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College Charter

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## **SUPPORTING DOCUMENTS**

<b>Documentation</b>	<b>Location</b>
Accidents Register	Front Office
Hazards Register	Science Office and Shared Drive
Immunisation records	Health Nurse
Ministry Gazette notices and circulars	Staffroom
Code of Practice	Science Office and Shared Drive
Emergency Management Plan (covering: Accident, Bomb Threat, Criminal Act, Earthquake, Fire, Flooding, Landslide, Mobile Offender, Pandemic, Storm, Swarm of Bees Threatening Behaviour, Tsunami,, Volcano.	Emergency Management Plan, Staff Manual and Shared Drive
Reporting Child Abuse Protocol	In H & S Manual
ICE Folder; including Crisis Phone Tree, College contact list, traumatic incident plan	Principal's office
NZ Police Vetting Request and Consent Forms	Staff Manual and Principal's PA Office
Health & Safety Checklist	Staff Manual and Shared Drive
Stress Control Plan	Staff Manual and Shared Drive
E-Learning and Digital Citizenship Agreement	Staff Manual and Shared Drive
EOTC Procedures	Staff Manual and Shared Drive
Private Car Permission Form	Staff Manual and Shared Drive
Procedures for Managing Disclosures and Suspicions of Child Abuse and Neglect	Staff Manual and Shared Drive
Safety Check Procedures for All Children's and Core Workers	Staff Manual and Shared Drive
SHGC Safety Check Procedure for all New Appointments	Staff Manual and Shared Drive
SHGC Safety Check Procedures for Existing Children's Worker	Staff Manual and Shared Drive
SHGC (Condensed) Safety Check Procedure for Existing Children's Worker	Staff Manual and Shared Drive
Staff Induction Form	Staff Manual and Shared Drive
Staff Leaving Checklist	Staff Manual and Shared Drive

## **THIS WILL BE REPORTED AS FOLLOWS**

- Updates on health and safety issues
- Updates on initiatives



## Sacred Heart Girls' College

### ***HEALTH, SAFETY AND ENVIRONMENT POLICY***

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Sacred Heart Girls' College is committed to providing and constantly improving on a healthy and safe environment for its students, staff, contractors and authorised visitors by complying with the requirements of the Health and Safety at Work Act 2015 and all other relevant health, safety and environmental legislation, codes of practice, regulations, standards and internal procedures.

**The Board of Trustees of Sacred Heart Girls' College will achieve this by:**

- Giving health and safety equal focus with all other activities of the College;
- Foster a culture that empowers and supports anyone intervening to safeguard people and the environment;
- Ensuring that an effective method is in place to identify hazards and assess risks and that control measures are working as planned;
- Ensuring that all incidents, injuries and near misses are reported, recorded and investigated with corrective and preventative measures actioned, and learnings shared;
- Having emergency plans and procedures in place;
- Encouraging communication, consultation and active participation by students, staff and contractors in the development of health, safety and environmental practices;
- Providing appropriate induction, training and supervision for all new and existing employees;
- Helping employees who were injured or ill return to work safely;
- Making sure that contractors working at the College operate in a safe manner.

All workers are encouraged to contribute in maintaining a safe and healthy workplace by:

- Being involved in improving health and safety systems at Sacred Heart Girls' College
- Following all instructions, rules, procedures and safe ways of working
- Reporting all incidents, injuries and near misses
- Reporting any health and safety concerns or issues
- Keeping the College tidy
- Wearing protective clothing and equipment as and when required to minimise exposure to hazards.

All others in the College including students and visitors are encouraged to:

- Follow all instructions, rules and procedures while in the College grounds
- Reporting all incidents, injuries and near misses to their teacher or other staff members
- Wear protective clothing and equipment as and when required to minimise exposure to hazards while learning.

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

**THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE COLLEGE'S MISSION STATEMENT.**



## Sacred Heart Girls' College

### ***CHILD PROTECTION POLICY***

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This policy outlines the Board's commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children. It includes the Board's expectations when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The Board of Trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our College/kura who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow College procedures and may also report the matter to a social worker or the local police.

Although ultimate accountability sits with the Board, the Board delegates responsibility to the Principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents/caregivers. Therefore, the principal must:

1. Ensure appropriate procedures to meet child safety requirements as required and appropriate to the College (refer supporting documents).
2. Comply with relevant legislative requirements and responsibilities.
3. Ensure that every contract, or funding arrangement, that the College enters into requires the adoption of child protection policies where required.
4. Ensure the interests and protection of the child are paramount in all circumstances.
5. Recognise the rights of family/whanau to participate in the decision-making about their children.
6. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response.
7. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
8. Promote a culture where staff feel confident that they can constructively challenge poor practice or raise issues of concern without fear of reprisal.

9. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person.
10. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise.
11. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy.
12. Ensure that this policy forms part of the initial staff induction programme for each staff member.

Review schedule: within 3 years.

**THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE COLLEGE'S MISSION STATEMENT.**



## Sacred Heart Girls' College

### ***SMOKE-FREE AND VAPE-FREE POLICY***

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See also: *Smoke-free Environment Act (1990)*  
*Smoke-free Environment Amendments Act (2003)*

#### **Rationale:**

The purpose of this policy is to provide information and guidance to all to ensure a smoke- free and vape-free environment at our school.

