



Alfriston College

Health and Safety Procedures 2021

Version 1 ratified: 28 June 2021

Signed: _____
Board of Trustees

TABLE OF CONTENTS

HEALTH AND SAFETY

INTRODUCTION

- 1) STAFF INDUCTION
- 2) EOTC
- 3) RISK MANAGEMENT
- 4) HAZARD ASSESSMENT REGISTER
- 5) HAZARD REGISTER
- 6) INJURY AND INCIDENTS MANAGEMENT REPORTING
- 7) OTHERS
- 8) EMERGENCY
- 9) ADMINISTERING MEDICINE
- 10) SMOKING AND DRUGS
- 11) ALCOHOL
- 12) CHILDREN ON SCHOOL GROUNDS
- 13) BEHAVIOUR MANAGEMENT
- 14) SEARCH AND SEIZURE
- 15) REPORTING ON SUSPECTED ABUSE
- 16) BULLYING, HARASSMENT AND DISCRIMINATION
- 17) PRIVACY
- 18) INTERNET SAFETY
- 19) USE OF PRIVATE MOTOR VEHICLE
- 20) HEALTH CENTRE
- 21) HEALTH AND HYGIENE
- 22) LEARNER RECORDS
- 23) TRAUMATIC INCIDENTS INVOLVING STAFF
- 24) MANAGEMENT OF SUPERVISED INTERNATIONAL GROUPS
- 25) WORKPLACE SECURITY
- 26) CCTV
- 27) LEARNERS DRIVING TO SCHOOL
- 28) SCHOOL VEHICLES

APPENDIX

- H&S #18 APPENDIX 1 - AC STAFF GUIDELINES FOR THE SAFE USE OF DIGITAL TECHNOLOGY DECLARATION
- H&S #18 APPENDIX 2 - AC STAFF COMPUTER USE AGREEMENT [NON-TEACHING STAFF]
- H&S #18 APPENDIX 3 - AC TELA STAFF COMPUTER USE AGREEMENT [TEACHING STAFF]
- H&S #27 APPENDIX 4 - PARENT PERMISSION AND LEARNER AGREEMENT FORM
- H&S #27 APPENDIX 5 - PARKING PERMISSION

INTRODUCTION

The Alfriston College Board of Trustees is the entity that meets the definition of Person Conducting a Business or Undertaking (PCBU) under the Health and Safety at Work Act 2015.

Under the Act, everyone has responsibilities for workplace health and safety.

However, our school's leadership makes governance decisions that influence health and safety, such as the strategic direction, resource allocation, and ensuring our school has the appropriate people, systems and equipment.

The Board (as the PCBU) holds the primary duty of care for, and manages risks to, the health and safety of workers and others arising from the work of our school. The Board will exercise its primary duty of care by ensuring the health and safety of:

- its workers (e.g. teachers, School Leaders, administrators, property managers, volunteer workers etc.) while at work (e.g. at school and/or on excursions and/or outside the classroom)
- other workers who are influenced or directed by the Board
- others (e.g. learners/children, parents, members of the public, and visitors to the premises), by ensuring they are not put at risk from work carried out by Alfriston College

The specific obligations and duties of the Board are, so far as is reasonably practicable, to:

- provide and maintain a work environment, plant and systems that are without risks to health and safety
- ensure the safe use, handling and storage of plant, structures and substances
- provide adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- provide information, training, instruction or supervision necessary to protect everyone from risks to their health and safety arising from work activities at Alfriston College
- monitor the health of workers and the conditions at the workplace for the purpose of preventing injury or illness.

Officers

Officers are individual members of the Board of trustees, and any other staff occupying a position that allows them to exercise significant influence over the management of our school or school undertaking, which includes individual members of the Senior Leadership Team and School Leadership team and staff given delegated authority.

Officers do not have to directly ensure the health and safety of the Board's workers. Their role is to exercise due diligence, which means they must take reasonable steps to ensure that the Board meets its health and safety obligations.

The purpose of due diligence is to inform governance decisions so they do not adversely or negatively affect health and safety. Due diligence includes taking reasonable steps to:

- Know about worker health and safety matters and keep up-to-date
- Gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- Ensure the Board has appropriate resources and processes to eliminate or minimise those risks
- Ensure the Board has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information
- Ensure the Board has, and implements, processes for complying with any duty or obligation of the Board
- Verify that these resources and processes are in place and being used

Workers

Workers work for the business or undertaking and include employees, contractors or subcontractors and their workers, labour hire company employees, apprentices or trainees, people on work experience or a work trial and volunteer workers (NOTE: Other volunteers, such as for fundraising, are not workers)

Workers must:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other people
- Comply, as far as reasonably able, with any reasonable instruction that is given to them by the Board to allow the Board to comply with the law
- Cooperate with any reasonable policy or procedure of the Board relating to health or safety at the workplace that has been notified to workers

Others

Other persons include parents, visitors, other volunteers, general public and those who may be put at risk by the work of Alfriston College. It does not include people who unlawfully enter the premises. Other persons includes learners. The Health and Safety at Work Act does not specifically mention the age of responsibility for health and safety duties. However under the Crimes Act children under 10 can't be prosecuted at all and children under 14 can only be prosecuted in special circumstances. One of the principles in the Children, Young Persons, and Their Families Act is that unless the public interest requires otherwise, criminal proceedings should not be brought against a child or young person if there is a way of dealing with the matter through alternative means (e.g. a warning or caution, or possibly through a school's disciplinary processes). The likelihood of action against a school child for a breach of health and safety duties is low. International learners are learners of Alfriston College but have additional consideration through NZQA's Code of Practice for Pastoral Care.

Other persons should:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other people
- Comply, as far as reasonably able, with any reasonable instructions given to them by the Board to allow the Board to comply with the law

Multiple PCBUs - Consult, Cooperate and Coordinate

Many work situations involve multiple PCBUs that have overlapping duties. For example, there may be a number of different businesses working together or alongside each other on a single worksite, such as a construction site, and through contracting activities or supply chains such as Education Outside the Classroom (EOTC).

Overlapping duties do not automatically require PCBUs to duplicate efforts. Instead PCBUs will need to consult, cooperate and coordinate activities to meet their shared responsibilities. They should make reasonable arrangements and coordinate responsibilities with the other PCBUs to fulfil their duties and they should also monitor each other to ensure everyone is doing what they agreed.

Examples of multiple PCBUs

Activity	PCBUs	Action (but not limited to)	My Workers/ Others/ Volunteers	Their Workers/ Others
EOTC experience	Board/EOTC operator	Consult, Cooperate and Coordinate. Discuss H/S policy and expectations, complete RAMs	Follow schools H/S policy and policy of operator, look after own H/S, sign in if activity not at school	Follow school H/S policy, sign in, look after own H/S
Tradesman eg fix plumbing	Board/contractor	Consult, Cooperate and Coordinate. Discuss H/S policy and expectations	Report any H/S hazards and risks	Follow school H/S policy, sign in, look after own H/S
School camp	Board/operator	Consult, Cooperate and Coordinate. Discuss H/S policy and expectations. Complete RAMs	Follow schools H/S policy and policy of operator, look after own H/S	Explain their H/S policy, meet schools H/S expectations
New class room	Board/contractor/MoE	Consult, Cooperate and Coordinate. Discuss H/S policy and expectations. Note: should be part of contractual arrangements	Follow schools H/S policy, also follow policy of contractor when 'on construction site'	Follow school H/S policy, sign in, look after own H/S
Hiring out school property	Board/hirer	Consult, Cooperate and Coordinate. Discuss H/S policy and expectations	Report any H/S hazards and risks	Follow school H/S policy, look after own H/S
Satellite class	Board/host PCBU	Consult, Cooperate and Coordinate. Discuss H/S policy and expectations	Follow schools H/S policy and policy of host PCBU, look after own H/S	Follow school H/S policy, sign in, look after own H/S

Where to go for help or further resources

- MOE "Health and Safety at Work Act 2015: A practical Guide for Boards of trustees and School Leaders"
- WorkSafe NZ
- Ministry of Business, Innovation and Employment (MBIE)
- Ministry of Education
- NZSTA Phone: 0800 782 435
- Accident Compensation

The following procedures are based on the Alfriston College Charter, Governance and Operational Policies 2018, version 3, in particular Operational Policies D6 - D9.

Staff Induction

Principle:

Induction helps new staff to belong.

Staff should feel that they are supported and valued especially in the first few weeks of school.

These procedures provide new staff with information and training in health and safety, including their responsibilities and rights to a safe and healthy workplace.

Health and safety is everybody's responsibility. Effective health and safety management requires the involvement of all school workers.

Guidelines:

1. Induction will include our history, values, culture, learning community, key relationships,, policies, practices and expectations.
2. Initial induction will be the responsibility of Senior Leadership. NZC Leaders and Whanau Leaders will be responsible for the first Term. The School Leader will meet with the new staff members before that first Term ends.
3. Induction information will be given through a mix of buddy, one-on-one discussions, group presentations, information on the AC intranet, online or paper modules, handouts to read, a tour around the premises.

