

# **Pakuranga College Student Management and Health and Safety Policies**

**Date Reviewed:** May 2023

**Next Review Date:** June 2025

## **Health and Safety**

Under the Education and Training Act 2020 Section 127(1)(b)

A board's primary objectives in governing the school are to ensure that:

The school;

- i. Is a physically and emotionally safe place for all studenty and staff; and
- ii. Gives effect to relevant student rights set out in the Education and Training Act. The New Zealand Bill of Rights Act 1990, and the Human Rights Act 1993; and
- iii. Takes all reasonable steps to eliminate racism, stigma, bullying, and other forms of discrimination within the school.

Under regulation 20 of the Education (School Boards) Amendment Regulations 2022 (gazetted on 17 November 2020)

The Board must promote healthy food and nutrition for all of the school's students.

The Board must also comply with legislation including the Health and Safety Act 2015 and relevant amendments.

Pakuranga College meets its obligations under this section of the Act and the regulations through the implementation of the policies listed below.

The Pakuranga College Board monitors the implementation and effectiveness of these policies through the Principal's reports and the minutes of the Health and Safety Committee meeting.

## **Policy Statements**

### **Health and Safety**

The Board will provide a safe, clean, healthy work environment and comply with all legislation requirements as they relate to Health and Safety. A Health and Safety committee will meet regularly to review Health and Safety issues and report to the Board through the Property subcommittee.

### **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.

### **Administering Medication**

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

### **Child Protection**

Pakuranga College will have in place procedures to safeguard the physical and emotional safety of children. All new staff appointments will be thoroughly vetted. All reasonable steps will be taken by staff of the college to handle appropriately cases of suspected abuse or neglect and to alert relevant agencies in accordance with the legislation outlined in the Vulnerable Children Act 2014.

### **Communicable and Infectious Diseases**

The Board will provide a healthy and safe working and learning environment. This includes protection from those carrying communicable diseases. The Education and Training Act 2020 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.

### **Complaints**

Pakuranga College will treat all 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.

### **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.

## **Emergencies**

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

## **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.

## **Healthy Foods**

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

## **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.

## **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.

## **Reducing student distress and use of physical restraint**

The use of physical restraint affects the wellbeing of both the student and the staff member who uses it. Therefore, only authorised staff members may use physical restraint except in situation all three of the condition are met:

1. The physical restraint is necessary to prevent imminent harm, including significant emotional distress to ākinga or another person
2. You reasonably believe there is no other option in the circumstances for preventing harm
3. The physical restraint is reasonable and proportionate in the circumstances

Authorised staff members are:

1. All teachers
2. Teacher aides who have been specifically authorised and have received training

The school will have procedures in place to meet the requirements of the Education (Physical Restraint) Rules 2023. The procedures will cover:

- i. Authorisation of staff who are not teachers
- ii. Informing the community
- iii. Record keeping
- iv. Developing support and restraint plans for individual students
- v. Notification, reporting and monitoring the use of physical restraint

- vi. Staff training

### **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 in the uniform code. Students are required to maintain a high standard of dress and grooming.

### **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.

### **Student Safety**

Pakuranga College will have in place procedures to protect the well-being of students who may be at risk of harming themselves or who may be experiencing negative mental health.

### **Substance Abuse**

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

## **Appendix - Complaints Policy**

### **Supporting Documentation**

- ICT Acceptable Use Agreement
- Complaints Procedure
- Emergency Evacuation Procedures
- Staff Manual (Pak Essentials. Full manual available on Moodle)
- Health and Safety Guidelines (for SLT, Deans etc.)
- Physical restraint procedures
- **Health & Safety Procedures/Guidelines**
  - Workers Engagement & Participation
  - Risk Management
  - Incident & Injury Reporting
  - Training & Induction
  - Others in the Workplace
  - Personal Protective Equipment

Signed: \_\_\_\_\_

  
(Presiding Member)

Date: 22/05/2023

# Appendix

## Complaints Procedures

### Introduction

Parents and community members can register concerns or make complaints in a variety of ways.

#### 1. Contact the Dean or Assistant Dean

The Deans will know your son/daughter well and have overall responsibility for his/her welfare. You can contact Deans by **writing** to them at the college, by **phoning** them or by **emailing** them. Contact details may be obtained from reception or from the school website.