1. The Smoke-free Environment Amendments Act (2003) requires school buildings and grounds to be smoke-free for all students, staff and visitors to the school.
2. Smoke-free and vape-free education will be included in junior health programmes and other subjects as appropriate.
3. Students known to smoke or vape will be offered assistance and encouraged to take up a referral to professional cessation support.
4. Clear consequences (including contact with parents/caregivers/whānau) will be in place for students caught smoking or vaping when associated with Sacred Heart Girls' College, and for those in possession of tobacco/cigarettes/vaping equipment.
5. Incidents of students smoking or vaping will be monitored so that prevention programmes can be adapted.
6. Contractors will be informed that smoking and vaping are not permitted on the school site.
7. Persons other than students found to be smoking or vaping on school grounds will be asked to stop and/or asked to leave the school site.

## **DRUG AND ALCOHOL**

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Sacred Heart Girls' College is committed to providing and constantly improving on a healthy and safe environment for its students, staff, contractors and authorised visitors. Sacred Heart Girls' College maintains a site free of drugs and alcohol and requires that all persons involved in College activities are not impaired by drugs or alcohol. This policy applies to all students, staff, contractors and authorised visitors.

The Board of Trustees treats any use of intoxicant substances very seriously. Students, staff, contractors and authorised visitors are prohibited from being under the influence of alcohol or illegal drugs on College premises or College business during College working hours.

Appropriately resourced drug and alcohol education shall be provided to students and staff as part of the College's health curriculum.

Students are forbidden from possessing, using or selling intoxicants at College, while travelling to and from College or while attending a College function or trip. (Intoxicants could include substances such as solvents, alcohol, party pills or illegal drugs)

- All incidents shall be dealt with on a case by case basis bearing in mind the College policy.
- An incident report is to be written by the investigating staff member within 24 hours of the event. This may be supplemented by written statements of the students involved and those of other witnesses which shall be written at the time of the investigation.
- Where a student is suspected of being under the influence of an intoxicant the parents/caregivers are to be called.
- The police may be called or the student may be taken for a drug test at the discretion of College management.
- Should a student be found to be holding an intoxicant for another student, both students shall be regarded as being in breach of this College policy.
- The College may use search dogs if seen as appropriate by management.
- The College's search and seizure procedures must be adhered to if a search is required.



## **BEHAVIOUR MANAGEMENT**

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The College has a responsibility to maintain an environment which is conducive to learning, promotes the College's Special Character and which encourages self-discipline in students.

To maintain an orderly, safe environment in which effective teaching and learning can occur:

1. The College Behavioural Guidelines are published in the Student Information booklet, the Staff Manual and the Student Diary and are available to all parents/caregivers upon request.
2. All families who wish to enrol their daughters at Sacred Heart Girls' College will be made aware of the College guidelines upon signing the enrolment forms and therefore agree that their daughter will abide by the College guidelines at all times.
3. Discipline in the College will use restorative practices where possible and adhere to the principles of fairness, consistency and justice.
4. In keeping with the College's Special Character, the Principal and staff will endeavour at all times to create a positive environment in the College in which praise, encouragement and positive reinforcement are primary tools of student behaviour management.
5. Regular professional development will be offered to teachers to strengthen their classroom management and to ensure students manage their behaviour effectively.
6. All disciplinary procedures will aim at helping students to take responsibility for their own actions and to meet the consequences of their actions.
7. Infringements of the rules which occur in class are dealt with as far as possible by the classroom teacher.
8. In the event that referrals are necessary these will be made to the appropriate Dean, who will refer serious matters to the Deputy Principal or the Principal for action which may include further referral to the College Guidance Counsellor and/or the Resource Teacher for Learning and Behaviour.
9. Sacred Heart Girls' College will ensure that they abide with all relevant legal requirements as pertaining to student discipline.

## **GUIDANCE COUNSELLING**

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The provision of a Counselling Service is regarded as essential to the well-being of students; staff and the wider Sacred Heart Girls' College Community.

1. The Board of Trustees will provide a Counselling Service which is available to all students, staff and the wider College Community.
2. The Board of Trustees will employ a trained and nationally accredited (NZAC) Counsellor for this purpose.
3. The Counsellor will be responsible directly to the Principal and indirectly to the Board of Trustees.
4. The service provided will be carried out in accordance with the Education Act and the relevant Acts of Parliament with respect to the rights of students, and their families.
5. The service is confidential to the Counsellor and the student except in cases where failing to disclose information to parents/caregivers or outside agencies, including the Principal, may place the student's physical health and/or intellectual, emotional, or spiritual well-being at risk of serious imminent harm to self or others. In instances where the Counsellor believes (in his/her professional opinion) that this may occur, the Counsellor must inform the Principal immediately or his/her nominated representative.
6. The Counsellor will report to the Principal regularly during each term to outline the types of problems which are affecting the well-being of students of the College.
7. The Counsellor will participate in a programme of professional development. From time to time, the Counsellor may be required by the Principal to undergo specialised training.
8. A pamphlet explaining the role of the Counsellor and how the service operates will be available to all families.
9. The Counsellor is subject to annual appraisal. This will include appraisal by a trained and NZAC accredited supervisor.
13. The Counsellor will be mindful of the Special Character of the College and explore fully with students relevant issues regarding the Special Character to assist students in their decision making.
14. Annual presentation to the BOT from Guidance Counsellor (indicating the issues being presented by the students at each year level and by ethnicity).

## **EMERGENCY MANAGEMENT**

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Sacred Heart Girls' College is committed to the safety and welfare of all members of the College Community.