The programme will include:

- Key school locations
- Connection to a buddy/tuakana to answer day-to-day questions and practices
- Introduction to immediate NZC / school area Leaders
- Summary of the AC Way, history, structure and functions of our learning community
- Beginning Teachers and new to New Zealand teachers will be required to enrol in AC's BT/PR Teachers Growth and Coaching programme led by the Senior Leader responsible for PLD
- Full information on AC, human resources, and health and safety policies, practices and processes (eg risks and hazards within their work area, appropriate risk control procedures), the risk register which will be provided to be read and signed by the worker, emergency procedures (sight first aid cabinet, fire alarms and firefighting equipment, emergency exits), code of conduct and acceptable standards of behaviour, policies on IT and email usage, conflict of interest, vehicle use, reimbursement, harassment
- Introduction to all co-workers, leaders and relevant people such as health and safety representatives, union delegates (if a member), fire wardens and first aid officers, key contacts and stakeholders for the employee
- How to log on to computers and access KAMAR, relevant programmes and websites.
- How to set up your telephone, voicemail and email
- Practices around hours of work, flexible working, and holidays (including any regular closedown), lateness and absenteeism
- Staff recognition schemes
- Processes to resolve employment problems, including the process to report harassment, discrimination and bullying
- AC Growth and Development Coaching programme
- Teacher registration
- Disciplinary process
- Professional Learning and Development
- Any reporting processes, eg who to contact in case of absence or in an emergency in the workplace including a copy of key contact details to keep at home

- Personnel file details including next of kin details in case of accidents or emergencies, special medical needs, such as for asthma or diabetes
4. Health and Safety Training. Compulsory health and safety training for all workers includes:
 - fire drills
 - computer health and safety
 - harassment and bullying prevention
 - other training as directed by the School Leader, necessary to ensure risks associated with specific work are managed in a safe manner
 5. Optional training available, relevant to specific work areas and/or potential hazards:
 - First Aid (to be approved by the School Leader).
 - All workshop and technical workers should be trained in first aid. Also, coverage can be provided in an area by other full-time workers.
 - Back care/manual handling
 - CPR
 - Defensive Driving
 - Hazardous Substances: Workers who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations: this includes chemical safe handling training (2.5 hour course); approved handler training (4 hour ERMA course)
 6. Contracted workers

Induction: The School Leader or the delegated officer 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
 7. Service, maintenance and construction contractors

The School Leader or the delegated officer will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.
 8. Criteria for Health and Safety Trainers

To ensure our workers and external trainers have appropriate qualifications and experience to teach Health and Safety in their field of expertise, the School Leader or delegated officer will check the following:

 - Qualifications of the trainer
 - Industry Experience
 - Current competency and registrations
 - Person specifications for the role, as described in the position description/profile and expectations for each worker
 9. Monitoring

All H&S training will be reported and recorded. The School Leader or the delegated officer will monitor renewal/refresher needs for First Aid and Fire Warden training
 10. Review and assessment

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment will determine whether:

 - Programmes are effective and still appropriate
 - Any updates are required
 - Further topics should be added.
 11. Individual training needs will be reviewed, in consultation with worker, when professional development and job training plans are updated.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Education Outside the Classroom (EOTC)

Principle:

Education outside the classroom is curriculum-based teaching and learning activities that go beyond the walls of the classroom. EOTC includes any curriculum-based activity that takes place outside the school ranging from a museum or marae visit, to a sports trip, field trip, or outdoor education camp. Alfriston College recognises that education outside the classroom (EOTC) can make a substantial contribution to children's intellectual, social and emotional development. Authentic, relevant and contextual learning enables learners to experience learning in an environment that best suits the activity or learning. Activities should reflect and enrich the curriculum providing further opportunities for individual learning, personal growth and development.

Guidelines:

1. All EOTC must adhere to the most current Alfriston College EOTC Safety Management Plan. A copy of this is with NZCLs, Whanau Leaders, SLT or on the AC Staff website.
2. An overview of the AC EOTC process is outlined below:

APPLICATION PROCESS

- Purpose and Justification for trip, Logistics, Initial Risk Assessment and Supervision plan, Staffing, Impact of trip, External provider agreement, Costing.
- End point = Initial Approval

PLAN

- Risk Management (Risk Assessment and Supervision form - RAS)
 - Identify
 - Assess – Risk Rating Matrix
 - Manage
 - Monitor
- Staff Competence – including volunteers
 - Skills required
 - Recruit
 - Internal staff
 - External contractor, provider or volunteers
 - Induct / train
 - Support / monitor / appraise
 - Engaging external providers (multiple PCBU's)
- Communication with Parents
 - Information - generated upon approval of trip
 - Risk disclosure
 - Health information
- Logistics detail
 - Event Management Plan
 - Transport
 - Accommodation
 - Meals
 - Communication
 - Equipment
 - Contingency
 - Emergency Planning
- Final Approval

PREPARE

- Week before

IMPLEMENT

- Intentions - staff member at school with relevant information for trip
- Communication, including with other PCBUs = Toolbox talks, daily decisions
- Incident reporting
- Emergency Response plan (located on trip documentation returned upon approval)

POST EVENT

- Reporting
- Review and Evaluation
- Equipment logging
- Clean up

3. All EOTC applications must be submitted through the EOTC online application process located on the AC Staff website. All applications must include the Risk and supervision (RAS) plan for each individual activity on the trip application, and where appropriate the Out of Class rationale if the trip is being run in timetabled time. These can be found on the AC Staff website under Operations - Requests - EOTC. Trips that involve external providers must also complete the External provider agreement form and submit signed alongside the application.
4. School procedures in planning, obtaining appropriate approvals and conducting the programme must be followed.
5. All Staff participating as part of an EOTC event must have completed an EOTC Competency declaration form.
6. All Day trip applications will be reviewed and approved by the EOTC Coordinator and Senior Leader who oversees EOTC.
7. All Overnight applications require BOT approval.
8. Once an EOTC application is approved all relevant documentation will be returned to the Staff member in charge via email along with the link to the permission slip generated ready for distribution to parents/caregivers.

References:

- Education and Training Act 2020
- Education Amendment Act 2000
- Health, Safety and Work Act 2015
- EOTC Guidelines 2016 "Bringing the Curriculum Alive"
- AC Charter, Governance and Operational Policies v3 2018

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Risk Management

Principle:

The following should be read in conjunction with the “Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers” which clearly outlines Health and Safety responsibilities.

Risk management is the cornerstone of the Health and Safety at Work Act 2015. It allows the Board to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this policy is to explain how we manage risks effectively in our school environment and work carried out by our school.

This policy applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the school’s leadership team, workers, learners, contractors, temporary workers, volunteers and visitors.

The Board will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist in other workplaces.

The Board will keep a risk register and record information from the risk management process. For each identified hazard, the following information will be recorded:

- the harm the hazard could cause
- the likelihood the harm would occur
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented – by whom and by when
- review date

Guidelines:

How do we manage health and safety risks effectively?

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

Everyone has a part to play in managing risk effectively

Officers

- 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 work group
- 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
- regularly review and monitor risks and the controls that are in place

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 the PCBU they are visiting
- 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

Health and Safety Committee / NZCLs & WLs

- facilitates co-operation between the Board of trustees and school workers in instigating, developing, and carrying out measures designed to ensure the school workers' health and safety at work
- assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the school
- makes recommendations to the Board of trustees about work health and safety.

Health & Safety Representatives

- represent workers on health and safety risk matters
- promote the interests of workers who have raised health or safety risks
- monitor risk controls undertaken by the Board
- investigate complaints from workers about health and safety risks
- after first consulting with the relevant School Leader, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- direct workers to cease work if they believe the work would expose them to a serious risk

Others – (visitors, learners, 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 in relation to risks

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Hazard Assessment Register

Principle:

The following should be read in conjunction with the “Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers” which clearly outlines Health and Safety responsibilities.

The Health and Safety at Work Act 2015 specifies that everyone has a duty to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

The template below is used to identify risks within our school. The risk assessment matrix and general risk information on pages 49 to 51 of “Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers” establishes the risk level and the likelihood of the risk occurring.

Guidelines:

Risk assessment will be recorded in our register, under the following

- Date of assessment
- Location
- Hazard
- Risk level
- Likelihood
- Eliminate / minimise action
- Control
- Monitor / review date

The Hazards Assessment Register can be accessed through the Health and Safety Rep Team Google Drive.

HSRs will be responsible for the management of our Hazard Assessment Register.

- Hazard register updated upon hazard identification
- HSRs access google form via staff website to update hazard register
- Hazard register reviewed at monthly HSR meetings

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020
- Health, Safety and Work Act 2015

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Hazard Register

Principle:

The following should be read in conjunction with the “Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers” which clearly outlines Health and Safety responsibilities.

A risk or hazard register is where we record the information from the risk management process (see H&S 3).

Guidelines:

For each identified hazard the following information should be recorded:

- description of the hazard
- the harm the hazard could cause
- the likelihood the harm would occur
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented – by whom and by when
- review date

The Hazards Register can be accessed through the Google Team Drive AC Way
Our process is summarized below:

Step 1

Describe the hazard
eg, loose light fitting

Step 2

State the location of the hazard
eg, Classroom 2, plug beside exit door

Step 3

Rate the risk
eg, 1 = Low (unlikely to cause harm)
3 = High (will cause a notifiable event)

Step 4

Recommend the control measure
Eliminate - repair/remove
Note: if you cant do either of these minimize
by substituting, isolating, engineering
control, administrative control, Personal
Protective Equipment

Step 5

**Obtain authorisation for the control
measure and implement**

Step 6

Monitor and review

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020
- Health, Safety and Work Act 2015

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Injury and Incidents Management and Reporting

Principle:

The following should be read in conjunction with the “Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers” which clearly outlines Health and Safety responsibilities.

Incident management is key to any workplace’s Health and Safety systems/processes. Incident management requires a school wide approach with clear points of accountability for reporting and feedback. The purpose of this policy is to:

- outline the principles of incident management
- standardise the incident management process
- ensure consistency in definitions
- outline roles and responsibilities for incident management

Guidelines:

1. This policy applies to and must be followed by all of our workers and others in all school workplaces. This includes all members of the schools leadership team, workers, contractors, temporary workers, volunteers, learners and visitors.
2. The Board will consult, co-operate and co-ordinate with other duty holders on matters when there are overlapping Health and Safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist in other workplaces.
3. How do we manage incidents effectively?

The principles of accountability, obligation to act, and collaboration should be applied at each step of the incident management process. The six steps include identification, notification, classification, investigation, action and evaluation.

- Step 1: Identification

It is important for all workers to recognise when an incident or near miss has occurred. Workers need to act immediately to make sure those who are involved are safe and that the workplace poses no further risks. You may need to apply first aid. First aiders are available to provide immediate assistance to anyone who has suffered an injury or illness while at work.

- Step 2: Notification

Workers must notify their relevant School Leader when an incident occurs. The Board uses the incident notification form to document incidents. School Leaders are required to investigate incidents lodged by their workers to ensure local action is taken. All incidents and notifiable events including near misses must be reported.

- Step 3: Assessment

The relevant School Leaders need to assess the level of incident that has occurred. When a ‘Notifiable Injury or Illness’ and/or ‘Notifiable Incident’ happens, WorkSafe NZ must be contacted. This is called a Notifiable Event. The site must be kept preserved to allow WorkSafe NZ to inspect it. Examples of a notifiable incident include harm that causes hospitalisation for 48 hours or more, amputation of a body part etc.

- Step 4: Investigation

The investigation of incidents is an essential component of incident management. All incidents, including notifiable events, should be investigated to identify the causes. Following the investigation, corrective actions to prevent similar incidents and injuries happening again are identified and implemented as soon as possible after the event.

- Step 5: Action

Actions are developed for each recommendation. Actions may be in the form of putting in place risk controls. The HSR, the affected worker, and others in the workplace may be consulted about the action. Accountability for each action will be given to a person in the work group. Progress on the implementation of actions is monitored regularly. Mechanisms for monitoring include risk registers, team meetings, health and safety committees and aggregated information collated by the School Leader or the HSR. The HSR or School Leader collates this information to generate reports and analyse incident data to identify trends, risks and to initiate, monitor and/or evaluate system improvements.