Please give Deans time to respond to you - they all carry a teaching load and may well be busy for most of the day teaching their classes.

#### 2. Contact a Particular Teacher

Individual teachers can be contacted by **emailing** them using their 3 letter code which is on your child's timetable, or by **phoning** them through the main school phone number. It may be some time before you obtain a response from a phone message, as the teacher may be teaching for the whole day. If the matter cannot be resolved by discussing it with the teacher, or if for some reason you do not get a response from the teacher, you should contact the Dean or a Deputy Principal.

#### 3. Contact a Deputy Principal

Generally you will contact a Deputy Principal if you want to discuss serious matters. They can be contacted by **writing** to them at the college, by **phoning** them, or by **emailing** them. Contact details may be obtained from reception or from the school website.

#### 4. Contact the Principal

The Principal can be contacted by writing to him at the college, emailing him on [principal@pakuranga.school.nz](mailto:principal@pakuranga.school.nz) or by phoning. Generally you will contact the Principal if you are unhappy with the way a matter has been dealt with by the Deans or the Deputy Principals or for what you regard is an extremely serious or confidential matter. When you phone and ask for the Principal you are likely to be put through to the Principal's Executive Assistant who will provide you with further advice.

The Principal is delegated responsibility by the Board to investigate complaints.

## **5. Contact the Board**

You should contact the Board for serious matters, where you feel your concern/complaint has not been properly resolved by the Principal. The complaint must be made in writing and addressed to the Presiding Member (Board Chair) of the Board, Pakuranga College, Pigeon Mountain Road, Half Moon Bay, Auckland 2012 or e-mailed to [BOT@pakuranga.school.nz](mailto:BOT@pakuranga.school.nz)

## **6. Contact the Ministry of Education**

The Ministry of Education in Auckland can provide you with further advice, and can be contacted as follows:

Private Bag 92 644  
Symonds Street  
Auckland 1150

Phone: 09 632 9400 or Fax: 09 632 9401

## **7. Protected Disclosure**

When an employee believes serious wrong doing has occurred, they should make a disclosure to the Principal in writing. The disclosure will be kept confidential and the Principal will instigate an appropriate investigation.

Where the disclosure concerns the Principal the disclosure should be addressed “confidential” to the Presiding Member (Board Chair) of the Board, Pakuranga College, Pigeon Mountain Road, Half Moon Bay, Auckland 2012 or e-mailed to [BOT@pakuranga.school.nz](mailto:BOT@pakuranga.school.nz)

## **Procedures for Physical Restraint**

These procedures should be read in conjunction with the Board Policy on Reducing Student Distress and The Use of Physical Restraint. These procedures comply with the Rules issued by the Secretary of Education pursuant to section 100 of the Education and Training Act 2020.

### **1. Authorisation of staff members who are not teachers**

- (1) The Board may authorise an employee, who is not a teacher, and who has been trained in accordance with section three to use physical restraint in accordance with section 99 of the Act.
- (2) Every authorisation must be in writing and the staff member must be given a copy.

### **2. Informing the community**

Along with the Board policy on the school web site there will be a copy of these procedures and the names of non-teaching staff who are authorised to restrain students if required.

### **3. Training staff**

The principal will ensure:

- (a) from 7 February 2024, teachers and authorised staff members have completed the online module on the content of the Guidelines issued under section 101 of the Act;
- (b) from 7 February 2025, teachers and authorised staff members are supported and trained in identifying stress triggers, understanding unmet needs and preventing, minimizing and responding to student distress;
- (c) teachers that the employer identifies as having a high likelihood of needing to use physical restraint are trained in appropriate physical holds by accredited physical restraint practitioners;
- (d) every authorised staff member (who is not a teacher) has been trained in appropriate physical holds by accredited physical restraint practitioners prior to their authorisation.
- (e) Staff training will be part of the induction for all staff.

### **4. Record Keeping**

- (1) If physical restraint is used a report must be completed by the relevant staff member and provided to the Associate Principal who will complete the restraint debrief and checklist forms (attached).
- (2) The school will maintain a register which records every instance of physical restraint of a student.
- (3) Any records must be kept for a minimum period of 10 years from the date of last action.