1. The Board of Trustees will ensure that the College has in place clear procedures for dealing with emergencies. These include accident, bomb threat, criminal act, earthquake, fire, flooding, landslide, mobile offender, pandemic, storm, swarm of bees, threatening behaviour, tsunami, volcano.
2. The Board of Trustees will ensure that these procedures are clearly communicated and understood by all members of the College community.
3. The Board of Trustees will ensure that an Emergency Management Plan is in place at Sacred Heart Girls' College.
4. All staff and students will be made aware of emergency evacuation procedures and other requirements in relation to disaster management.
5. The College will publish and regularly update the Emergency Management Plan.
6. The College will conduct regular practice drills to enable all members of the College community to familiarise themselves with emergency management in a variety of contexts. (See purpose 2 above.)
7. At least every three years, the College will invite an independent expert to visit the College to assist in the review of our Emergency Management Plan.
8. The College will conduct regular evaluations of all practices relating to Emergency Management Plan.

## **COLLEGE BASED HEALTH SERVICES**

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Sacred Heart Girls' College is committed to each student's intellectual, spiritual, emotional, physical and social development. The College will promote access to primary health care services.

- Support parents/caregivers in caring for their children.
  - Assist students to understand and take responsibility for their health.
  - Promote personal health responsibility in accordance with Catholic moral teaching.
  - Provide primary health care that is easily accessed.
  - Support the delivery of the Health Curriculum consistent with the Special Character and policies of the College.
1. The College will co-operate with Health Funding Providers to accept a Public Health Nurse and other medical practitioners on site.
  2. The College will reserve the right to ensure any on-site Health Providers will offer services that are consistent with the Special Character of the College and Catholic moral teaching. The Board reserves the right to terminate the appointment of the Provider if the Special Character of the College and the Catholic moral teaching is not observed.
  3. The BOT will ensure that the community is informed about health sexuality programmes. The Leader of Learning RST will report to the Board of Trustees annually.
  4. Patient confidentiality will be respected in accordance with the Privacy Act and the Health and Disability Services Consumers; Code of Rights.
  5. The College will provide a suitable and appropriate space for the services.
  6. Recognizing the role of parents/caregivers; medical providers will encourage the involvement of parents/caregivers and the family General Practitioner in the services they provide, except where privacy and safety requirements prevent it.
  7. Providers will always work in close liaison with the College Guidance Counsellor and the Principal.
  8. Year 7 and 8 students will access the Health Provider by making an appointment through the Dean or College Counsellor. Year 9 to 13 students are able to self-refer directly to the Health Provider.
  9. At the beginning of each year, the Health Provider will be briefed by the Principal and College Counsellor on the Special Character and policies of the College.

10. Clinical services will be financed by health funding authorities and not by the Sacred Heart Girls' College.
11. Medical Providers will not leave any medical products stored on the premises.
12. Complaints fall under the College's Complaints Policy.

## **FIRST AID**

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### UNWELL STUDENTS

1. If any student has recognisable signs of illness at College, parents/caregivers will be contacted to collect their daughter.
2. In an emergency situation, an ambulance will be called at all times.
3. In the event of a severe allergic reaction or diabetic emergency, an ambulance will be called and first aid care administered by a qualified designated first-aider.
4. Any student with a temperature over 38°C will be looked after by the Office Staff in the sick bay until parents/caregivers can collect her. Parents/caregivers may be called for a student with a lower temperature who has symptoms that could be contagious such as a heavy cold.
5. Any student sent home must have their parents/caregiver's permission to leave College and this will be entered on the KAMAR attendance record by the Office Staff.
6. Students need to obtain a note from the class teacher before reporting to the Main Office for non-emergency illness.
7. Students who are exhibiting unusual behaviour or under the influence of suspected drugs will be referred to a member of the Senior Leadership Team or Guidance Counsellor for further assessment.

### INJURIES

1. For any injuries that result in significant pain or loss of motion, or wounds that cannot be attended by the designated first aid person, parents/caregivers will be contacted and advised to take the student to their Doctor or the nearest medical centre for treatment. If parents/caregivers are unable to be contacted and treatment is required urgently, a staff member will accompany the student or an ambulance will be called.
2. If an injury is considered serious, an ambulance will be called and parents/caregivers advised. If no contact can be made with parents/caregivers, an ambulance will still be called if the injury is deemed serious and the student will be accompanied by a staff member to hospital.
3. The designated first aid member will be required to determine the extent of an injury and contact the parent/caregiver if necessary. For minor injuries, the parents/ caregivers may not be contacted, however the Main Office will advise parents/caregivers if any injury causes concern or feel that the parents/caregivers need to be informed.
4. The College is not responsible for any cost of medical treatment or services provided after an injury at College or a College-related activity.

5. Any students involved in fights/bullying at school must be referred to a member of the Senior Leadership Team, Guidance Counsellor or Dean of that level to investigate the incident, after having been treated initially by the Office Staff at the Main Office.
6. If a student is injured while at College, a teacher or another student is to assist the student to the Main Office. If the injury is severe or the student is not able to walk around, a teacher is to send a student to obtain assistance from the Main Office, while a teacher or another student remains with the injured student.
7. An incident/accident form is to be completed by staff members if they witness any serious event or injury, or an injury occurs after hours/EOTC. Any injury occurring at a sporting/cultural event that is not an EOTC event must be reported to the Teacher responsible as soon as possible. The injury reporting process must follow the process of the event that the student is involved in.
8. Incident/Accident forms are available online in the Staff Manual. When completed, they are to be emailed to the Deputy Principal for review at the earliest convenience by the Health & Safety Committee.
9. Any student that is bleeding must be sent to the Main Office. Blood must be cleaned up promptly using safe handling procedures.
10. Any hazard within College grounds needs to be reported to the Caretaker, Business Manager or members of the Health and Safety Committee.