- Step 6: Review

The review step monitors whether the actions taken have been successful in preventing further incidents. Actions that have been made must be regularly monitored and reviewed to ensure they are effective. The manager is expected to do this in consultation with workers.

4. Roles and Responsibilities

Everyone has a part to play in managing incidents effectively.

- PCBU

- The Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all workers, learners, and other people in the workplace. We will achieve this through:
 - making health and safety a key part of our role
 - 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
 - helping workers who were injured or ill return to work safely

- Officers – (School Leader and individual Board members)

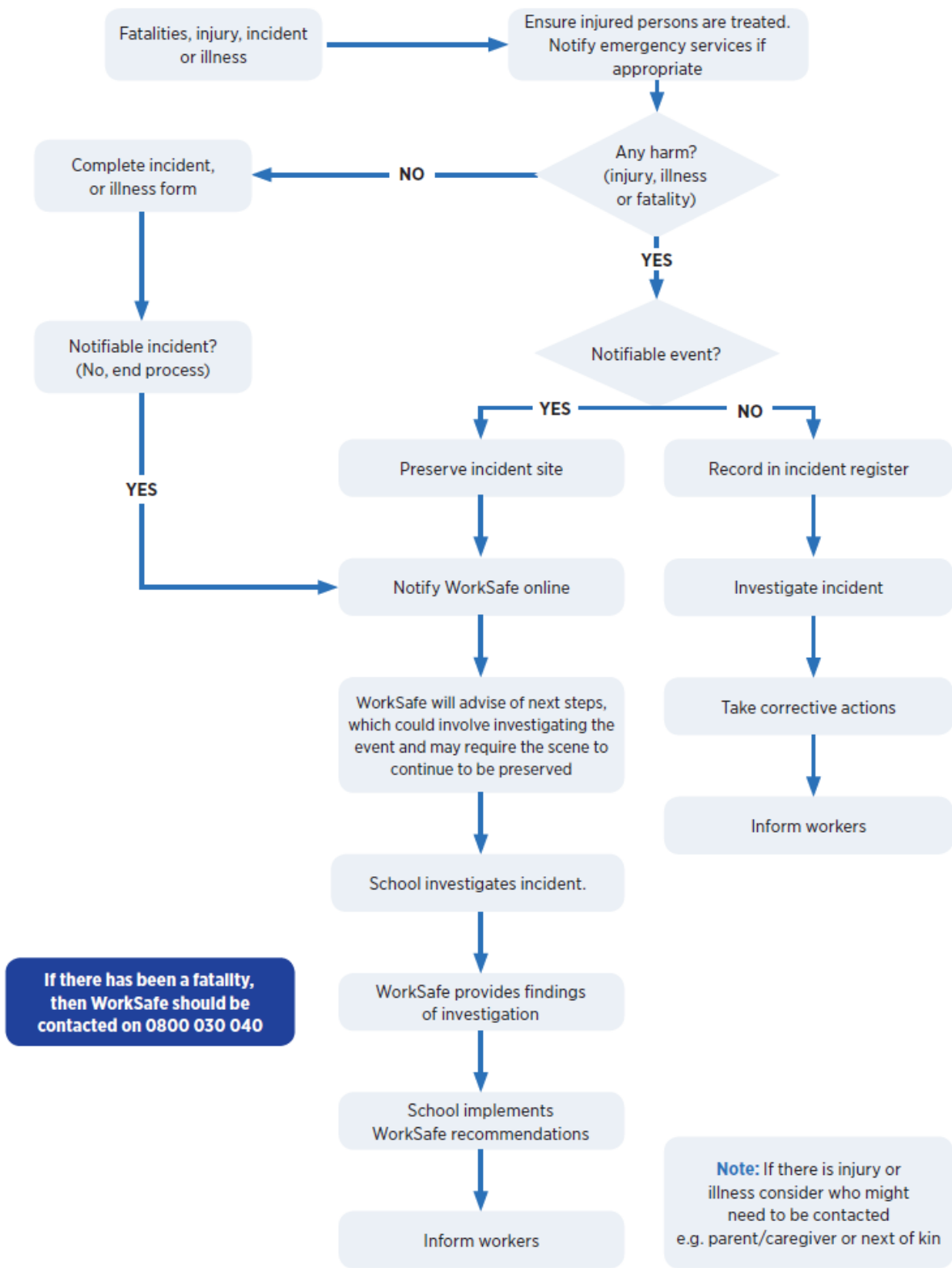
- know and keep up to date with incidents that are associated with the school's operations
- ensure resources and processes are in place to prevent incidents
- ensure processes are in place for timely information on incidents
- ensure health and safety processes are actually implemented
- monitor the health and safety performance of the school

- Workers – (employees, temporary workers, contractors, volunteers)

- take reasonable care of their own health and safety
- ensure their actions or omissions do not affect other's health and safety
- immediately report any incident to their relevant School Leader
- report any risk or hazard to the relevant School Leader to prevent injuries occurring
- cooperate with the incident management policy and its procedures in the workplace including investigations of incidents
- participate in the implementation, monitoring and evaluation of actions following an incident investigation
- comply with any reasonable instruction given by the Board or the PCBU they are visiting

- encourage fellow workers and others visiting the workplace to notify identified incidents
- Members of the schools leadership team
 - view all incident investigation forms submitted by workers as soon as practicable
 - report notifiable incidents to WorkSafe NZ via the school's School Leader
 - investigate all incidents submitted by workers who report them, undertake actions in a timely manner, and document these
 - consult with health and safety representatives, the affected worker, and others in the workplace during investigations and actions
 - delegate actions to relevant workers, who may also need to review them
 - monitor and review the effectiveness of actions taken
- Health & Safety Representative
 - represent workers on matters relating to health and safety incidents
 - investigate complaints from workers in the workplace
 - monitor the incident management approach undertaken by the Board
 - promote the interest of workers who have raised/reported health and safety incidents
 - if requested by the relevant School Leader, participate in incident investigations
- First Aiders
 - take reasonable care of their own health and safety
 - identify themselves to workers and others in the workplace
 - provide immediate assistance to anyone who has suffered an injury or illness while at work
 - ensure that the workplace has adequate First Aid resources
 - ensure that First Aid can be provided for the risks that are apparent within the workplace
 - keep their qualifications up to date
 - attend training or refresher courses as required
- Others in the workplace – (visitors, learners, parents etc)
 - take reasonable care of their own health and safety
 - ensure their actions or omissions do not affect other's health and safety
 - comply with instructions given by the Board or another PCBU
 - immediately report any incident to an officer
- Infectious diseases
 - The following information may be useful in developing a policy on illness and sickness:
 - The Ministry of Health has developed an Infectious Diseases chart, which outlines 21 childhood diseases, with information on early signs of illness, how long the child will be infectious and the length of time the child should be excluded from the schooling environment.

The chart below outlines our fatality, Incident or illness procedure:



The following documents apply to this policy:

- Causes of Incidents and Injuries Checklist
- Injury or Incident Investigation Form
- Notice of Record of Injury / Notifiable Event
- Injury and Incident Board Report

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020
- Health, Safety and Work Act 2015

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

H&S 7

AC STRATEGIC PLAN, GOVERNANCE FRAMEWORK AND OPERATIONAL POLICIES 2019
REFERENCE: **D**

Others

Principle:

The following should be read in conjunction with the “Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers” which clearly outlines Health and Safety responsibilities. For the safety of visitors and the school’s learners and workers, the school must be able to identify who is on the school site. The School Leader must be informed of any interviews of learners by visitors from outside agencies.

The purpose of this policy is to:

- To identify all visitors to the school.
- To ensure administration workers are aware of who is in the school throughout the day for security and emergency purposes.
- To provide clear guidelines on identifying visitors.

Guidelines:

1. Signs requesting visitors to 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 and receive a visitor’s label / identification to wear while on the school grounds.
3. All contractors contracted by our School to carry out work on our school premises must agree and comply with our External Contractor Health and Safety Agreement.
4. Any visitor wishing to speak to a learner other than a child under their care must have the permission of the School Leader or the delegated representative.
5. Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
6. School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
7. The School Leader must approve any non-workers attendance at school with the exception of parent helpers.
8. Those meeting with workers or learners, 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).

Approval:

When the Board approved this policy it agreed that no variations of this policy or amendments to it could be made, except with the majority approval of the Board.

Review:

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Emergency

Principle:

The following should be read in conjunction with the “Planning and preparing for emergencies and traumatic incidents - PRACTICAL INFORMATION AND GUIDANCE FOR SCHOOLS DECEMBER 2016” and the “Alfriston College Emergency Management Plan”.

Under the National Administration Guidelines (NAGs), specifically NAG 5, Boards of trustees are required “to provide a safe physical and emotional environment for learners” (NAG 5a) and “to comply in full with any legislation currently in force or that may be developed to ensure the safety of learners and employees” (NAG 5c).

The Board is required under HSWA to ensure there is an emergency plan for the workplace. The emergency plan must provide emergency procedures, including an effective response to an emergency, evacuation procedures, procedures for notifying emergency service organisations at the earliest opportunity and medical treatment and assistance procedures.

The Board is required to maintain and keep the emergency plan up to date to ensure that it remains effective.

While the Board holds the primary duty of care to ensure the health and safety of everybody involved with Alfriston College so far as is reasonably practicable, implementation of health and safety policy is usually delegated to the School Leader, who develops appropriate procedures and practices to ensure obligations and expectations are met.

