided by school.
   - Students will be encouraged to seek shade for any outdoor activities where possible.
   - Students will be encouraged to drink water throughout the day.

4. Staff will provide positive reinforcement to students who take appropriate sun safety measures.

5. Where budget allows the Board will seek to provide suitable shade areas.

6. Time spent in direct sun between 10am-4pm will be minimised, where possible

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Policy Statement: ASTHMA

Nag 4:   **Health & Safety**

**Asthma is a respiratory condition resulting in difficulty in breathing, a tight feeling in the chest, a cough or wheeze.
It is not contagious**

Rationale;

To maintain the safety of all students with asthma during school hours and encourage good asthma management.

Goals;

- To identify students with asthma.
- To have the school maintain a basic asthma emergency kit and clear instructions for its use.
- To encourage students with asthma to provide the school with information regarding their medication needs.
- To ensure students with asthma are encouraged to take a full part in all aspects of the school programme.

Guidelines;

1. Parents should be encouraged to provide information about a student's asthma:
   - on enrolment
   - at annual update of medical records
   - when newly diagnosed
2. Permission to administer emergency procedures if required should be sought from parents/guardians.
3. Records should be updated annually and be readily accessible.

RESPONSILBILITIES;

Students – should have ready access to their own inhaler at all times.

Staff – should be able to recognise signs and symptoms of asthma and know when to request medical assistance.

– should have the ability to assist in administrating medication if required.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL   <mark>PROCEDURE</mark>

Procedure: OUTDOOR EDUCATION CONSIDERATIONS

Nag 5:   Health & Safety

An Outdoor Safety Management System should be developed, based on material presented in Ministry of Education and EONZ publications. Using this resource material will ensure Safe Outdoor Learning Experiences based on good practice and legislative requirements, are developed.

- EOTC Guidelines - Bringing the Curriculum Alive 2018 MOE

Documentation is likely to include an Outdoor Safety Action Plan, Parental and Medical Consent Forms, Programme Consent Form.

In developing Outdoor Education experiences for students, it is recommended that the following key questions be considered…

1. What are you doing?

2. Why are you doing this?

3. What difference is it making?

4. How do you know?

5. How can you improve on what you are doing?

6. What are students learning? – How do you know?

7. What are you learning? – What are you doing with this new learning?

Answers to questions 1, 2, and 3 (with appropriate Outdoor Education Management documentation), should be provided to the Board if seeking approval for Outdoor Education experiences beyond the school.
An evaluation should be presented to the first board meeting following the event / camp.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Procedure - HEALTHY FOOD

NAG 5:   Health & Safety

Rationale:
Good eating habits are important to student's present and future health. It is therefore important that the school food services should offer foods that meet the Nutrition Guidelines for New Zealand and support the Achievement Objectives of the Health and Phys Ed. Curriculum.

Purpose:
1. To offer for sale, suitable nutritious food for lunches.
2. To offer foods which are value for money.
3. To discourage foods that are high in fat, salt, and sugar.
4. To reinforce in a practical way, the principles of good nutrition.

Guidelines:
1. The Staff will monitor hygienic preparation, packing, storage and choice of foods.
2. Food choices will support and reinforce what the students learn about nutrition in the classroom and the guidelines set out by Healthy Schools.
3. To keep parents informed about suitable food for school lunches.

Conclusion:
The school will model informative healthy philosophies and the cost of foods low in salt, sugar and fat will be kept as low as possible.

Reviewed: June 2023
Next Review Date: June 2026

ARIA SCHOOL
HANDLING FOOD, PROCEDURAL GUIDELINES

PROCEDURES:
Safe food is food, which is clean, safe and free from bacteria. Food may be easily contaminated and needs to be handled with care to prevent illness.

All of the following steps are important to ensure that our food we provide our students with is safe and nutritious.

MENU:
Aria School sells prepackaged, pies, sausage rolls, quiches, macaroni cheese, juicies, moosies to children.
Children bring to school: Pies, Toasted Sandwiches, Two-Minute Noodles and Pizzas to be heated up for their lunches.

CLOTHING:
Clothes are clean.

HANDS:
Hands are washed before you start, after blowing your nose and visiting the toilet.
Hands are washed after handling rubbish or money.
Waterproof dressings are worn over wounds.
Touching your hair, face or any other part of the body is avoided.
Hands are always washed in soapy water and dried on paper towels.

HAIR:
Long hair is tied back

HEALTH:
Food is not handled if you are sick, have a cold, stomach upset or infected wounds.

DELIVERY:
Food is checked for freshness / use by date etc.
Food is checked to ensure that it is properly wrapped.
Food is delivered as close as possible to serving times.