## STAFF

1. If a staff member is unwell, they need to advise the Teacher in Charge of Relief before College starts or prior to leaving College.
2. If a staff injury is assessed and requires treating, the injury may be registered with ACC.
3. Any injured staff member must complete an Incident/Accident form in a timely manner and send it to the Main Office to be filed in the appropriate staff file and to the Deputy Principal for review by the Health and Safety Committee.
4. Any hazard within College grounds needs to be reported to the Caretaker, Executive Officer or members of the Health and Safety Committee.
5. The College is not responsible for any cost of medical treatment or services provided after an injury at College or a College-related activity.

## DOCUMENTATION

It is essential to document all names, complaint, cause of injury, ACC information, treatment given on an incident/accident form. Privacy and confidentiality will be maintained, as necessary.

## RELATED LEGISLATION

Education Act 1989 section 6

Health Act 1956

Privacy Act 1993



## **ADMINISTRATION OF MEDICATION**

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The administration of prescribed medication by College staff in non-emergency situations:

1. When parents/caregivers wish a staff member to be responsible for administering prescribed medication they will provide the College with appropriate medical information.
2. The staff member responsible for First Aid shall take primary responsibility for the administration of prescribed medications.
3. The administration of prescribed medication shall follow the directions on the label and each administration shall be recorded.
4. The College shall take reasonable care to ensure that medication is kept safe and secure at College.
5. Parents/caregivers shall provide information on times, dosage and any other necessary instructions.
6. The staff member responsible for First Aid shall administer the medication. In their absence the Receptionist or Principal's PA shall take responsibility.
7. Whenever medication is administered, the date, time and dosage shall be recorded on Kamar.
8. Emergency medication shall be retained in the College office.

## **HAZARDS CHECK**

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This procedure is to identify, eliminate, isolate or minimize hazards at Sacred Heart Girls' College.

Physical hazards can typically be classified into the following categories:

- Refined hydrocarbons
- other flammable materials
- pressure hazards
- hazards associated with differences in height
- objects under induced stress
- dynamic situation hazards (E.g. driving, equipment with moving parts, use of cutting tools)
- environmental hazards
- hot surfaces, hot fluids, cold surfaces, cold fluids, open flame
- electricity
- electromagnetic radiation hazards

The College aims to manage hazards in this workplace (The Health & Safety Committee are responsible for this) by:

- Ensuring that all equipment and facilities comply with existing codes of practice.
- Maintain and regularly review a register of accidents and significant incidents.
- Maintain and regularly review a comprehensive Hazard Sources List.
- That staff be provided with appropriate information, training, supervision and equipment.
- Emergency Procedures are practiced once per Term.
- All visitors to the College must report to the Main Office on arrival and departure.
- The College aims to manage workplace stress by ensuring effective forward planning focused professional development and communication with staff. Appropriate support will be made available to staff where required. Refer to Stress Control Plan (*Appendix B, page 27*)
- Regular inspections/audits of College property.

## **HARASSMENT AND BULLYING**

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Harassment/bullying is any form of abuse of power which causes offense to another, invades his or her personal dignity or personal privacy.

Any form of harassment /bullying is contradictory to the ethos of the College's Special Character. Sacred Heart Girls' College is committed to ensuring that all staff and students are able to work and learn in a safe and secure environment free from harassment. All members of the College community should be free from any form of harassment at the College, or in the College related environment. Therefore it is essential that the College takes a pro-active approach to prevent incidents of harassment/bullying and has a plan of action to address them when they do occur.

The Board of Trustees is committed to ensuring educational opportunities are made available for staff and Deans in particular, as well as to the wider College community. The Board will provide professional development for all staff on a regular basis to raise their awareness of issues of bullying/harassment with staff or students.

1. The Guidance Counsellor at the College will be responsible for ensuring an education programme is implemented so that all members of the College community are aware of what constitutes harassment/bullying and the supports available to them.
2. The Deputy Principal (curriculum) will ensure that students will be taught appropriate units as part of the Religious Education and Health Programmes.
3. Ongoing support for those involved is to be maintained for as long as practicable, especially the person subject to the harassment/bullying.
4. All situations involving harassment/bullying will be dealt with in a timely and appropriate manner.
5. Effective communication regarding the College Policy on bullying/harassment will be provided to all members of the College community.
6. Ongoing support for all students will be maintained through GEMs, contact with Deans, Counsellors and classroom teachers and the big sister little sister programme.

*Also refer to E-Learning and Digital Citizenship Agreement, (Appendix C, page 28)*

## **SEARCH AND SEIZURE**

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Sacred Heart Girls' College believes that it is important to keep our students safe from the dangers of illicit items.

We aim to ensure that the College environment is a safe and secure learning place, and in order to do this we must, at various times, check that students are not in possession of an illicit item that is likely to endanger safety, likely to detrimentally affect the learning environment, harmful, or stolen property. Illicit items can include (but are not limited to) drugs, alcohol, cigarettes, pornography and weapons.