Guidelines:

1. In the event of an emergency / traumatic incident, procedures and processes outlined in the current Alfriston College Emergency Plan will be strictly adhered to
2. The Alfriston College Incident Management Team (IMT), consisting of the Senior Leadership Team, Whanau Leaders, Property, New Era IT and the Guidance Leader will lead staff and learners through the event
3. As appropriate, the School Leader will collaborate with the BOT Chairperson, to manage the school through the event including oversight of the wellbeing of the IMT members and media liaison
4. The following IMT members will have the following emergency management roles:
 - **Incident Controller & Media Liaison** – School Leader or the delegated SLT member
 - **Operations Manager** – Senior Leader Learning Connection or the delegated WL and New Era IT
 - **Logistics Manager** – Senior Leader Learning Leadership or the delegated WL with Property Leader and Caretaker
 - **Planning Manager** – Senior Leader Learning Confidence or the delegated WL
 - **Communications Manager** – Senior Leader Learning Character or the delegated WL and New Era IT
 - **Special Needs Liaison** – Senior Leader Learning Competence or the delegated staff member & Guidance Leader
5. In the event of an emergency / traumatic incident during an EOTC event, procedures and processes outlined in the AC EOTC Emergency Response Guide and that event’s EOTC Application and documentation will be followed

6. In any emergency event, parents and caregivers will be advised, following the AC Whanau communication protocols, of the situation and if emergency reunification is being implemented. A record will be kept of who has uplifted each child or young person. Each child or young person will only be released to a person identified by the parent or usual caregiver as approved to uplift that child or young person. Parents and caregivers will be notified of the reunification process and reunification points for their child or young person. The school will be organised into whanau groups in their designated whanau area of the evacuation point. Unaccompanied children and young persons will be temporarily cared for in a holding area on the school grounds as appropriately identified after the evacuation.
7. An efficient drill will be organised and regularly practised for the whole school to be aware of emergency procedures and processes.
8. Each Alfriston College learning and work space will contain clear details of the AC emergency processes and procedures.
9. On evacuation, visitors will be managed by Main Reception. Any person in the school having disabilities will be cared for by their designated Whanau Leader and/or Awhina Hub staff member.
10. Incapacitated learners or staff in the Medical Centre, will be managed by Health Centre staff as appropriate and will be evacuated to the closest safe and appropriate space.

Approval:

When the Board approved this policy it agreed that no variations of this policy or amendments to it could be made, except with the majority approval of the Board.

Review:

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Administering Medication

Principle:

School Nurses and nominated staff may be required to administer prescribed medication to learners. The School states that it should only be requested to administer medication during the school day in order to ensure that a learner's health is not placed in jeopardy.

Guidelines:

1. Prescribed Medication must initially be given by a medical professional or parents/caregivers
2. Learners who require medication, and are away on EOTC activities, must have written consent from parent/caregiver for medication to be administered.
3. All requests to administer medication should be in writing from the parent/caregiver.
4. Requests to administer medication must be made directly to the Nurse(s) in the Health Centre.
5. The medication must be kept in a locked place.
6. The exact dose of medication must be provided to the School by the doctor/parent/caregiver.
7. Administering of medication will be recorded by the Nurses in the Health Centre.
8. Whilst the School will take all reasonable steps to ensure that the learner takes the prescribed medication, the final onus for this is on the learner, not the School.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Smoking and Drugs

Principle:

The school has an obligation to provide a healthy environment for everyone who works, visits, or has business at the School

Guidelines:

1. All School workplaces, grounds, and vehicles are totally smoke and drugs free.
2. Smoking includes inhaling and exhaling tobacco and vaping products and other plant materials like marijuana and hashish.
3. Drugs are illegal Class A, Class B and Class C drugs as defined by the Misuse of Drugs Act 1975.
4. "Workplace" means an internal area, within a building or on a building or structure occupied by the School and used by staff, contractors and volunteers during the course of their employment. Workplace includes vehicles provided for staff or used by staff on School business. The School also includes the property on which any building is occupied by the School, as the workplace.
5. The smoke-free and drugs-free policy applies 7 days a week, 24 hours a day.
6. All learners, staff, visitors, and contractors are required to abide by the smoke-free and drug-free policy.
7. Any contravention of this policy must be investigated as indicated in the Legal compliance section of this policy. Smokers and drug users who do not follow the policy may face reimbursing the School if the School is fined as a result of a complaint. A breach of this policy may also be dealt with via Staff Disciplinary Procedures.
8. Senior Leaders, Whanau Leaders, NZ Curriculum Leaders, and others in positions of responsibility are required to inform others and enforce this policy, as part of providing a supportive, safe, and healthy environment. It is expected the policy will be included in induction courses for staff, and in information for visitors.
9. In the case of adults smoking, complaints must in the first instance be to the person who is smoking. If the situation is not resolved complaints must be in writing to the School Leader responsible for the person who smokes, the School Leader, or the Board of Trustees.
10. In the case of illegal drug use, Police will be notified and the school's standard disciplinary procedures for serious offences will be carried out.

Relevant Legislation:

- Smoke-free Environments Act 1990 and amendments
- Misuse of Drugs Act 1975

Legal Compliance:

- In accordance with the Smoke-free Environments Act, any complaint submitted to a person in a position of responsibility within the School must be investigated, within 20 days of the complaint, and resolution sought if this policy has been contravened. An assurance that there will be no repeat of the cause of complaint (where the complaint is justified) is sufficient resolution. Representatives of the employees or visitors may be present where resolution processes occur. Unresolved cases must be referred in writing to the Board of Trustees for further resolution processes. If the complaint

cannot be resolved the case must be referred to the Director General of Health within 40 days of the original complaint.

- Information on how to stop smoking is available from Public Health Units.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Alcohol

Principle:

The school has an obligation to provide a healthy environment for everyone who works, visits, or has business at the School

Guidelines:

1. The sale of alcohol or the consumption of alcohol that requires a special licence in accordance with the Sale and Supply of Alcohol Act 2012 by the school is prohibited
2. The school must obtain Board approval before alcohol may be consumed on school premises or at school approved activities
3. The school will ensure the legal requirements for the provision of alcohol in public situations at school functions are enforced
4. The consumption of alcohol by learners at school, or any school organised activity, including EOTC, during school hours or school events, is prohibited
5. Staff will contact the appropriate School Leader and parent / caregiver immediately and action relevant school disciplinary procedures in response to learners who have been drinking during school hours or events and/or brought alcohol onto school premises. The School Leader will notify police if the source of supply, such as a retailer, can be identified
6. Before departure to any EOTC event, staff must inform parents/caregivers and learners of the alcohol prohibition and the consequences that could be expected for offending
7. Staff must act in accordance with their duty of care to learners, which is in force during the entire time of the EOTC event and be aware that consumption of alcohol by staff during such EOTC events is inconsistent with NZ Education Council Code and Standards, is considered unwise and could lead to allegations of negligence and disciplinary action
8. On no account is a member of staff to be under the influence of alcohol when working. If anyone suspects this is the case, action must be taken to ensure the health and safety of learners and a member of the Senior Leadership Team must be informed immediately
9. When the Board approves the consumption of alcohol on school premises it will ensure adherence to the responsible service of alcohol requirements and comply with the Sale and Supply of Alcohol Act 2012
10. The Board will consider school community attitudes and other school policies related to drug education and health and wellbeing
11. Any consumption of alcohol at school events where learners are not present must be approved by the Board in writing
12. Outside organisations hiring or leasing school buildings and private staff functions which exclude learners, that will involve the sale and consumption of alcohol, must apply in writing to the Board, for permission, at the Board Meeting at least two months prior to the event. An appropriate Casual Use Agreement must be entered into with the School. It will be the responsibility of the applicants to obtain relevant licences and meet specified conditions. Any contravention of the policy must be investigated as indicated in the Legal compliance section of this policy

Legal Compliance:

- In accordance with the Sale and Supply of Alcohol Act 2012 and Gambling Act 2003, any complaint submitted to a person in a position of responsibility within the School must be investigated, within 20 days of the complaint, and resolution sought if this

policy has been contravened. An assurance that there will be no repeat of the cause of complaint (where the complaint is justified) is sufficient resolution. Representatives of the employees or visitors may be present where resolution processes occur. Unresolved cases must be referred in writing to the Board of Trustees for further resolution processes. If the complaint cannot be resolved the case must be referred to the Director General of Health within 40 days of the original complaint.

- Further information on the wise use of alcohol is available on CAYAD (Community Action Youth and Drugs) and The Health Promotion Agency's websites.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Children on School Grounds

Principle:

The purpose of this policy is to ensure the safety of children (not including enrolled learners) while on School grounds.

Guidelines:

1. Children of either employees or caregivers of learners of the School are welcome to attend designated spaces, and other facilities which have been designed for children
2. The rest of the School grounds may not be designed for use by younger children. They have physical hazards such as stairwells, balconies etc., in addition to playing fields, and workshops which are unsafe for children of all ages. For this reason it is not advisable to have unsupervised children on School grounds, except for very young immobile babies who are still being nursed
3. When children are brought onto School grounds they must be accompanied and appropriately supervised by an adult at all times. For young and mobile children, supervision must be very close and continuously attentive. For older children, more discretion may be exercised, depending upon the surrounding hazards
4. Other than by invitation of the School, (e.g. open days, organised visits), children are not to be taken into classrooms or related facilities, and other specially designated areas
5. If staff members observe children who are not appropriately supervised they must immediately take steps to prevent accidental injury and report this to the appropriate School Leader.
6. It is important that children do not interrupt learning of learners and learning activities. The school recommends that alternative arrangements for care of children be made during learning time.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Behaviour Management

Principle:

The School recognises that learners and teachers have a right to a safe, pleasant working and learning environment. Learners and staff also need to be responsible for their own actions and to show courtesy and respect for others, for the property of others and for the environment.

The school seeks to assist learners to develop appropriate social skills and modes of personal behaviour.

To develop an environment in which mutual respect is a chief tenet

To help learners to appreciate the rights of others to learn in a safe secure environment

To help learners appreciate the consequences of their actions

To learn and teach alternative behaviour management strategies

Guidelines:

1. The school will develop a behaviour code that is known and understood by the whole school and its community
2. All members of the school community are expected to abide by the code
3. Parents/caregivers, where necessary, will be involved when a child's behaviour is causing concern to enable co-operation
4. A clear set of disciplinary steps will be taken to deal with behaviour that is causing concern
5. The behaviour code is applicable during the school day, coming to and going from school, on school trips and at all events organised by the school
6. Behaviour on transport to and from school is also subject to the code

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Search and Seizure

Principle:

We aim to ensure that the school environment is a safe and secure learning place. This, at times may require staff to check that learners are not in possession of illicit and prohibited items including drugs, alcohol, cigarettes, pornography, weapons or stolen property.

Searches may be carried out either for cause [for example, because the school is concerned that items have gone missing] or randomly from time to time by any member of the teaching staff. All searches will be carried out in a manner that ensures the dignity of the learner is protected.