STORAGE:
Oven or microwave is used to cook hot foods.
Fridge is kept at 4 degrees C and door is kept closed as much as possible.
Temperature of fridge checked regularly.
Food goes into fridge or freezer as soon as it arrives.
Freezer checked on canteen days.

EQUIPMENT:
Fridge and stove are kept clean and spills are wiped up immediately.

BENCH SURFACES:
Surfaces are cleaned daily.

STORAGE AREAS:
Delivery and distribution area is kept clean and free of all insects and rodents.

FLOORS:
Swept and mopped daily.
Washed with hot soapy water.

SINKS:
Sinks are clean and wiped regularly.
Soap and disposable paper towels are provided for washing and drying hands.

RUBBISH:
All rubbish removed from food service area, daily.
Rubbish bin kept clean and covered.

TEA TOWELS:
Tea towels are washed as required.
All dishes washed in dishwasher.

ALL STAFF ARE FAMILIAR WITH THIS FOOD SAFETY PLAN

ARIA PRIMARY SCHOOL   <mark>PROCEDURE</mark>

Procedure: **FIRST AID**

Nag 5:   Health & Safety

- ♦ "Allergies and Medical Conditions" Form to be completed at enrolment and updated annually.

- ♦ Staff are to be given the opportunity to become proficient in first aid.

- ♦ Staff are responsible for liaison with the Public Health Nurse regarding current procedures and practices.

- ♦ First Aid supplies are to be regularly budgeted for and stored safely and check-listed every 6 months.

- ♦ The staff on duty are responsible for ensuring that all moderate/major accidents/injuries in the playground are attended to and recorded in the First Aid Register.

- ♦ If in the opinion of the duty teacher an injury is sufficient to require closer examination by a doctor/hospital, he/she will inform the parent/caregiver immediately.

- ♦ The school will give the child the care and attention that a prudent parent/caregiver would.

- ♦ Whenever staff are dealing with any injury involving blood or body fluids (open wounds, vomit, saliva, urine, etc,) gloves must be worn.

CONCLUSION

Staff are to be proficient in First Aid and provide best care possible.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Procedure: ADMINISTERING MEDICATION

Nag 5:   Health & Safety

Guidelines:

1.   The medication must be kept in the locked cabinet in the school office or in the staffroom fridge in a childproof container (original container).

2.   The exact dose of medication must be provided by the parent/caregiver to the school.

3.   The Principal may delegate the administering of medication to another/or other person (usually Office Manager).

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL   <mark>PROCEDURE</mark>

Procedure: SWIMMING POOL MANAGEMENT

Nag 5:   Health & Safety

1. Pool water to be tested on a regular basis as per pool operating requirement procedures.

2. Filter system, pressure and leaf basket to be checked daily and backwashed, and cleaned out as necessary.

3. Pool surrounds, including changing sheds, to be kept tidy and clean.

4. Ensure the gate is locked whenever the pool is not in use.

5. Report any damage or malfunction to Board.

6. School Cleaner to clean toilets weekly or more if needed.

7. Diary to be kept outlining Chemical Management and maintenance activities.

8. Payment should be received from community members, when keys and conditions of use are allocated (as decided at Board meetings prior to season opening).

9. Responsibility of Pool Management to be assigned at the beginning of each swimming season to School Caretaker who submits invoice for hours worked.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Policy Statement: Information Technology (IT)

Nag 5:   Health & Safety

Definition;

Information technology is the machines, functions and processes used for accessing, communication, manipulation, publication and analysis of information. Communication includes information which is verbal, numeric and visual.

Rationale;

To develop, maintain and enhance the use of Information Technology across the curriculum and to provide students with the skills, knowledge and attitude to participate equally and fully in an ever changing technological society.

Purposes;

1.   To give all students the opportunity to become capable users of various forms of Information Technology.
2.   To equip students with the knowledge, skills and understanding to be able to successfully access, communicate, manipulate, publish and analyse information using Information Technology.
3.   To promote technology as being an accessible and successful means of gaining, recording and using information in all curriculum areas.
4.   For students and staff to develop positive attitudes in using Information technology and to promote this means of learning in our homes and our wider community.

Guidelines;

1.   Programmes need to be based at the developmental need of the student.
2.   Staff are to receive on-going development and support as required to meet their needs.
3.   All enrolled students have access to Information Technology.
4.   Programmes will be varied, across the curriculum, and designed to promote independence and problem-solving skills.
5.   Teachers, students and all other users will adhere to the following.
    a. Students can only use email/internet facilities in the interests of education, and all emails sent must have a viable purpose. No obscenities, profanities or any other message that could be construed as such is to be used in emails.
    b. Students must respect the communication of their peers as private.
    c. The network is not to be used for the purposes of legal or illegal gain or activity.
    d. Attempts to access unsuitable information (pornographic, racial, religious, illegal and offensive material) will be dealt with by school management and is taken very seriously.
    e. All copyright, privacy and international laws are to be abided by at all times.