Searches may be carried out either for cause (for example, because the College 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 student is protected, and will be in accordance with the following process:

- Students may be asked at any time by a member of the Senior Leadership Team (SLT), to empty out their pockets, or to open their bag or locker for inspection. The SLT member must not search the student and is not entitled to search the bag themselves.
- Students must be present at all times during a search of their personal property.
- Another staff member must also be present during the search to act as a witness.
- If the student volunteers their ICT device to be searched, the SLT member or their witness are entitled to touch and search the device, provided the student is present.
- If an illicit item is found in the student's possession, or in the student's bag or locker, or on a student's digital device, the teacher may retain the item or digital device the item is on pending the appropriate inquiry or disciplinary process.
- If a student does not agree to the search being carried out, the student will be asked to go to report to the Senior Leadership Team. At this point, the student will then have the opportunity to ask any questions that they have in relation to the search, and the student's parents/caregivers will be contacted.
- The student will be supervised at the office of the Deputy Principal until the arrival of a parent/caregiver.
- Following the arrival of the parent/caregiver, the student will again be asked to empty their pockets, or to open their bag or locker for inspection. If the student maintains that they will not agree to the search being carried out, such refusal will be dealt with as a disciplinary matter.
- If a parent/caregiver is not available to attend the College, a College counsellor or similar will be asked to attend in support of the student. If the student maintains that they will not agree to the search being carried out, such refusal will be dealt with as a disciplinary matter.
- The policy will not prevent any urgent search of a student or their bag or locker, or seizure of property, where it is required to prevent harm to the student or other people, or to prevent damage to property.
- Any items that are retained will be stored by the College with reasonable care but the College shall not be liable to the student for any loss of items.

## **EDUCATION OUTSIDE THE CLASSROOM**

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Sacred Heart Girls' College believes that Education Outside the Classroom (EOTC) enhances social, spiritual, emotional, physical and intellectual abilities.

Sacred Heart Girls' College will ensure that approved EOTC objectives are delivered in a safe, effective and affordable manner.

- An EOTC activity is a College activity that requires students to be taken off the College grounds usually within (but not limited to) normal teaching hours. It also covers activities that use classroom time from another subject area.
- RAMS: risk analysis and management system.
- The EOTC officer will be appointed by the principal as their delegated representative.

### **THE EOTC APPROVAL PROCESS AT SHGC**

All EOTC activities require the approval of senior management, acting on the delegated authority of the Board of Trustees. All requests to take students out of College should be made to the Deputy Principal/ EOTC co-coordinator.

Before permission is granted the following documentation will be required;

#### **Information to parents/caregivers.**

Parents/caregivers sign a "Low Risk" EOTC activity form upon entry to the College. Approval is not required for low level activities (see low risk form for more details). Notwithstanding this, parents/caregivers should be informed that the activity will be taking place.

Approval **must** be sought from the EOTC officer **at least 1 month before** the event is due to take place. EOTC activities seeking approval within 1 month must get written permission from the Principal.

The following documentation is required using the correct EOTC application form:

- A clearly stated educational outcome for the event with signed approval from the relevant Head of Faculty.
- Event dates.
- Expected time of departure and return.
- The groups of students involved.
- Names of supervising staff and/or volunteers. Noted First Aid qualified staff.
- For EOTC events that involve at least 1 overnight stay a full itinerary of activities with associated RAM assessment is required.
- Proposed ratio of adults to students with appropriate rationale.
- Relevant RAMS form – see procedure below.
- Cancellation arrangements.

## OVERSEAS TRIPS

The purpose of an Overseas Trip is to provide opportunities and experience for students in cultural, spiritual, academic and/or sporting aspects of their education at Sacred Heart Girls' College in a way that embraces our strategic aspirations.

The purpose must be underpinned by the Catholic Character of the School and our charism, gifted to us by the Sisters of our Lady of the Missions, in order that we nurture and practise these virtues and values. At Sacred Heart Girls' College, we Live the Mission through Ako, Manaakitanga and Wāhine Toa.

Overseas Trips require **BoT approval at least one year** in advance of the proposed travel date. In general, the BoT will approve no more than two overseas trips in any year.

**For an Overseas Trip where the cost per student is likely to exceed NZ\$4000, BoT approval is required eighteen months in advance. This is to allow all students to have the opportunity to participate without being financially disadvantaged. Overseas trips must be accessible to all students.**

An initial proposal for an Overseas Trip must be made to the BoT. This should outline the purpose of trip emphasising Catholic character, connection to school curriculum, destination, itinerary, duration, timing and cost. Once initial sanction to proceed has been granted by the BoT, caregivers and students can be approached by the Trip Organisers to assess the viability of the proposed trip based on the initial submission. It must be made clear to caregivers and students that the trip is in its planning stage and has not had formal approval.

If the Trip is deemed viable, a formal detailed proposal must be submitted and presented to the BoT by the Trip Organisers in person prior to approval. The Trip Organisers must meet the Principal and Business Manager regarding payment plans, deposits and refund policies prior to presentation to the BoT.

The proposal to the BoT should give consideration to:

- Catholic context and content
- Age, maturity and ability of students
- Safety and welfare of students
- Major learning outcomes and relevance to the curriculum
- Responsibilities of staff
- International protocols
- Possible risks, difficulties and challenges
- Emergency and contact arrangements, and
- Cost

Safety is a key consideration at all stages of the overseas excursion. Activities that are not normally permitted in school-based or local venues should be highlighted for special consideration. EOTC documentation, including the RAMS document must be signed off by the Principal at least three weeks before the Trip commences.

Trip organisers, supported by the travel provider, must present all information (the purpose of the overseas excursion, estimated dates, cost, supervision details, mode of travel, accommodation, activities to be undertaken) at a parent meeting; including criteria for inclusion and plans for under- or over-subscription.

- All overseas trips that involve students must take place during the College holiday breaks unless the specific permission of the BOT is sought and approval granted.
- After approval has been granted by the BOT, any changes/alterations to the planned trip must be submitted to the Principal.
- Students must be supervised by a suitable adult.
- A liaison person based in NZ must be appointed so that contact can be made quickly and easily in emergency situations.
- A full report must be submitted to the BOT on conclusion of the trip including a combined commentary from the students involved.
- Students and supervising adults will be required to sign a code of conduct form.
- The Principal reserves the right to select the supervising staff – in selecting suitable staff the principal must ensure a minimum disruption to the normal running of the College and equity of distribution of any free or subsidized tickets.
- The teacher in charge of the overseas trip must submit a full budget:
  - No costs are to be funded by the College at any time, including teacher relief costs
  - The trip must be self-funding at all times, including payment of deposits to secure the trip the College will not act as a guarantor

## ***PROTECTION FROM THE SUN***

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The College recognises that prolonged exposure to the sun may have a detrimental effect on a person's health and will take reasonable steps to protect students from overexposure to the sun.