Guidelines:

1. Learners may be asked at any time by a teacher, to empty out their pockets, or to open their bag or locker for inspection
2. Learners must be present at all times during a search of their personal property
3. If an illicit or prohibited item is found on the learner, or in the learner's bag or locker, the teacher may retain the item pending the appropriate inquiry or disciplinary process
4. If a learner does not agree to the search being carried out, the learner will be asked to go to the office of a Senior Leader
5. The learner will then have the opportunity to ask any questions that they have in relation to the search, and the learner's parents or guardians will be telephoned. The learner will be supervised at the office of the Senior Leader until the arrival of a parent or guardian
6. Following the arrival of the parent or guardian, the learner will again be asked to empty their pockets, or to open their bag or locker for inspection. If the learner maintains that they will not agree to the search being carried out, such refusal will be dealt with as a disciplinary matter
7. If a parent or guardian is not available to attend the school, a school counsellor or similar will be asked to attend in support of the learner. If the learner maintains that they will not agree to the search being carried out, such refusal will be dealt with as a disciplinary matter
8. The policy will not prevent any urgent search of a learner or their bag or locker or seizure of property, where it is required to prevent harm to the learner or other people, or to prevent damage to property
9. Any items that are retained will be stored by the school with reasonable care but the school shall not be liable to the learner for any loss of item. Some items may be handed to the Police if the situation warrants it

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Reporting on Suspected Abuse

Principle:

It is the responsibility of every school to ensure the safe emotional health of learners in its care. It is required of schools that they report cases of abuse to appropriate agencies once a suspicion has been identified.

Guidelines:

1. When a complaint is received concerning a staff member the appropriate procedure as laid down in the relevant employment contract and the school's complaints policy will be followed
2. The school's insurance company is to be informed
3. In cases of complaints against the School Leader the appropriate contract clauses will be involved
4. Staff who suspect abuse must report the matter to Guidance, Health personnel or the Senior Leadership Team
5. Confidentiality of the informant is protected at all stages
6. Suspected abuse will be reported to an appropriate agency in accordance with legislative requirements
7. learners who wish to lay a complaint or alert someone to the abuse they are suffering will be informed of appropriate processes, be treated with dignity and sensitivity and be informed so that they have a clear understanding of the rules of confidentiality

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Bullying, Harrassment and Discrimination

Principle:

It is the responsibility of every school to ensure all members of school will be treated respectfully and professionally. Staff and learners must not be subjected to any sexual or racial or other bullying or types of harassment.

Guidelines:

1. A culture of respect and caring for others will be reinforced by developing interpersonal skills through direct teaching, building a positive classroom climate and the use of related programmes that develops self-esteem.
2. All staff will work to informally resolve any minor tensions or misunderstandings in a professional, confidential manner. However, conduct of a serious nature, or persistent to the extent that it has a detrimental effect on the conditions of an individual's employment and job performance, or learning should be reported following the appropriate procedures in Policy D9 Concerns and Complaints.
3. The Human Rights Commission considers that sexual, racial and bullying harassment in employment and education generally occurs when there is verbal or physical conduct by one person toward another AND that the conduct is unwelcome, repetitive and offensive and might reasonably be perceived as unwelcome, repetitive, unreasonable, offensive and a risk to health and safety.
4. If ever subjected to serious or threatening behaviour, staff or learners should not confront the harasser, unless they feel safe to do so. A learner or staff member should never confront anyone, without support.
5. Bullying is unreasonable and repeated behaviour towards a person or group that creates a health and safety risk. It includes intimidation, victimizing, humiliating, unjustified criticism, or isolation or exclusion; yelling, screaming or covert behaviour; gossip or lack of confidentiality where required.
6. Harassment is where a person is subjected to repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, at the place of work, which affects their performance or job satisfaction; making offensive remarks or jokes about race, colour, ethnicity or nationality; mimicking a person speech eg their accent; calling a person racist names; showing a person racially offensive material; deliberately mispronouncing a person's name.
7. Sexual harassment may vary from rape, through to persistent sexual jibes and innuendo: it includes personally offensive comments, sexual or smutty jokes, unwelcome social invitations, texts, calls from work mates at work/school or at home, being followed home from work/school, offensive hand or body gestures, unwelcome and inappropriate patting, pinching, touching, inappropriately putting an arm around another's body at work/school; using provocative posters with a sexual connotation; sexual assault and rape.
8. Discrimination is where a person is disadvantaged on the grounds of sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.
9. Complaints about bullying will always be taken seriously. This will be handled confidentially and sensitively on a case by case basis. Disciplinary actions may include, but are not limited to warnings, counselling, and loss of opportunity to participate in school activities. The specific consequences will be consistent, reasonable, fair, age appropriate

and match the severity of the incident. Police and related authorities will be notified as appropriate and in compliance to legal obligations. In the case of staff complaints, a formal report will be given to the School Leader to investigate further, using the most appropriate response or restorative action and in accordance with the STCA and similar Collective Agreements. If the matter cannot be resolved by the School Leader, or it is about the School Leader, it will be referred immediately to the Board of Trustees Chairperson for consideration and resolution.

10. A record is kept of all parental complaints. The school's Concerns and Complaints policy will be strictly adhered to.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the Board following consultation with workers.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Privacy

Principle:

Alfriston College recognises its responsibility to comply with the provisions of the Privacy Act December 2020

Guidelines:

1. The Board of Trustees will appoint a Privacy Officer (this can be the School Leader)
2. Procedures will be developed to assist the Privacy Officer in the task of ensuring that there is full adherence to the principles contained in the Act
3. Procedures will comply with the principles which specify requirements in terms of:
 - The purpose of collection of personal information
 - The source of personal information
 - The provision of full information to the subject
 - The manner of collection
 - The storage and security of information
 - Access to personal information
 - Obtaining personal information held about themselves
 - Checking on accuracy
 - The holding of information no longer in use
 - Limits on use of information
 - Limits on disclosure
 - Assigning of unique identifiers
4. As required in the Privacy Act all breaches will be reported in a timely manner to the Privacy Commissioner

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Collective or individual employment agreements
- Education and Training Act 2020
- Education Amendment Act 2000
- Privacy Act December 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Internet Safety

Principle:

Alfriston College recognises that the internet can provide a valuable learning resource, but that the use of this resource must be monitored and managed to minimise risks

Guidelines:

1. All learners must read and sign a learner Computer/Cybersafety Use Agreement along with a parent/caregiver signature
2. Learners will be supervised while using school facilities; the degree and type of that supervision may vary dependent on the conditions of use
3. All staff must sign the AC Staff Guidelines for the Safe Use of Digital Technology Declaration.
4. All staff must sign the AC Computer Use Agreement [non-teaching staff] or the AC TELA Computer Use Agreement [teaching staff]
5. The necessary procedures will be put into practice to address Computer/Cyber Safety issues, including communications, training and effective electronic security systems
6. A member of the Senior Leadership Team will be responsible for the maintenance of a Cyber Safety programme
7. The Board supports the right of the school to check communication technology-related work or data of staff or learners at any time, and to carry out comprehensive investigation of any breaches of the schools Computer/Cybersafety Use Agreements

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020
- Education Amendment Act 2000
- Schools Online Safety Guidelines – Netsafe NZ
- H&S Appendix 1 - AC Staff Guidelines for the Safe Use of Digital Technology Declaration
- H&S Appendix 2 - AC Staff Computer Use Agreement [non-teaching staff]
- H&S Appendix 3 - AC TELA Staff Computer Use Agreement [teaching staff]

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Use of Private Motor Vehicle

Principle:

In the interests of learner safety and in fairness to school employees the use of private motor vehicles on school business should be directed by clear guidelines.

Guidelines:

1. Any vehicle used to transport learners must have a current licence, warrant of fitness and be covered by an appropriate insurance policy
2. The driver of any vehicle used to transport learners must have a full licence
3. All learners transported in any vehicle on school business must have the written permission of their caregiver
4. The school will meet the reasonable costs of damage to a private motor vehicle driven by a staff member provided that the damage was not due to the staff member's negligence
5. A parent or coach or other appropriate adult who is transporting learners on school business will be treated in the same way as a staff member in relation to clause 4

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020
- Education Amendment Act 2000

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Health Centre

Principle:

To provide a comprehensive, multi-disciplinary health service to staff and learners ensuring appropriate confidentiality is maintained

Guidelines:

1. The Health Centre and School Nurses will provide individual service for medical conditions and/or injuries that occur at school. The service is not a substitute for normal medical services
2. The School Nurses will coordinate with other health providers/educators where appropriate to ensure a high standard of comprehensive health care is available to all learners and staff
3. To comply with all relevant health-related acts and regulations
4. To comply with all Medical Officer of Health directives relating to communicable diseases
5. To support school policies to maintain a healthy environment and to ensure, where possible, that appropriate practices and procedures are followed.
6. To provide appropriate support for any health related curriculum needs.
4. The school will support relevant Counties Manukau District Health Board initiatives relating to Health Care e.g. dental services and immunisation programmes
5. All staff will be made aware of the procedures and operating policies of the Health Centre
6. To provide appropriate support for any health related curriculum requirements
7. The Health Centre staff will maintain first aid supplies, appropriate resources and medications within the Health Centre

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Nurse in Schools Guidelines
- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Health and Hygiene

Principle:

To maintain a healthy school environment, with the use of universal precautions, by all members of the school community

Guidelines:

1. An effective hand washing technique will be promoted throughout the school as a means of infection control
2. The Health Centre staff will promote the covering of open cuts, sores and broken skin
3. Disposable gloves will be worn when giving first aid or dealing with any bodily fluids or solids.
4. Any learner who is clearly unwell will be sent home. It is expected that the learner will remain at home until they are fully recovered, to prevent the spread of air borne or contact infections
5. Health care and personal hygiene practices will be promoted to learners through the health curriculum. These principles will be reinforced by the school Health Centre
6. The Health Centre will monitor outbreaks of communicable diseases, consult with the Senior Leadership Team and act in accordance with Ministry of Health guidelines
7. The School Leader reserves the right under the Education Act to remove from school any learner who is or may be carrying a communicable disease

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020
- Ministry of Health Guidelines

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

learner Records

Principle:

Alfriston College recognises its responsibility to collect and store learner information for educational purposes.

Guidelines:

1. Requests from staff members for information from learner record files will be referred to the Senior Leadership Team or appropriate Learning Community personnel (i.e. Whanau Leader, Head of Guidance) who will establish authenticity of request and release information (where appropriate) under the provisions of the Privacy Act
2. After making appropriate arrangements with the Deputy School Leader – Learning Community, learners are permitted to view their personal files
3. The school reserves the right to pass on information to other agencies it sees fit to hold and store the information at the authority of the learner and the parent, guardian and/or caregiver
4. Current learner records are stored and maintained in a lockable storage system held with the School Secretary
5. Past pupil records are stored appropriately in designated storage within the school
6. Confidentiality is observed at all times

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020
- Education Amendment Act 2000
- Privacy Act December 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Traumatic Incidents Involving Staff

Principle:

The Board of Trustees recognizes its obligation to staff for a fair and reasonable process when there is a traumatic incident involving staff caused by a learner(s) or school event.