Reviewed: June 2023
Next Review: June 2026

Important terms used in this document:

(a) The abbreviation **'ICT'** in this document refers to the term 'Information and Communication Technologies.

(b) **'Cybersafety'** refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones

(c) **'School ICT'** refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below

(d) The term **'ICT equipment/devices'** used in this document, includes but is not limited to, computers (such as desktops, laptops, iPads & chrome books), storage devices (such as USB and, CDs, DVDs,), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players),Gaming Consoles, and any other, similar, technologies as they come into use.

Rationale
The Board of Aria School places a high priority on providing the school with Internet facilities and ICT devices within a safe environment.

Guidelines for Aria School cybersafety practices

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe® Kit for Schools*, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.
2. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Aria School is to be limited to educational, professional development, and personal usage appropriate in the school environment.
3. Signed use agreements on enrolment will be filed in the office for easy reference.
4. The school has the right to monitor access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
5. The school has the right to audit at any time any material or equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
6. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
7. The safety of children is of paramount concern. Any breach of cybersafety will be taken seriously.

Date policy adopted by the Board: June 2014

Reviewed: June 2023
Next Review: June 2026

Additional information can be found on the website http://www.netsafe.org.nz/kits/kits_default.aspx

ARIA PRIMARY SCHOOL   ==PROCEDURE==

Procedure: PLAYGROUND SAFETY

Nag 5:   Health & Safety

1. The Principal will organise a fair and equitable duty-teacher timetable, to be displayed in all learning areas each term to facilitate the management of playground supervision.

2. The duty teacher is responsible for attending to all accidents and injuries to pupils and record in medical registers if necessary.

3. No pupils may leave the school boundaries without teacher permission.

4. On wet days, all teachers are responsible for their own class.

5. All pupils will be instructed by their classroom teacher in appropriate use of playground equipment and facilities.

6. All pupils will be expected to use common sense and make informed choices whilst in the playground.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Policy Statement: Alcohol on School Premises and at School Activities

Nag 5:   Health & Safety

Rationale:

Social Functions will occur at the school and it is desirable that liquor will be available in moderate quantities. To protect the integrity of the school and it's personnel, regulations must be adhered to.

Purpose:

To ensure that adequate control and supervision is exercised whenever alcohol is being consumed on the school premises.

Guidelines;

1. The consumption of alcohol on school premises is prohibited during the hours that the school is open to pupils.

2. The board may approve the provision of alcohol at adult school functions provided that it is incidental to the main purpose of the gathering.

3. Consumption of alcohol in the swimming pool complex is prohibited. Persons using the pool outside of school hours are not to consume liquor in that area.

4. Consumption of alcohol by adults during school outdoor experiences and involving overnight stays is prohibited at all times.

Reviewed: June 2023
Next Review: June 2026

ARIA PRIMARY SCHOOL

Procedure -   Discipline/Behaviour Management

Nag 5:   Health & Safety

Rationale:

This school believes in a positive, restorative approach to behaviour management.
We actively seek to provide an environment that is safe from all forms of intimidation (bullying).
We actively seek to provide an environment where -
  - expectations are clear
  - staff are positive, yet firm and consistent
  - children achieve success from an interesting programme
  - children are engaged in constructive play at breaktimes.

Purpose:

1. To provide clear guidelines for students.
2. To ensure all students, staff and caregivers know the expected standards of behaviour.
3. To encourage a positive, problem solving restorative approach to behaviour management.
4. To encourage students to accept, practise and internalise acceptable standards of behaviour.
5. To outline strategies for all members of the school community to combat social, emotional, physical and all other forms of intimidation (refer Bullying definition below).
6. To involve parents and caregivers in ensuring acceptable standards of behaviour.
7. Consequences will be fair, reasonable and appropriate.
8. Parents/Caregivers will be consulted if their child's behaviour at school is causing concern and their support enlisted.

- Refer to Behaviour Management Guidelines which include the procedures /process for restorative practice conversations etc.
- Bullying definition –
    - it is deliberate
    - It is repeated over a period of time
    - It is difficult for those being bullied to defend themselves
    - It is difficult for those who bully to learn new social behaviours
    - those who bully have, and exercise power over others.

There are four main types of bullying –
    - physical, verbal, indirect (excluding, nasty stories), cyberbullying.

Reviewed: June 2023
Next Review: June 2026