The College will provide education for the Sacred Heart community regarding the long-term effects of exposure to the sun's rays. The College encourages students to take responsibility for their own sun safety.

1. The Board of Trustees will ensure that an awareness of the harmful effects of exposure to the sun be part of the College's health and physical educational programme.
2. The Board of Trustees will encourage students to wear appropriate sun safe protection.
3. The Board of Trustees will make available SPF 15+ sunscreen for all students at College and other EOTC activities and encourage its use (available from the College office).
4. The Board of Trustees endorses the policy of 'slip, slop, slap and wrap' and will endeavour to make students aware of the benefits of such a policy.
5. The Board of Trustees will ensure that appropriate sunshade areas are provided.
6. Teachers and other staff are encouraged to provide positive role modelling of sun protective behaviour.
7. The Board of Trustees will consider shade provision in all future development of the grounds.



## **TRANSPORTATION**

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At Sacred Heart Girls' College, staff and students need to have the opportunity to travel safely and conveniently to and from the College in order to take part in College programmes and co-curricular activities.

This policy is to ensure that all practical steps are taken to safeguard the welfare of all staff and students when travelling to and from the College, and to ensure staff and students understand College rules in regard to transport.

### **COLLEGE VEHICLES**

The Board of Trustees will ensure that all College vehicles are maintained in a road-worthy condition and comply with all warrant of fitness and requirements regarding vehicle registration.

- The Board of Trustees will ensure that all College vehicles are insured.
- All College vehicles will be fitted with seat belts.
- All College vehicles will have a First Aid kit on board at all times.
- College vehicles will only be used for College purposes.
- The use of College vehicles must be recorded on the SMS Kamar, and in the appropriate book in the College office.
- Any damage to College vehicles will be the responsibility of the Board of Trustees under the terms and conditions set down in these Guidelines and by the College's insurers.
- The maximum number of occupants per vehicle must not exceed the maximum number of seats per vehicle.
- Where possible, members of staff should drive College vehicles.
- Staff members who drive College vehicles must have a current valid driver's licence for the size and type of vehicle in which they are travelling and must have a good driving record.
- In such cases where other drivers are used, they must comply with the transportation guidelines as set out at the end of this policy.
- Drivers of College vehicles must adhere to the NZ Transport Agency (NZTA) Road Code and the laws of New Zealand when operating College vehicles. Any infringement or fine incurred while operating the College vehicle will be the sole responsibility of the driver at the time of the infringement.
- College vehicles should be left locked and secure when not in use.
- College property and personal belongings must not be left unattended in a College vehicle.

### Transportation:

- All drivers who transport students and/or staff must hold a current New Zealand Driver's license and be fully qualified to drive. The Principal's PA must have received a signed copy of a current NZ license and a declaration of a good driving record.
- Students should be transported in hired buses where practicable.
- The College van may be used to transport students but it must be driven by an approved driver.
- If buses or vans are not practicable then private vehicles may be used. All vehicles must have current Warrant of Fitness and Registration.
- Each passenger must be in a seat-belted seat, where fitted.
- It is acceptable for students to transport others under the following conditions:
  - The Principal (or delegated representative) gives approval.
  - The driver has a current full valid NZ driver's license.
  - All students in the vehicle have provided written parental/caregiver permission for the arrangement.
  - The correct forms are completed and stored by the EOTC officer
- If you have an accident, please ensure that you obtain as much information from a third party as possible:
  - Name and address
  - Their Insurer
  - Details of motor vehicle, make, model, registration
  - All incidents must be logged by the driver involved in the incident

### EXTERNAL TRANSPORT

1. The Board of Trustees will ensure that road safety education is part of the College curriculum. Responsibility for this education may reasonably be delegated to College staff.
2. Permission will be required from parents/caregivers before approval is granted for any student to leave the College grounds.
3. Students travelling to and from the College in buses are expected to behave in an appropriate manner at all times (this constitutes a College rule).
4. The College bus stops will be supervised by College staff or other delegated adult between 8.20am and 8.40am and 3.20pm and 3.40pm on each College day.
5. Students travelling on buses to and from College events must be accompanied by a member of staff or other delegated adult.
6. Student drivers must have authority from parents/caregivers and obtained permission from the Deputy Principal before being permitted to drive to and from College. A completed "Private Car Permission" form (*Appendix E, page 43*) needs to be filled in and filed at the College.

7. No passengers are permitted in student driven vehicles without express permission of parents/caregivers of both the passenger(s) and driver.
8. Vehicles driven by students may only be parked in areas designated by the Deputy Principal.
9. All drivers (staff, students, and/or visitors) are bound by the road safety regulation as set down by the NZ Transport Agency (NZTA). They must also have completed and filed a "Driver's Declaration" form.
10. Any student who does not comply with the conditions set down in this policy is deemed to have contravened College rules.

## **TRAUMATIC INCIDENTS**

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Evidence clearly shows that planning for a traumatic incident before it happens reduces the negative impact. The College has a plan and procedures in place to respond effectively to a traumatic incident.

Traumatic incidents are broadly defined as events that:

- cause sudden and/or significant disruption to the effective operation of the College
- have the potential to affect a large number of people in the College community
- create significant dangers or risks to the physical and emotional well-being of people within the College community
- attract media attention or a public profile to the College

Traumatic incidents do not always occur on site or during College hours. Examples include sudden death, serious injury, illness, violence, abuse and suicide. Natural disasters such as earthquakes, fires, flooding or volcanic eruptions are other examples.

The BOT will ensure that a team is established to manage traumatic incidents when and if they arise.

The Traumatic Incident Team will be made up of suitable personnel and will use relevant external resources and expertise as necessary.

The Traumatic Incident Team will follow the best practice guidelines available through the Ministry of Education.

The Traumatic Incident response plan will be formulated by the Traumatic Incident Team and regularly reviewed.

**Phone: 0800 84 83 26**

*MOE Traumatic Incidence Response*

### **References**

**From the MOE website: Managing emergencies and traumatic incidents**

## **PROMOTION OF HEALTHY FOOD AND NUTRITION**

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Good eating habits are important for every student's growth and development. It is therefore important that the College Canteen offers food choices that promote a healthy lifestyle and a nutritious diet.

The College will provide a food service that is consistent with the National Food and Nutrition Guidelines and supports and reinforces the College's nutritional classroom programme.

1. The Board of Trustees will provide a College Canteen in order to provide food and beverages for staff and students.
2. The Board of Trustees will employ a suitably experienced person, or contract out a suitably qualified contractor to manage the Canteen.
3. The Canteen will provide a variety of food so that students are able, in conjunction with College and home education, to exercise choices about the food they consume.
4. To provide an economical alternative to "home-made".
5. The canteen manager will use an agreed financial procedure which will be put in place by the College's finance department.
6. Where the canteen is not contracted out, the Canteen Manager will consistently review:
  - a) service
  - b) facilities
  - c) variety of goods offered
  - d) staff working conditions
  - e) sales and costsand submit a written report to the Principal at the end of each term on (a)-(e) above.
7. The community will be consulted on a regular basis regarding the service and types of food provided by the College canteen.
8. Importance will be placed on freshness of the food supplied.
9. Steps will be taken to actively discourage the consumption of foods high in fat, sugar or salt.
10. Cost of the healthy alternative foods will be kept as low as possible.

## **INFECTIOUS DISEASE**

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The well-being of staff and students is of paramount concern to the Board of Trustees.

The College will initiate procedures in the event that a member of staff or student is exposed to an infectious disease.

The College will take every practicable step to ensure that correct procedures are followed when dealing with suspected cases of infectious disease. Refer Guidelines Infectious Disease (*Appendix F*).

The College will ensure that staff and students are aware of information relating to the possibility and or management of Pandemic or Infectious Diseases e.g. by email, LMS, KAMAR, promotion in the College newsletter.

Examples of infectious diseases include; meningococcal disease, gastric infections, viruses, pandemic flu-like illnesses.

### **GUIDELINES: Infectious Disease**

#### **1. Keeping Informed**

- a) Safety and well-being of staff and students is paramount. Staff, students and parents/caregivers will be made aware of existing College policies and practices regarding illness.
- b) Information will be obtained from the Ministry of Health and Ministry of Education as to the procedures relating to schools in the event that an outbreak of infectious disease occurs.
- c) Information received by the College will be kept up to date and any action taken is based on the best professional advice available.
- d) The College will liaise with the local Public Health Board and Health Unit contacts e.g. College is to be kept informed on any infectious disease that is of concern, signs and symptoms of the disease and how to manage suspected cases in schools.
- e) The Health and Safety committee will make every effort to keep staff well informed at staff meetings, by KAMAR notification updates or by Health and Safety Committee.
- f) Current information will be made available to the whole College through daily notices, notice boards and newsletters until deemed unnecessary.
- g) Staff will be familiar with the procedure for referring unwell students to an isolation room/hall to ensure that the risk of infection is minimised.

## **2. Travel Restrictions / College Closure**

- a) Staff, students and parents/caregivers wanting to travel to the worst affected areas of an infectious disease outbreak will be alerted of the health risks and advised that they should abide by the travel recommendations as set by the Ministry of Health.
- b) Staff, students and parents/caregivers already in transit from the worst affected areas of an infectious disease should be aware of the symptoms of the infectious disease and follow recommendations set by the Ministry of Health.
- c) If recommended by the Ministry of Health and Ministry of Education, staff and students may be excluded from attending College for a period of time if they have been in contact with someone with an infectious disease, travelled to a worst affected area or suspected of having an infectious disease.
- d) College will be closed to staff and students if the Ministry of Health and Ministry of Education recommend such measures to control an outbreak of an infectious disease.

## **3. Personal Hygiene**

- a) Staff and students will be encouraged to practice basic personal hygiene measures to minimise potential influenza transmission by:
  - Covering the nose and mouth when sneezing and coughing (preferably with a disposable single use tissue).
  - Immediate disposal of used tissues in receptacle.
  - Adopt good hand-washing / hand hygiene practices, particularly after coughing, sneezing or using tissues.
  - Keeping hands away from the mucous membranes of the eyes, mouth, and nose.
- b) Adequate supplies of hand hygiene products (soap) will be available in toilet areas.
- c) Adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks for people who become ill at work will be obtained and kept in the specified storage room.
- d) Hand and personal hygiene information will be communicated to staff, students and visitors.

Hand washing, cough etiquette, and information relating to protecting oneself against infectious illnesses will be effectively taught.

- e) Brochures, newsletters, global e-mails, employee notice boards, and relevant information will be utilised to inform staff and students of the importance of hand hygiene and environmental cleaning during a pandemic.
- f) Social distancing to minimise contacts will be encouraged.

#### **4. Staff or students unwell**

- a) If an outbreak of an infectious disease occurs a member of senior staff (Deputy Principal – pastoral) will be responsible for workplace health and safety and monitoring of unwell students and staff.
- b) Unwell staff suspected of an infectious illness should leave work and immediately contact a health professional in the manner advised by Ministry of Health on its website at that time. Senior management is to be informed that they have left work.
- c) Any student or staff member who falls ill from an infectious illness, who shows symptoms, will be advised where and how to seek medical advice immediately.
- d) Any student that shows signs and symptoms of an infectious disease will be nursed in a separate area until parents/caregivers collect the student from College. The use of masks and gloves may be utilised in the prevention of spread of infection.
- e) Parents/caregivers of students will be informed as soon as possible of any health related issues concerning their child and advised to seek medical advice immediately.
- f) Contact management– every effort will be made to:
  - Identify contacts (once a staff member or student is suspected to be infected);
  - Advise contacts in person that they have been in contact with a person suspected of having an infectious illness;
  - Ask contacts to go home, and stay at home until advised otherwise;
    - The staff member or students work station or desk will be cleaned and disinfected, as recommended by the Ministry of Health.
- g) A process will be set up to facilitate / encourage the return of staff / students to College once they are well after an infectious illness.

#### **5. Use of Masks**

- a) A supply of masks, gloves will be purchased and stored on College premises in the Sick Bay and/or a designated store area.
- b) In the event of an infectious outbreak staff shall be informed where they can find a surgical mask and instructed to wear it immediately. This is to help protect other staff and students.
- c) People with respiratory infection symptoms should use a disposable surgical mask to help prevent exposing others to their respiratory secretions.



- d) Any mask must be disposed of as soon as it becomes moist or after any cough or sneeze, in an appropriate waste receptacle, and hands must be thoroughly washed and dried after the used mask has been discarded.

## **6. Air Conditioning**

- a) The Ministry of Health and the Department of Labour recommend all internal spaces should be well ventilated, preferably by fresh air via opening windows, or otherwise by properly designed and maintained air-conditioning systems.
- b) Air conditioning systems will be maintained regularly and to the appropriate standard, as per the New Zealand Building Code, Clause G4, and Ventilation.

## **7. Hand-washing and contact with body fluids**

- 1. Between each student contact, hands are to be washed with a suitable Antibacterial soap and dried thoroughly using paper towels or cleaned using liquid/gel hand products.
- 2. All staff will promote the covering of open cuts, sores, and broken skin areas.
- 3. Blood from any injury must be cleaned up immediately. The injury should be adequately covered/ bandaged to stop blood flow before the student returns to class.
- 4. Disposable gloves will be worn when giving first aid or dealing with any body fluids or solids. Gloves should be disposed of after one use.
- 5. Hand washing and drying, cough etiquette and symptoms of illness will be promoted throughout the College as a means of infection control. Notices will be on display in the toilets and around the College.
- 6. Regular health promotion and information shall be published in the College Newsletters (Hand-washing, dentist information, vision testing, “unwell student” information).
- 7. **Cleaning of plastic items** - wear disposable gloves or rubber gloves;
  - a) Immediately after use, rinse with cold water.
  - b) Clean in sink with hot water and appropriate disinfectant solution.

**For cleaning blood and body fluid spills** - wear disposable gloves and plastic gown;

- a) Mop up the spill with paper towels.
- b) Clean the area with a freshly prepared solution of appropriate disinfectant solution.
- c) Mop up the solution with paper towels and ensure the surface is clean and dry

## **8. General Cleaning**

- 1. The sick bay bed, sink and surfaces will be cleaned with appropriate disinfectant /cleanerregularly by the sick bay supervisor.
- 2. Drinking glasses will be cleaned in the staff room by the automatic dishwasher after use.

3. Linen will be changed if any body fluids are present by designated person and linen regularly changed to ensure a clean environment.
4. Used gloves, paper towels, soiled dressings and disposable equipment etc. will be placed in lined rubbish bins for disposal.
5. If a student or staff member is suspected of having a contagious infection or influenza other safety precautions may be implemented such as gloves, mask, and gown. Isolation of the student or staff member may be required and parents/caregiver will be contacted immediately.
6. In the event of a notifiable disease the Public Health Staff will be advised and the correct notification forms will be filled out.
7. Cleaning staff will be advised to clean work areas which may have been infected from an unwell student or staff member and following all precautions.

## ***MANDATORY REPORTING OF CHILD ABUSE***

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[Refer to Ministry of Education Reporting Child Abuse Protocol in the Health & Safety Manual]

## **MANAGING CHALLENGING BEHAVIOUR AND USING PHYSICAL RESTRAINT**

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A teacher or authorised staff member can use physical restraint if they reasonably believe the safety of the student or any other person is at serious and imminent risk, and the physical restraint must be reasonable and proportionate in the circumstances.

Situations where it might be appropriate include:

- Breaking up a fight
- Stopping a student from moving in with a weapon
- Stopping a student who is throwing furniture close to others who could be injured
- Preventing a student from running onto a road

Physical restraint is a serious intervention and when it is used, a notification to the MoE and the BoT is a requirement.

- Provision for staff training in focussing on prevention and de-escalation strategies will be available for staff by SLT, supported by the local MoE office

Appendix:

- Incident of Physical Restraint Form for MoE and BoT, mail to [physical.restraint@education.govt.nz](mailto:physical.restraint@education.govt.nz)

Reference:

- Education (Physical Restraint) Rules 2017  
Pursuant to section 139A-D of the Education Act 1989