Guidelines:

1. In line with related policies and procedures and in collaboration with appropriate in-school and / or external personnel, a member of the Senior Leadership Team, will be appointed to deal with, investigate and report on the incident.
2. The appointed member of the SLT and School Leader or the delegated authority, will meet with the staff member and any representation deemed appropriate by the staff member to resolve the incident using the most appropriate response or restorative action and in accordance with the STCA and similar Collective Agreements. Compensatory actions may be included. If the matter cannot be resolved, it will be referred immediately to the Board of Trustees Chairperson for consideration and resolution.
3. As appropriate and necessary, the BOT and/or School Leader may then appoint another SLT member, staff or independent external personnel as a Reviewer to review the foregoing process giving consideration to impartiality and any conflict of interest.
4. The School Leader and/or BOT Chairperson will draft and issue the terms of reference for the review based on the incident being reviewed and confirm the timeframe for the report to be completed.
5. The Reviewer will then review investigation facts / findings, compliance against current systems, policies and procedures, identify risks and issues and report and recommend as necessary to the School Leader or delegated authority any new learnings or school improvements. New responsive, restorative or compensatory actions may be included.
6. The Reviewer will have access to all relevant incident information, policies and procedures.
7. The Reviewer will have access to all people associated with the incident and deemed necessary to be interviewed.
8. The review will follow the principles of 'natural justice' including the right to representation, disclosure and of reply.
9. The Reviewer's Report will use the AC Fact Finding Review (FFR) and may identify that a separate investigation is warranted (e.g. incident, employment, etc).
10. The Reviewer will base any conclusions on the findings contained within the report.
11. Each reported conclusion will include a corresponding recommendation.
12. Once the FFR is completed the School Leader and/or Chairperson will consider the Findings and Recommendations.
13. The School Leader and/or Chairperson will fully accept, partially accept or reject the Fact Finding Review.
14. The School Leader and/or Chairperson may determine the appropriate course of action and may seek advice prior to doing so.
15. The School Leader and/or Chairperson may determine an alternative course of action is warranted based on the Fact Finding Review.
16. All documentation will be archived.

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020
- Health, Safety and Work Act 2015

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Management of supervised International groups

Principle:

The Board of Trustees recognizes its obligation when managing supervised groups enrolling at the school. This policy should be read in conjunction with the Education (Pastoral Care of International learners) Code of Practice 2016 and the Education Act 1989.

Alfriston College has developed a Supervised-Groups Policy:

- To ensure that learners enrolling at the school as part of a group are properly supervised
- To ensure the safety and well-being of the learners and the quality of academic and social education of all International learners studying at the school.
- To ensure compliance with the Education (Pastoral Care of International learners) Code of Practice 2016. (The Code)

A supervised group is considered to be:

- Two or more international learners travelling together in New Zealand under the supervision of a person or organization other than Alfriston College, and enrolling at Alfriston College as international learners for periods up to three months.

This policy aims to:

- promote international understanding and enhance internationalisation at Alfriston College
- ensure the safety and wellbeing of all supervised-group learners that enrol at Alfriston College
- consider the particular needs of learners enrolling as part of supervised groups and ensure the administration and pastoral care provided for supervised-group learners meet the requirements of the Code.

Guidelines:

1. Alfriston College will enrol supervised-group learners on the ENROL system as per Ministry of Education Guidelines for groups to ensure that these learners are recorded as international learners.
2. The International learner Leader will ensure that we do not accept any supervised-group learners through an education agent without first following our policy and procedures for the management of education agents, including having a signed and current Agency Agreement with the education agent.
3. In order to ensure that Alfriston College and an education agent understand and meet their duty-of-care for the learners, the International learner Leader will draft, and ensure that both parties sign a memorandum of understanding for each supervised-group. The memorandum of understanding will provide details of the group including, expected number, ages and genders of learners, arrangements for group supervision and accommodation, agreed pricing schedules, important timelines, program requirements and the roles and responsibilities of both parties.
4. Alfriston College will ensure that supervised-group learners stay in appropriate accommodation as defined in the Code.

Appropriate accommodation may be:

- Residential caregiver. This includes school homestays and the school hostel
 - Hotel, motel, unlicensed hostels or other supervised-group accommodation options
 - Staying with learners' parents or legal guardians
5. Alfriston College will ensure that every international learner under 10 attending the school as part of a supervised group for up to three months lives with their parent or legal guardian for the full duration of their enrolment.
 6. If an accommodation agent is involved in the placement of supervised-group learners in accommodation on behalf of Alfriston College, we will have an Agency Agreement with that accommodation agent.

IMPORTANT NOTE about Insurance:

The Code requires that all learners enrolled with a signatory for 2 weeks duration or longer must have appropriate insurance cover. In order to better fulfil our duty-of-care for all

international learners enrolled at Alfriston College, this policy requires all international learners to have appropriate insurance cover including those who enrol at the school for less than two weeks.

7. Alfriston College will therefore ensure that all supervised-group learners have appropriate insurance for the duration of their enrolment, and if practicable, for the duration of their time in New Zealand including travel between their home country and New Zealand. Insurance policies, whether arranged by the school or the learner or their family, will be deemed to be appropriate if they provide cover for:
 - medical expenses to the value of NZ\$1,000 000 to unlimited
 - repatriation or expatriation of the learner as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
 - death of the learner, including cover of—
 - (i) travel costs of family members to and from New Zealand; and
 - (ii) costs of repatriation or expatriation of the body; and
 - (iii) funeral expenses
8. Alfriston College will ensure that groups enrolling at the school have proper supervision. The number of supervisors and the type of supervision for a group will be negotiated and detailed in the memorandum of understanding. Factors in deciding proper supervision will include:
 - The number of learners
 - The ages and genders of the learners
 - The duration of the visit
 - The levels of learners' English language proficiency
 - The activities that the learners will be involved in
9. If Education Outside the Classroom (EOTC) activities are undertaken, the school's EOTC guidelines will determine appropriate supervision ratios and other safety measures put in place for these activities.
10. Supervised-group learners will be provided with an orientation on arrival as per the school orientation procedures.
11. The school will ensure that all learners enrolling as part of a supervised group will have the appropriate visa to study at Alfriston College

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Workplace Security

Principle:

The Board of Trustees is committed to providing a safe and secure working environment for all staff, learners and visitors and ensuring the continued secure protection of our assets and personal data that our school holds within our premises. This will be achieved by complying with current legislation and health and safety regulations. This policy should be read in conjunction with the "Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers".

The purpose of this policy is to:

- i. provide a detailed description of workplace security procedures at Alfriston College; and
- ii. make all staff aware of how they can contribute towards ensuring that the college is a safe place.

The objectives of this policy are to:

- i. create an open, safe, and welcoming workplace,
- ii. ensure the personal safety and wellbeing of all individuals,
- iii. protect premises and physical assets to include personal property and vehicles,
- iv. ensure that all confidential, restricted, or sensitive data and all personal data held on Alfriston College premises is stored securely; and to
- v. promote the reduction of incidents and the minimisation of risk.

Considerations

Alfriston College ensures the safety and security of staff, learners, and visitors by implementing a variety of security measures.

The security of the school's computing resources, and information begins with physical security measures to prevent unauthorised access and theft.

The campus is a complex of secure buildings using bespoke windows and doors including electronic locking and CCTV.

The campus has an alarm system monitored out of office hours by Fortlock Monitoring. Out of hours patrolling is conducted by First Security. The nominated staff contacts (outside of office hours) are:

- School Caretaker
- any SLT member

Guidelines:

1. The Property Leader / School Caretaker maintains a list of authorised key holders. Each key holder is provided with an identifiable security system fob, which logs activation and deactivation of the alarm system.

Entry Out of Hours

2. Access is only to be made by authorised key holders.
3. All authorised key holders must have had training in unlocking/locking the external electronic doors and activating/deactivating the alarm system. (This training will be provided by the HSR or Whanau Leader).
4. Those accessing the building must advise their Area Leader, the Property Leader or SLT that they intend to access the building out of hours. The out of hours access procedures must then be followed.

Entry During the school day

5. Adequate car parking is available in the Staff Carpark, which is under CCTV surveillance. Staff must make every effort to lock and secure cars and property. Staff parking is not available in the front of school car parks which are kept vacant for visitors and parents. This area is also under CCTV surveillance.

6. Learners must have current Alfriston College permission to bring cars to school and must comply with current legislation and regulations. Parking is available in the learner Carpark and learners are also expected to ensure cars and property are safely locked and secured.
7. Access into main buildings is through external electronic doors unlocked by only using personalised and monitored key fobs.
8. Unsupervised learners are not permitted in buildings and spaces before 9.25am or after 4pm.
9. Staff are expected to ensure internal doors are locked, every time they enter and leave spaces and must ensure learners in these spaces are adequately supervised.
10. Staff and learners are not permitted to leave school grounds without adequate authorisation and communication and must sign out at Main Reception or learner Reception if leaving school during the school day.
11. The Alfriston Road gate is locked from 7pm – 8.30am, and 9.30am – 3pm.
12. The gates to the Staff Carpark are shut during the school day and staff leaving during this time are expected to close gates behind them when they leave.
13. All gates are locked after hours when the school buildings and spaces are not in use.

Visitor Access

14. All visitors must complete the sign in register and appropriate agreements at Main Reception and obtain the appropriate Alfriston College Visitor Pass. All meetings and interactions with school staff on site must be with appropriate authorisation and by appointment only.
15. No visitors should be allowed to access the school without an Alfriston College Visitor Pass.
16. No one should allow anyone who they are unfamiliar with, access to school buildings, spaces, and learners.
17. Visitors are required to sign out through Main Reception, before leaving the school campus.

Exiting Buildings and spaces

18. On leaving workspaces all staff must ensure that all storage that holds sensitive information/material is locked.
19. The last member of staff to leave the premises each school day is to ensure that internal and external doors are locked and that all other members of staff and any authorised visitors have left the building.

Security of Equipment & Possessions

20. The storage of hazardous substances, chemicals, medicines, and other medical items must comply with legislation and regulations and be stored in provided locked safe and/or cabinets.
21. No equipment such as laptops or specialist machinery should be left unattended.
22. Staff are provided with a key lockable drawer or cabinet in which to keep valuables.
23. Personal possessions are the responsibility of the individual and if a staff member or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place.
24. Alfriston College is not responsible for personal possessions that go missing unless there is proof of forcible entry / criminal activity.
25. Any thefts or losses must be reported immediately to SLT and the Finance Leader and to the Police if appropriate.
26. Cash of any kind must not be left in classrooms, offices, and workspaces. The Finance area will store cash and ensure its appropriate disposal at the end of the school day or will store it in the school safe if it needs to be, overnight.

