

Pakuranga College Health and Safety Policies

Date Reviewed: June 2011

Next Review Date: February 2012

National Administration Guideline 5 – Health and 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.

Pakuranga College meets its obligations under National Administration Guideline 5 through the implementation of the policies listed below.

The Board of Trustees monitors the implementation and effectiveness of these policies through the Principal's reports and the minutes of the Health and Safety Committee meeting and Student Support Group.

Policy Statements

Health and Safety

The Board will provide a safe, clean, work environment and comply with all legislation requirements as they relate to Health and Safety.

A Health and Safety committee will be established to meet regularly to review Health and Safety issues and report to the Board of Trustees through the Property subcommittee.

Communicable and Infectious Diseases

The Board of Trustees will provide a healthy and safe working and learning environment. This includes protection from those carrying communicable diseases. The Education Act gives the Principal the authority to remove from college any student who may carry a communicable disease. The principal has the authority to take the necessary steps (within employment laws) to ensure that a staff member does not put other staff or students at risk.

School Uniform

At Pakuranga College students attending college, travelling to and from the college and attending any college function must wear the uniform approved by the Pakuranga College Board of Trustees in the uniform code.

Students are required to maintain a high standard of dress and grooming.

Substance Abuse

Pakuranga College is a smoke, drug and alcohol free environment. (Alcohol may be served to adults at functions with advanced approval from the Principal).

Search and Seizure

Pakuranga College will protect the educational needs, welfare and security of students. In cases where search and seizure is appropriate, this will be carried out in accordance with legal requirements.

Crisis Management

Pakuranga College will deal with crises appropriately and responsibly with full regard to the well-being and safety of students and staff. The best interests of those concerned, the students' families, caregivers and the community will be taken into account. Pakuranga College will work with appropriate agencies for the best outcomes for students.

Reporting Child Abuse

To safeguard the physical and emotional safety of children all reasonable steps will be taken by staff of the college to handle appropriately cases of suspected abuse and to alert relevant agencies in accordance with legislation outlined in the Children, Young Persons and their Families Act.

Healthy Foods

Pakuranga College will promote healthy foods as part of its commitment to promote healthy lifestyles.

Administering Medication

From time to time college staff may be required to administer medication to children. The college will only administer medication during normal college hours when it is either not possible or impractical for a parent or caregiver to do so. Any medication must be administered by the college nurse following the colleges and health professional procedure. On EOTC excursions a staff member will be delegated responsibility for the administering medication.

Behaviour Management

Pakuranga College will establish clear expectations of student behaviour and apply practices that reinforce these expectations in a positive and supportive manner to maximise all students' learning.

All students at the college will be treated fairly, equitably and with dignity which respects the right of the individual.

Restorative approaches will be used wherever possible and practicable to deal with behavioural issues. However, the college will use stand-downs and suspensions as part of the process for dealing with serious offences.

Harassment

The safety and welfare of staff and students is paramount. All forms of abuse of other people are unacceptable. Complaints of abuse and harassment will be taken seriously and dealt with accordingly.

Complaints

Pakuranga College will treat all instances of complaints responsibly and these will be addressed promptly, confidentially and impartially. The principle of natural justice will apply in all cases. The complaints procedure will be made available on the school website.

Access to Students

At Pakuranga College access to students by parents, caregivers and the public during school time will be available only with the approval of the Principal.

International Students

Pakuranga College values the contribution international students make. These students are expected to adhere to all Pakuranga College policies and rules. Pakuranga College will act in accordance with the Code of Practice for the pastoral care of international students.

Emergencies

This covers emergency evacuations, lock downs and pandemic planning.
The college will have in place plans to deal with each of these emergencies.

Internet and Acceptable ICT Use

Pakuranga College will develop and maintain procedures to ensure that students and staff use ICT to maximise the educational benefits of communication technologies while minimising the risks.
The College will make internet access available to staff provided they individually sign the Computer and Internet Acceptable Use Agreement Document, and to students if they have signed the enrolment form which contains a section on Computer and Internet Acceptable Use.

Supporting Documentation

ICT Acceptable Use Agreement
Complaints Procedure
Emergency Evacuation Procedures
Staff Manual

Signed : _____
Board of Trustees Chairperson

Date: _____