### **5. Developing support plans for the prevention of physical restraint**

- (1) The school will ensure a support plan for preventing student distress and de-escalating crisis situations is put in place for any student:

- (a) who the employer identifies as having a high likelihood of being involved in a crisis situation where physical restraint may be used on them; or
- (b) who is subject to the use of physical restraint more than once in a term; or
- (c) at the request of the student's parents or caregivers

- (2) The school must ensure the student's parents or caregivers provide written informed consent if a section on physical restraint is appended to the student's support plan.

## **6. Notification, Reporting and monitoring the use of physical restraint**

The Associate Principal will ensure that when a student has been physically restrained, the student's parents or caregivers are:

- (a) notified as soon as possible about the incident of physical restraint;
- (b) provided with a reasonable opportunity to actively participate in a debrief about the incident, including how it was managed with regard to the guidelines, within three working days of the incident or later by mutual agreement.

The **Principal will report** all instance of the use of physical restraint to **the Board**, along with any analysis and recommendations of changes to practices.

The **Associate Principal will report** every incident of physical restraint to the **Ministry of Education**, using the attached form "Information for the Ministry of Education and School Board reporting"

The report can be submitted via the Community Portal or emailed to Ministry of Education at [physicalrestraint.change@education.govt.nz](mailto:physicalrestraint.change@education.govt.nz)

The **parents or caregivers** are to also be given a copy and a copy is to go on the students file.

The Associate Principal will **monitor** the wellbeing of any student who has been physically restrained and any staff member who has used physical restraint, so that appropriate support can be provided if adverse impacts from the restraint occur.



**Information for the Ministry of Education and for School Board Reporting**

<b>Information for Ministry of Education</b>		<b>Date of Incident</b>	dd/mm/yy	<b>Date of report</b>	dd/mm/yy
Name of School					
Student's National Student Number (no name) NSN					
Date of Birth	dd/mm/yy				
If the student was physically restrained more than once during the day, indicate how many times?					
Did the student have a support plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Was physical restraint a part of the support plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Who made the principal aware of the incident of physical restraint?					
Has the school notified the parents or caregivers?					
Please briefly describe the events that led to the use of restraint					

Was anyone injured due to the use of physical restraint?	<input type="checkbox"/> Staff member <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/> No	
Does the student have a learning support need eg. disability, neurodivergency, specific learning difference (diagnosed or self identified)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide details
What is the role of the staff member who applied the restraint?	<input type="checkbox"/> Teacher <input type="checkbox"/> Other	If other, what is their role?
Was the staff member who applied the restraint authorised?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the staff member who applied the restraint receive training in physical holds prior to the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a debrief meeting been organised?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The Education (Physical Restraint) Rules 2023 require reporting of physical restraint incidents.

Complete the form via the Community Portal or email it to the Ministry of Education at [physicalrestraint.change@education.govt.nz](mailto:physicalrestraint.change@education.govt.nz). Provide a copy to the employer (school board or manager of a private school) and the parent or caregiver.

Note: the information in this form may be the subject of requests made under the Privacy Act 2020 and the Official Information Act 1982.

## Appendix 4

### Checklist – following an incident of physical restraint

Task	Completed	Notes
Has the principal/delegated manager been notified of the incident?	<input type="checkbox"/>	
Have whānau been notified?	<input type="checkbox"/>	
Has a debrief with whanau been booked?	<input type="checkbox"/>	
Has the Ministry been notified via the online physical restraint reporting form?	<input type="checkbox"/>	
Has a review meeting been scheduled?	<input type="checkbox"/>	
Have any referrals been made?	<input type="checkbox"/>	
Does a support plan need to be developed or reviewed?	<input type="checkbox"/>	
Does your school policy on physical restraint need to be reviewed?	<input type="checkbox"/>	
Signed  Date    /    /	<input type="checkbox"/>	

## Appendix 5

### Sample debrief form

This form can be adapted to align with your school values and approaches

Date of debrief	
Time of debrief	
Date of incident	
Attendees at the debrief	
Who was involved in the incident?	
What led up to the incident?	
What approaches/ strategies were used – how effective were they?	
What would we do again or differently?	
Next steps/agreed actions	
Principal or principal's delegate signature	
Date	/ /