Physical Data Security

27. Where practically possible, paper and computer media should be stored in suitable locked safes, cabinets, or other forms of security furniture when not in use, especially outside working hours.
28. Where lockable safes, filing cabinets, drawers, cupboards etc. are not available, internal doors must be locked if left unattended.
29. The reception area can be particularly vulnerable to visitors. This area should be always kept clear, and no personally identifiable information should be left on desks within reach or sight of visitors.
30. Keys used for access to confidential, restricted, or sensitive information must not be left in or on an unattended desk. Keys for desk drawers, cabinets and other secure areas must be stored in the area's designated key safe.
31. Hard copy documents containing any personal data, or confidential, restricted, or sensitive information should only be stored if necessary. Where appropriate, documents will be

scanned to PDF and stored within the dedicated file or folder on the school's secure servers. Original paper copies should be securely stored in confidential shredding bags for destruction.

32. Upon disposal, any document containing any personal data, or confidential, restricted or sensitive information will be archived and stored in the archival room. Confidential waste must not be left on desks, in filing trays or placed in regular waste bins.
33. Alfriston College's network servers and other IT equipment are securely stored in a locked bespoke server cabinet within the ICT space. Our external contractor, New Era IT Ltd, takes responsibility for keeping this area secure.
34. Only authorised staff may access this area.
35. All staff must immediately report any deficiency, incident, or area for improvement in accordance with our incident reporting procedures using the AC Staff Google site.

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Health & Safety CCTV Procedure

Principle:

Alfriston College, in compliance with current legislation, will use CCTV cameras (exterior and interior as needed) as a means of minimising intentional damage, misuse, and inappropriateness in and around the school and in the interest of learner health and safety. This procedure is based upon the Privacy Guidelines for Schools document.

Guidelines:

1. Interior cameras will only be placed in classrooms / hallways / public spaces where there is higher risk activity and ongoing vandalism and other means of prevention have not been effective.
2. The recorded footage is to be stored in compliance with current legislation in the ICT server room and is only accessed externally by the School Leader, Property leader and Senior Leader responsible for ICT.
3. The SL in charge of ICT, ICT Technician, Security Manager, Property Leader, Whanau Leaders, NZC Leaders and Senior Leadership Team will have permission to view aspects of footage as required for pastoral or disciplinary interventions.
4. The express purpose of the recorded footage is to identify individuals that are responsible for causing intentional damage, misuse, and inappropriateness in and around the school and in the interest of health, safety and security.
5. Where appropriate and as requested video footage or stills will be shared with the Police.

Delegation:

6. The implementation of this procedure is delegated to the School Leader and Senior Leader in charge of ICT.

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

Learners driving to school

Principle:

Alfriston College is committed to the safety of our community. The college offers a range of road safety curriculum programs to assist our learners in developing their awareness of the importance of positive transport habits. Some senior learners will obtain their licence during their time at the College. Learners are permitted to drive to and from school provided they comply with the law and the procedures as developed by our College in relation to driving and parking.

The school does not allow learners except legally licensed Year 12 and Year 13 with school permission to drive to and from school during normal school hours for the purpose of attending timetabled classes.

All other year levels are not able to drive motorcycles or cars to or from school, **or be** on a motorcycle or in a car driven by learners to or from the school.

All legally licensed Year 12 and Year 13 who drive to and from school must drive to the conditions of their license and have their parents' / legal guardians' written consent as per the Alfriston College procedures.

Guidelines:

- 1) Learners who bring a vehicle to and from school are under New Zealand Law's and are expected to comply with all statutory requirements. Any breaches may be reported directly to the New Zealand Police and be subject to School discipline procedures.
- 2) Unless accompanied by a parent, learners need a school driving permit to drive a vehicle to school at any time. This should be obtained by parental request in writing through Whānau or Senior Leaders. School driving permits are issued by the Y12 or Y13 Senior Leader and must be clearly displayed in the motor vehicle window while parked in school grounds. Where vehicle parking limits the number of permits issued, preference will be given to those living furthest from the school.
- 3) All vehicles brought to school by learners must be registered on our school vehicles register. Changes must also be recorded within a week.
- 4) Permission to carry passengers, with the exception of siblings, is necessary and where allowed, parents of both driver and passenger(s) must give their approval in writing.
- 5) Vehicles brought to school:
 - a) Must be parked in the designated car park on school grounds, at the owners risk;
 - b) Learners' vehicles are not to be used or accessed during school hours without written permission from home and approval by Y12 or Y13 Senior Leader;
 - c) Learners are required to adhere to all road rules and school signage and drive in a safe and responsible manner;
 - d) Learner licence details and car make and registration must be recorded with the school;
 - e) All learners leaving the school grounds (in vehicles or as pedestrians) during normal school hours (9.30am to 3.30pm) must sign out as usual from learner Reception.
- 6) Infringements of these procedures guidelines may mean suspension or cancellation of a learner's school driving permit and as necessary will be reported to Police

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- Education and Training Act 2020
- NZ Transport Authority road rules and license requirements
- H&S Appendix 4 - Parent permission and learner agreement form
- H&S Appendix 5 - Parking permission

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

School Vehicles

Principle:

RATIONALE:

The Board of Trustees is committed to providing for the safety of learners and staff. The BOT expects that while driving school-owned vehicles or own vehicles for work purposes, staff will comply with our code of conduct, traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

PURPOSE:

- To ensure that staff who drive vehicles in the course of their work always demonstrate safe, efficient driving skills and other good road safety habits.
- To maintain all school-owned vehicles in a safe, clean, and roadworthy condition to ensure the maximum safety of the drivers, occupants, and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

GUIDELINES:

1. School vehicles must be used for school purposes only.
2. For journeys with an anticipated duration of more than one (1) hour must have a second approved adult who takes responsibility for supervision of learners
3. The Finance and Property Leader is responsible for the effective administration of school vehicles including bookings and charging.
4. A well-resourced First Aid kit is to be kept in all school vehicles.
5. The following will be considered as serious breach and may result in dismissal:
 - Drinking or being under the influence of drugs while driving
 - Driving while disqualified or not correctly licensed
 - Reckless or dangerous driving causing death or injury
 - Failing to stop after a crash
 - Acquiring demerit points leading to suspension of licence
 - Any actions that warrant the suspension of a licence

STAFF RESPONSIBILITIES

Every driver of a school-owned vehicle will:

1. Ensure the basic vehicle safety check sheet, kept in the glovebox, is completed prior to departure.
2. Ensure they hold a current driver licence for the class of vehicle they are driving, and this licence is carried when driving a school-owned vehicle.
3. Immediately notify their Senior Leader or the Finance and Property Leader if their driver licence has been suspended or cancelled or has had limitations placed upon it.
4. Be responsible and accountable for their actions when operating a school-owned vehicle or driving for the purposes of work.
5. Display the highest level of professional conduct when driving a school owned vehicle.
6. Drivers must not suffer from any chronic or recurrent medical condition including sight and hearing or be on medication that would affect the ability to drive a school vehicle safely.
7. A log sheet must be taken when booking vans and returned at the completion of the trip.
8. It is the responsibility of the driver to ensure that the vehicle is left in a clean condition.
9. No food or drink is to be consumed in a school vehicle.
10. If the vehicle is damaged the person driving is required to provide a full written report to the Finance and Property Leader and complete an incident report immediately following the incident.
11. To avoid the onset of fatigue the driver of a school vehicle must not drive for a continuous period of more than five hours without a 30 minute rest break. Driving should not exceed 11 hours in a 24-hour period.

ALFRISTON COLLEGE RESPONSIBILITIES

Alfriston College will take all reasonable steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

This includes:

1. servicing the vehicles according to manufacturers' recommendations
2. keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
3. following the maintenance schedules in the vehicles' manuals
4. setting up a procedure to identify and rectify faults as soon as practicable
5. The person/position responsible for ensuring this is followed is the Finance and Property Leader.

MOTOR VEHICLE INCIDENT

1. Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.
2. Try to get the following information:
 - a. Details of the other vehicle(s) and registration number(s)
 - b. Name(s) and address(es) of the other vehicle owner(s) and driver(s)
 - c. Name(s) and address(es) of any witness(es)
 - d. Name(s) of insurer(s)
 - e. Take photographs of vehicle damage.
3. Give the following information:
 - a. Your name and address and school business card
4. If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.
5. Contact emergency services:
 - a. If there are injuries
 - b. If there is a disagreement over the cause of the crash
 - c. If you damage property
 - d. If damage to the vehicle is significant or undrivable
6. Follow the school incident report procedures

Review

This policy shall be reviewed every two years or more regularly by agreement.

References:

- NZ Transport Authority road rules and license requirements

BOT COMMITTEE: HSW

Date Ratified / Reviewed: 28 June 2021

Signature:

Next Review Date:

**STAFF GUIDELINES FOR THE SAFE USE OF DIGITAL TECHNOLOGY
DECLARATION**

OVERVIEW

Digital technology continues to create opportunities to learn and connect our school community. Alfriston College believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

Digital technology and online spaces are an integral part of teaching and learning, but it does not come without challenges. The school operates under the assumption that challenges will arise. The school will support staff through the management of reported accidental or unavoidable incidents. In turn, we expect staff to take reasonable steps to minimise harm occurring within the school community.

This guideline outlines Alfriston College's role in using digital technology and online spaces for learning and supporting online safety, as well as your responsibilities as a member of our online community.

ALFRISTON COLLEGE ROLE

Alfriston College recognises the opportunity that digital technology has brought to learning. Our learners have a right to receive a high-quality education in a safe online and offline environment. We know that online spaces are complex and full of challenges for young people. This is why we want to create a culture of safe, responsible and ethical technology use that helps support learning while reducing exposure to online risks.

Alfriston College recognises the complexity that digital technology has brought for educators. We are committed to supporting our team to manage the risks that you and your learners may face.

We will do this by:

- Providing information and support to ensure staff and learners are aware of, and able to meet their responsibilities;
- Teaching a curriculum that reinforces and promotes positive online safety behaviours;
- Providing technology that oversees learners' use of the school's digital devices and platforms;
- Offering access to the internet and online services that is not unreasonably restricted;
- Using filtering software to minimise access to inappropriate online content;
- Allowing the use of technology for personal reasons as long as it does not negatively impact on others;
- Supporting staff and learners who need help dealing with online incidents;
- Securing the personal information, the school collects about you;
- Protecting your freedom of expression under New Zealand's Bill of Rights;
- Having a plan in place when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

YOUR RESPONSIBILITIES

Staff members of the Alfriston College community are guided by the professional conduct outlined in the Codes and Standards (Education Council of Aotearoa NZ) and how these relate to the safe use of digital technologies and online spaces in schools. As role-models for learners, staff have a responsibility to uphold our school's values and ensure our online environment is a

positive place to learn, connect and enjoy. This means modelling safe, responsible and ethical use of digital technology and online spaces.

The school directly oversees and is responsible for the use of devices, systems and principles in place designed to support learning. These are as below:

- Password security: Use strong passwords and keep them private. Do not share your login details or use others' login details.
- Log in and out: This is an essential security measure for keeping sites and content safe.
- New software: Always ask first and seek permission from New Era IT and our Senior Leader responsible for IT before downloading software to the school network or devices that connect to the network to ensure they do not interfere with the school's equipment/network or the online security of another person.
- Personal device security: Staff are responsible for the security settings of their own devices. Staff should endeavour to ensure any device used within the school has appropriate security software, that all software is up to date – and that the devices are free from any harmful content which could be accidentally exposed during use.
- Offensive content: Do not bring into the school or add to school systems content that is considered inappropriate for our learners.
- Recognise copyright and intellectual property: Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.

Staff at times also use technology that is not directly governed by the school. It is important to recognise that technology blurs the lines between what is strictly inside of school, and that from outside of school and therefore within the jurisdiction of employment agreements. For staff safety and the avoidance of doubt, the following requirements apply to activity that may impact a staff members' ability to perform their role or on the safety of other members of the community.

- Know the law: New Zealand has a number of pieces of legislation that govern online spaces. You should be familiar with your responsibilities under these acts to ensure you are operating within the law and are able to guide learners to do so.
- Protect your reputation: Social media can expose our private lives to our professional communities. Be wary of how and where you post personal content that could undermine your reputation as a teaching professional.
- Share with care: Freedom of expression protects our right to share our views, but it does not protect people from the harm expressing those views can create. Be wary of creating or forwarding content that could be considered harmful, inappropriate or hurtful to any member of the school community.
- Protect privacy: Don't disclose sensitive personal information about another person in any digital communication and consider what information you share about yourself online. Messages that you send privately can be made public by other parties.
- Keep it offline: Don't participate in our community's disputes online. From time to time disputes will arise between parents and/or learners within the school community and can be carried out online. The school has processes in place for complaints and disputes should be handled through these channels where possible.
- Get consent for content: Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.

ONLINE INCIDENTS

This section outlines how staff are expected to respond if learners seek support and assistance or if they encounter any online concerns.

Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and harm will occur within an online community. Staff are expected to action incidents regardless of whether they were accidental or purposeful in nature. Even incidents that occur outside of the school or outside of school hours are required to be actioned if they are negatively impacting on learner learning.

Alfriston College is committed to supporting staff to manage online safety incidents.

Receiving reports

Incidents of online bullying or harm are not tolerated at our school and learners are encouraged to report them to any staff member. Staff are expected to receive these reports and to take appropriate steps in response.

Responsibility to report

If you become aware of any online incident or suspected incident with a potential to cause harm to a member of this school community, you must act upon it. Incidents impacting learners within your care should be recorded and actioned appropriately. Risk to other members of the school community of the school should be escalated appropriately.

Supporting learners

Staff are expected to prioritise learner safety and to escalate reports appropriately. Learners should be encouraged and, if necessary, helped to preserve evidence of what is happening so an investigation can occur. They should be discouraged from putting themselves at further risk by engaging with the person(s).

Abuse of staff

Online abuse and harassment of staff is not tolerated by the school. Any staff member that is subjected to online abuse and/or harassment should be encouraged to seek support from School Leadership. The school will mediate disputes or report them to external authorities as appropriate.

Incidents involving you

When you become aware of any online incident or breach of these guidelines that has the potential to cause harm to a member of this school community (including you), you are responsible for reporting it to School Leadership. For matters that are complex, or sensitive – we recommend seeking advice and support from Netsafe.

Support from Netsafe

Netsafe is New Zealand's independent online safety organisation and it provides services in support of educators and schools under contract to the Ministry of Education. They provide free confidential advice seven days a week. They can be contacted on 0508 NETSAFE (0508 638 723) or online at netsafe.org.nz/report

STAFF DECLARATION

I understand and agree to follow the Guidelines for the Safe Use of Digital Technology. I am aware that this applies to using any digital technology and online space while at school, and for any school activity on a device that the school does not own.

Signed _____

Name _____

Date _____

H&S #18 Appendix 2

AC STRATEGIC PLAN, GOVERNANCE FRAMEWORK AND OPERATIONAL POLICIES
2019

REFERENCE: **D8**

Alfriston College Staff Computer Use Agreement (Non-Teaching Staff)

Alfriston College provides laptop computers for its non-teaching staff where their duties may require working from home or working in multiple locations around the school. This document applies to the provision and use of the computer issued to you by Alfriston College for your work for Alfriston College. You must read, understand and sign this document as a condition of use of a school-owned laptop computer.

Conditions of Use

You must agree to the following conditions:

- I understand that the computer is issued to me for proper use in any and all activities relating to my work for Alfriston College.
- 'The computer' refers to the computer or other device, its charger, any adapters or other cables or accessories provided to you by Alfriston College, and the bag.
- Use of the computer for other purposes e.g. home use or use by family members is not condoned by Alfriston College.
- Any use of the computer to access or store any illegal or potentially objectionable material is specifically prohibited.
- Any use of the computer, by any person who is logged in with your user credentials, is your responsibility.
- I, as the assigned user of the computer, am responsible for any content stored on the computer, including documents, emails, images, other media, browsing history, cookies and cache content.
- The computer must not be left unattended and logged in or open in any work space at any time. When not in use the computer must be logged out and closed.
- All reasonable care must be taken when using, transporting or storing the computer. This includes:
 - Not consuming food or drink where it may spill or fall onto the computer;
 - Using the supplied bag when carrying the computer, including around school;
 - Not leaving the computer in unsecured areas;
 - Never leaving the computer in a vehicle overnight.
- The computer remains the property of Alfriston College and may be recalled or replaced at any time, and its contents may be audited at any time.

Name (print):	
Signed:	Date:

Alfriston College TELA Staff Computer Use Agreement (Teaching Staff)

Alfriston College leases computers for its teaching staff under the Teacher Laptop (TELA) scheme. The cost of each lease is met by Alfriston College and is subsidised by the MoE. This document applies to the provision and use of the computer issued to you by Alfriston College under the Teacher Laptop (TELA) scheme. You must read, understand and sign this document as a condition of use of a TELA computer.

Conditions of Use

You must agree to the following conditions:

- I understand that the computer is issued to me for proper use in any and all activities relating to teaching and learning at Alfriston College.
- 'The computer' refers to the computer or other device, its charger, any adapters or other cables or accessories provided to you by Alfriston College, and the bag.
- Use of the computer for other purposes e.g. home use or use by family members is not condoned by Alfriston College.
- Any use of the computer to access or store any illegal or potentially objectionable material is specifically prohibited.
- Any use of the computer, by any person who is logged in with your user credentials, is your responsibility.
- I, as the assigned user of the computer, am responsible for any content stored on the computer, including documents, emails, images, other media, browsing history, cookies and cache content.
- The computer must not be left unattended and logged in or open in a classroom or teaching space at any time. When not in use the computer must be logged out and closed.
- All reasonable care must be taken when using, transporting or storing the computer. This includes:
 - Not consuming food or drink where it may spill or fall onto the computer;
 - Using the supplied bag when carrying the computer, including around school;
 - Not leaving the computer in unsecured areas;
 - Never leaving the computer in a vehicle overnight.
- The computer is covered by a 3-year manufacturer's warranty against failure caused by defects. Repairs are usually completed in 5-7 days and a loan will be provided if available.
- The computer is insured against loss or damage however there are some specific exclusions to this, and an excess always applies (currently \$100).
- Alfriston College will pay the excess for loss or damage incurred during the proper use of the computer for activities relating to teaching and learning at Alfriston College.
- I understand that loss or damage through carelessness (such as liquid damage or theft from a vehicle) or unauthorised use (such as damage caused by a family member's use of the computer) may result in Alfriston College charging the cost of the excess to me.
- The computer remains the property of Alfriston College under the terms of the lease and may be recalled or replaced at any time, and its contents may be audited at any time.
- At the end of its lease the computer must be returned to Alfriston College in 3-year old serviceable condition.

Name (print):	
Signed:	Date:

H&S #27 Appendix 4

AC STRATEGIC PLAN, GOVERNANCE FRAMEWORK AND OPERATIONAL POLICIES
2019

REFERENCE: **D8, D9**



Learners driving cars to school: **Parent Permission and Learner Agreement Form**

This form must be completed by any learner who intends to drive to school either occasionally or regularly.

Learner Name:

Car Make/Model:

Colour:

Registration Number:

Note: If the learner intends to drive any car other than the one registered on this form, it must also be registered with the school.

Parent Permission:

I give permission for _____ to drive to school and take the passenger indicated on this form. I am aware of NZ driver licencing laws. I have read and agree with AC Procedures Policy H&S 27 Learners driving to school, the school requirements regarding learners driving to school.

Signature of Parent/Guardian: _____ **Date:** _____

Parent/Guardian of Passenger: *I give permission for _____ to be driven to and from school by _____*

I am aware of NZ driver licencing laws and the school requirements regarding learners driving to school.

Signature of Parent/Guardian: _____ **Date:** _____

Learner

I agree to adhere to the NZ driver licencing laws and the school requirements regarding learners driving to school.

Signature of Learner: _____ **Date:** _____

**Note: A signed photocopied version of the learner's driver licence must be attached to this form. This can be done at the school office.*

Name of Senior Leader: _____

Signature: _____ **Date:** _____

H&S #27 Appendix 5

AC STRATEGIC PLAN, GOVERNANCE FRAMEWORK AND OPERATIONAL POLICIES
2019

REFERENCE: **D8, D9**



Learners driving cars to school: **PARKING PERMISSION**

Learner Name:

Car Make/Model:

Colour:

Registration Number:

SENIOR LEADER:

SIGNATURE:

DATE:



Learners driving cars to school: **PARKING PERMISSION**

Learner Name:

Car Make/Model:

Colour:

Registration Number:

SENIOR LEADER:

SIGNATURE:

DATE: