



# Sacred Heart Girls' College, New Plymouth

## HEALTH AND SAFETY POLICY

### Health and safety policy

#### Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

#### Scoping

The board is responsible for ensuring health and safety procedures are developed, implemented and their effectiveness is monitored. However, workers need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

#### Delegations

The board delegates to the principal, as officer, the responsibility to:

- develop, implement, and report to the board on the effectiveness of health and safety procedures
- ensure employees have the information and professional development and formation they need in order to understand and comply with policy and procedures.

#### Expectations and limitations

The board will, as far as is reasonably practicable,1 comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe spiritual, physical and emotional learning environment where the dignity of all is upheld
- ensuring staff are known, respected, cared for, affirmed and appreciated, and their wellbeing is supported
- ensuring a health and safety plan is in place and engagement and consultation on the plan occurs with workers and the school community
- having effective measures in place to consult with and report to the proprietor on health and safety matters pertaining to the Catholic special character particularly:
  - morally sensitive areas such as matters dealt with by the school guidance counsellor
  - how the board and principal effectively manage and monitor the work of any health centre or health professional who is employed or who comes on site
  - the general ethos, environment and culture of the school
  - the relationships between staff members, and their colleagues, their students and the school community
- advising the proprietor of health and safety risks requiring major capital works
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the Sale and Supply of Alcohol Act 2012
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The principal, as officer, has responsibility for implementing this policy and therefore must:


- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations<sup>2</sup>
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices including during capital works projects or when awaiting the proprietor's action on remedial capital works
- advise the proprietor and board if there are any serious health and safety issues
- ensure the Code of Ethics for Staff and Boards of New Zealand Catholic Schools and the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, racism, stigma and any other form of discrimination, and that there are effective processes in place to eliminate them
- provide a smoke-free, drug-free and vape free environment
- ensure a risk analysis management system (RAMS) is in place and carried out
- seek approval for overnight stays/camps/visits attesting first to their compliance with above
- meet requirements on the delivery of the Health Curriculum are adhered to (see D2 Curriculum Policy)
- consult with the community every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the presiding board member (chair) of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
  - cooperate with school health and safety procedures
  - comply with the health and safety legislation and duties of workers
  - ensure their own safety at work
  - promote and contribute to a safety-conscious culture at the school

1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

2. These are to:

- know about work 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 person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
- ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- ensure there are processes for complying with any duty and that these are implemented
- verify that these resources and processes are in place and being used.

Reviewed: August 2023	Next Review: August 2024
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Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wed 30 August 2023
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## **Procedures/supporting documentation**

Staff induction

[\*Code of Ethics for Staff and Boards of New Zealand Catholic Schools\*](#)

[\*Special Character Compliances Attestation Report\*](#)

[\*Handbook for Boards of Trustees of New Zealand Catholic State Integrated Schools\*](#)

Education outside the classroom (EOTC)

Risk Assessment Management System (RAMS)

Health and safety register

Hazard register

Hazards Check

Infectious Disease

Injuries

Emergency Management

Administering medication

Traumatic Incidents

Alcohol, smoking, vaping and drugs

Court orders

Cyber safety

Social Media

First aid

Promotion of Healthy food and nutrition

Child Protection

Mandatory reporting of child abuse

Harassment and Bullying

Protection from the Sun

Transportation

Behaviour management

Guidance Counselling

College Base Health Services

Stress Control Plan – Appendix

Crown Funding Checklist - Appendix

*Police vetting –in Personnel Policy*

*Protected disclosures – in Privacy Policy*

## **Monitoring**

*Board to enter own monitoring and reporting procedures.*

## **Legislative compliance**

[Health and Safety at Work Act 2015](#)

[Children's Act 2014](#)

[Education and Training Act 2020](#)

Any current relevant Health Orders

## 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. All requests to take students out of College should be made to the Deputy Principal/ EOTC co-ordinator.*

*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. Accommodation must be approved by the Deputy Principal/EOTC co-ordinator
- 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 **Board approval at least one year** in advance of the proposed travel date.

In general, the Board 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, Board 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 Board. 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 Board, 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 Board 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 Board.

The proposal to the Board 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 college-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 Board is sought and approval granted.
- After approval has been granted by the Board, 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 Board 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
  - In the case of an exception, where college funds may be used to fund any aspect of an overseas trip, the MoE Funding Overseas Travel to Support The Curriculum Using Crown funding Checklist is to be applied.

## **RISK ASSESSMENT MANAGEMENT SYSTEM (RAMS)**

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These forms can be obtained from the Manawa Tapu Staff TEAMS files under EOTC Events, as they are regularly updated to reflect current practices.



## HEALTH AND SAFETY REGISTER

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This can be found in the Manawa Tapu Staff TEAMS files under Health and Safety, as it is regularly updated.

## **HAZARD ASSESSMENT REGISTER**

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This can be found in the Manawa Tapu Staff TEAMS files under Health and Safety, as it is regularly updated.

## 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.
- Maintaining and regularly reviewing a register of accidents and significant incidents.
- Maintaining and regularly reviewing a comprehensive Hazard Sources List.
- Ensuring that staff are provided with appropriate information, training, supervision and equipment.
- Scheduling Emergency Procedure exercises once per Term.
- Requiring that all visitors to the College report to the Main Office on arrival and departure.
- Performing regular inspections/audits of College property.

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*)

## **INFECTIOUS DISEASE**

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

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 C*).

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, SARS, COVID, 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 disease 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 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, or 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 and 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**

- a) 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.
- b) All staff will promote the covering of open cuts, sores, and broken skin areas.
- c) 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.
- d) 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.
- e) 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.
- f) Regular health promotion and information shall be published in the College Newsletters (Hand-washing, dentist information, vision testing, “unwell student” information).
- g) Cleaning of plastic items - wear disposable gloves or rubber gloves;
  - i. Immediately after use, rinse with cold water.
  - ii. 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

## **General Cleaning**

- a) The sick bay bed, sink and surfaces will be cleaned with appropriate disinfectant /cleaned regularly by the sick bay supervisor.

- b) Drinking glasses will be cleaned in the staff room by the automatic dishwasher after use.
- c) Linen will be changed if any body fluids are present by designated person and linen regularly changed to ensure a clean environment.
- d) Used gloves, paper towels, soiled dressings and disposable equipment etc. will be placed in lined rubbish bins for disposal.
- e) If a student or staff member is suspected of having a contagious infection or disease, 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.
- f) In the event of a notifiable disease, the Public Health Staff will be advised and the correct notification forms will be filled out.
- g) 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.



## INJURIES

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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 person 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, 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, he/she needs 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 and Training Act 2020

Health Amendment Act 1993

Privacy Act 2020

## 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 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 will ensure that these procedures are clearly communicated and understood by all members of the College community.
3. The Board 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.

## **ADMINISTERING 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 Executive Assistant 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.

## 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 Board 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**

## ALCOHOL, SMOKING, VAPING AND DRUGS

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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 alcohol, smoking, vaping and drugs 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 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.
- The Smoke-free Environments and Regulated Products (Vaping) Amendment Act (2020) requires school buildings and grounds to be smoke-free and vape-free for all students, staff and visitors to the school.
- Smoke-free and vape-free education will be included in health programmes and other subjects as appropriate.

- Students known to smoke or vape will be offered assistance and encouraged to take up a referral to professional cessation support.
- 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.
- Incidents of students smoking or vaping will be monitored so that prevention programmes can be adapted.
- Contractors will be informed that smoking and vaping are not permitted on the school site.
- 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.

*See also:*

*Smoke-free Environment Act (1990)*

*Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020*

## **COURT ORDERS**

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This procedure is further to the commitment to keeping our children safe and also to ensure that Sacred Heart Girls' College is meeting obligations to adhere to any legislation.

When the School is aware of a Custody Order/Court Order in respect to one of our Students then we are obligated to enforce it.

1. Upon enrolment the School will ask, as part of the enrolment process, for details of any custody issues or Court Orders.
2. Parents must notify the School of any changes to any Court Orders that the School has been notified of so the School is aware of who has the right to have the child in their care at any particular time. This will be done by ensuring this procedure is available on the School's website and also there will be an annual reminder for parents to update their details.
3. A register of Student's who are the subject of Court Orders will be retained by the Guidance Counsellor and/or the School Office (this information is also recorded in the student management system).
4. As part of training teachers and staff who have to be aware of the existence of Court Orders will be reminded of the importance of confidentiality and respecting the privacy of the Student and the Student's whanau about such Court Orders.



## CYBER-SAFETY

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Sacred Heart Girls' College has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition, Sacred Heart Girls' College Board has a responsibility to be a good employer.

The Sacred Heart Girls' College Board places a high priority on providing the college with internet facilities and equipment which will benefit student learning outcomes, and the effective operation of the college.

The Board acknowledges the need to have in place rigorous and effective college cybersafety practices.

Sacred Heart Girls' College will develop and maintain rigorous and effective Cybersafety practices which aim to maximise the benefits of the internet and digital devices to student learning and to the effective operation of the College, while minimising and managing any risks.

The Board delegates to the Principal the responsibility to develop and implement the appropriate management procedures, practices, electronic systems, and educational programmes to ensure effective Cybersafety practice in the college. The Principal will report annually to the Board regarding Cybersafety issues in the college.

No individual may use the college internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the college. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the college site, or at/for any college-related activity, regardless of its location.

Sacred Heart Girls' College user agreements will cover all Board employees, all students (including adult and community) and any other individuals authorised to make use of the college internet facilities and digital devices such as teacher trainees, external tutors and providers, contractors, and other special visitors to the college.

Use of the Internet and the digital devices by staff, students and other approved users at Sacred Heart Girls' College is to be limited as defined in individual use agreements.

The college has the right to monitor access and review all use. This includes personal emails sent and received on the College computers and/or network facilities at all times.

The College has the right to audit at any time any material on equipment that is owned or leased by the College. The College may also request permission to audit privately owned ICT devices/equipment used on the College site or at any College related activity.

Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 2020.

The safety of children is of paramount concern. Any apparent breach of Cybersafety will be taken seriously.

## SOCIAL MEDIA

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### What is Social Media?

Social media includes any web site in which visitors can publish content to a larger group. Content shared may include (but is not limited to) personal information, opinions, research, commentary, video, pictures, or college information. Examples of such destinations include large branded entities such as Facebook, Instagram, Twitter, YouTube, TikTok, Snapchat and LinkedIn. Blogs, special interest forums, user communities are also considered social media.

We recognise that social media provides a great opportunity to collaborate and communicate with communities and to enhance learning opportunities for students. To enable teachers, support staff, students and our community to take advantage of the value of these sites and to promote an open, trusting, collaborative place of work and education, everyone must use social media within the guidelines specified below.

### Teachers and Support Staff Guidelines

At all times, teachers and support staff have a legal obligation to develop and maintain professional relationships based on the best interests and safety of their students. All teachers and support staff should follow these guidelines in social media communication and activity:

1. As an employee (of SHGC), you are viewed as a role model to students, parents and the community. Think carefully about how you represent yourself when using social media. Even in your private space, you are considered by many to be representing the values of our College.
2. Exercise good judgment following the principles of ethical behaviour.
3. The Principal will delegate key personnel to be responsible for social media communications intended for specific audience(s) and purpose.
4. Use appropriate professional language in all communication.
5. Carefully consider the tone, frequency and content of all posts. They should be relevant and current.
6. Keep your private and professional use of social media separate. Do not invite students to your personal social network sites.
7. Any Facebook pages established will be 'organisations', as opposed to being created as personal pages.
8. Do not accept invitations from students to their personal social networking sites.
9. Do not respond to personal requests for help or advice from students through social media. It is not the appropriate forum for sensitive issues.

10. All online spaces set up for social media purposes need to be approved by the designated content manager to avoid legal/ethics issues and to monitor content.
11. All College on-line communication should be through an official College site.
12. We encourage you to use privacy settings to ensure that your personal information is kept private.
13. Be aware that your friends can tag and share your information, providing a wider audience than you intended. Images of students must never be posted on a social media site without explicit permission from the student's parents in accordance with the Privacy Act 2020.

### Community Guidelines

We encourage past, present and future families, friends and staff of SHGC to interact with the SHGC through our online forum. You are invited to share your thoughts, news and experiences. By following the guidelines below, all members of our online community will feel welcome and valued.

1. **RESPECTFUL** – it is important that all members of the community are treated with dignity and respect. Please do not use hostile or obscene language or make negative comments about anyone. This is a page for supportive conversations and is not a forum for debating controversial or personal issues.
2. **FAMILY-FRIENDLY** – our Facebook page has users that are under 18 years of age. Explicit language and images have no place here.
3. **RELEVANT** – please stick to the topic of discussion. Off-topic personal conversations that have no relevance to the post should stay on your personal Facebook page.
4. **NON-COMMERCIAL** – SHGC does not accept posts of a commercial nature on our Facebook page and these will be deleted.
5. **LEGAL** – please be aware of copyright laws, intellectual property rights and the Privacy Act when posting, sharing and commenting. SHGC will delete posts that contain discriminatory or defamatory posts that relate to ethnicity, religion, gender, disability, sexual orientation or belief; or that encourage illegal activity. All actions on this page are subject to the Facebook Terms of Service.
6. **SPECIAL CHARACTER** – SHGC reserves the right to delete and remove any posts deemed to not align with the special character and values of the College.

### Student Guidelines

1. Think about your personal safety. Do not reveal data about you that:
  - could be used to impersonate you/steal your identity (date and place of birth, for

example)

- might reveal your actual whereabouts or when you are not somewhere (at home, for example) - so think about who you share your location with
  - might cost you money (look out for scams and freebies: anything that looks too good to be true, usually is!)
2. Get the tone right. Does the post reflect who are? Never forget that your postings, whether they are on a blog or public Facebook site, can be read by millions. Ensure your tone is right and strike the right balance between informality and formality.
  3. Think twice before posting. There is no such thing as privacy on the internet. Word spreads quickly. Search engines can turn up posts years after they are created - even after you think you have deleted **them** - and comments can be forwarded or copied. Inappropriate or inaccurate comments which are damaging to a person's reputation should be avoided, they could result in a claim of libel. Do not say anything online that you would not say in public. Think carefully about posting anything.
  4. What might seem anonymous usually is not. Your use can be tracked, even if you think you have an anonymous user account.
  5. Make it accurate. If you are making a serious contribution to a debate via social media, make sure you get all your facts right, as you would when be writing an essay or a report. If your content is associated with SHGC then it reflects on SHGC's reputation.
  6. Be respectful. Content on a social media site could encourage comments or discussion of opposing ideas – the audience is far wider than your peers. Consider all comments and responses carefully in light of how they would reflect on you or SHGC. Be aware that any misuse of social media might attract complaints from other students, which may result in disciplinary action.

### Inappropriate use of Social Media

SHGC will not permit inappropriate use of social media by students including:

- Breach of SHGC's Special Character and values.
- Plagiarism or breach of copyright when using or repurposing material.
- Excessive time used to browse social media applications at SHGC
- Inappropriate use of language or images that portray SHGC in a poor light.
- Actions that bring the reputation of SHGC into disrepute.
- Representing themselves as someone else either within the College or outside of SHGC
- Making promises or statements regarding SHGC's operations which are misleading, fraudulent or false.
- Use of social media to defame, bully or discredit another student, group or anyone else. SHGC has a safe environment and does not tolerate this behaviour.
- Using discriminatory, defamatory, abusive or otherwise objectionable language in content.
- Accessing, downloading or transmitting any kind of sexually explicit material, violent images including graphic images of blood or gore (without medical purpose).
- Accessing, downloading or transmitting information on the use and construction of

weapons, explosives and other tools of violence or terrorism.

- Accessing, downloading or transmitting any material deemed to be illegal under NZ law.
- Accessing, downloading or transmitting hate speeches and overt racism; material extolling the inherent or moral superiority or inferiority of a race, ethnic group, or sexual orientation; racial epithets; or religious bigotry.
- Compromising the privacy of any person.
- Attempting to gain unauthorised access to the computing resources of SHGC or other organisations.
- Disruption of the integrity of SHGC's data or information services.
- Making a statement that might bring SHGC into disrepute.
- Committing SHGC to an action or initiative without appropriate authority.
- Not complying with laws covering libel, defamation, privacy and the protection of intellectual property.
- Statements that might be interpreted as being in contravention of the values of SHGC.

Inappropriate use of social media will lead to the College's formal disciplinary procedures being invoked.

#### PERMISSION FOR USE OF STUDENTS IMAGES RELATING TO SOCIAL MEDIA & COMMUNICATIONS

SHGC is working hard to ensure that it meets best practice in regard to use of our students' images in media and communication. We have asked families to give permission around use of images for SHGC communication.

Student images will always reflect the SHGC's our Manawa Mission and may be used in media and communications for:

1. College events
2. Cultural events
3. Academic competitions
4. Leadership activities
5. Sporting events
6. Student achievements

The following should be noted:

- Student images will be part of a group and will not be tagged.
- In images of only one student (such as achievements), the student can decline and have the image removed
- For individual images, SHGC will use the student's first name and year group only, with the exception being when sharing a post from external media where the student's full name may be used.

## **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**

8. 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.
9. 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.
10. The designated First Aid person 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.
11. The College is not responsible for any cost of medical treatment or services provided after an injury at College or a College-related activity.

12. 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.
13. 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, 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.
14. 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.
15. 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.
16. Any student that is bleeding must be sent to the Main Office. Blood must be cleaned up promptly using safe handling procedures.
17. Any hazard within College grounds needs to be reported to the Caretaker, Business Manager or members of the Health and Safety Committee.

#### STAFF

18. If a staff member is unwell, he/she needs to advise the Teacher in Charge of Relief before College starts or prior to leaving College.
19. If a staff injury is assessed and requires treating, the injury may be registered with ACC.
20. 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.
21. Any hazard within College grounds needs to be reported to the Caretaker, Executive Officer or members of the Health and Safety Committee.
22. 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.

## 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 will provide a College Canteen in order to provide food and beverages for staff and students.
2. The Board 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".
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 costs

and 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.



## CHILD PROTECTION

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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, contractors and volunteers are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The Board 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 Oranga Tamariki Act 1989, 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.

## **MANDATORY REPORTING OF CHILD ABUSE**

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

## 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 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 holding the special character position (c150) 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: Student User Agreement Year 7 & 8, and Student User Agreement Years 9-13  
Also refer to: Social Media Policy*

## 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 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 will encourage students to wear appropriate sun safe protection.
3. The Board 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 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 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 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 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 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 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 licence and be fully qualified to drive. The Principal's PA must have received a signed copy of a current NZ licence 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 licence.
  - 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 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 8.20 - 8.40am and 3.00 – 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. 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.
7. Any student who does not comply with the conditions set down in this policy is deemed to have contravened college rules.



## **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 it abides 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 will provide a Counselling Service which is available to all students, staff and the wider College Community.
2. The Board 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.
4. The service provided will be carried out in accordance with the Education and Training Act 2020 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.
10. 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.
11. Annual presentation to the Board from Guidance Counsellor (indicating the issues being presented by the students at each year level and by ethnicity).

## 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 Board will ensure that the community is informed about health sexuality programmes. The Leader of Learning RST will report to the Board 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.

Appendix: Stress Control Plan

<b>Stress</b>	
<b>Risk Factor</b>	<b>Possible Controls</b>
<b>Control Plans</b>	
<b>Workload</b>	
<ul style="list-style-type: none"> <li>• Work overload / long hours. Time pressure.</li> <li>• Co-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage staff to take regular breaks. Plan workload more carefully to allow enough time to complete tasks. Offer training in time management, goal setting and problem solving. Delegate sub-tasks to other staff members if possible. Regular meetings with all staff to talk about workload etc.</li> <li>• Organise schedules so that after-school activities do not conflict with marking deadlines or new subject preparation etc. Where possible, make more use of alternative volunteers e.g. parents, guardians and capable older students or prefects (where applicable).</li> </ul>
<b>Environment</b>	
<ul style="list-style-type: none"> <li>• Education out of the classroom</li> <li>• Negative office politics</li> <li>• Fear of accusation of improper conduct</li> <li>• Working alone / at night</li> </ul>	<ul style="list-style-type: none"> <li>• Risk analysis and assessment of proposed activity and location. Identify any hazards likely to be encountered by students and staff. See EOTC hazard register. Ensure staff are trained to cope with first aid or other emergency. Ensure communication is available (cellphone, radio etc)</li> <li>• Encourage greater staff participation in decision making processes. Ensure staff are consulted before changes are introduced. Keep staff informed on a regular basis. Encourage discussion on procedures etc at staff members</li> <li>• Have clear policies on being alone with children e.g. always have another staff member present when administering first aid etc. Ensure support mechanisms and systems (including counsellors) are available in case an allegation is made.</li> <li>• If possible, reduce the need to work alone. Establish policies for staff working alone or at night e.g. ensure security and lighting are adequate, ensure there are enough telephones available which can be used for emergencies etc.</li> </ul>
<b>People</b>	
<ul style="list-style-type: none"> <li>• Recognition of stress and how to manage stress</li> <li>• Conflicts with management, conflicts with other staff, conflicts with parents / students</li> <li>• Aggressive or violent students</li> <li>• Staff absenteeism</li> <li>• Work stress causing problems at home - leading to more stress</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure training is given to all staff to be able to recognise symptoms of stress, and to learn various stress management strategies.</li> <li>• Ensure a mediator is available, either appoint someone in house or have a professional mediator come in when needed.</li> <li>• Ensure there is a management plan in place to deal with problem students or parents. Ensure all staff are familiar with the plan.</li> <li>• Strategically place problem students into the most appropriate classes with teachers most likely to cope with them. Be sure not to overload those teachers.</li> <li>• Ensure there are plans in place for dealing with an absent teacher's class until a relieving teacher is present. Policies established for staff absences that cannot be covered by relief staff.</li> <li>• Recognise that there is a problem, then identify the stressors. Make use of Employee Assistance programmes and / or counselling. Have a list of support groups and information on stress management available for staff and their families. Explore Wellness programmes and Work/Home life balance strategies.</li> </ul>
<b>Task</b>	
<ul style="list-style-type: none"> <li>• Unclear / ambiguous role</li> <li>• Role conflict</li> <li>• Unfamiliar tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Have clearly defined job descriptions and role definitions. Regular staff meetings to talk about roles and tasks.</li> <li>• Evaluate job demands and tasks, and ensure that job objectives are being met satisfactorily.</li> <li>• Ensure there is adequate training for all staff and competencies are matched with skills.</li> </ul>
<b>Management</b>	
<ul style="list-style-type: none"> <li>• Workplace stressors</li> <li>• Lifestyle stressors</li> <li>• Attitude and perception of stress at work</li> </ul>	<ul style="list-style-type: none"> <li>• Identify stressors and if possible make the necessary changes to the workplace to eliminate or minimise the stress caused.</li> <li>• Make use of existing programmes eg Mental Health @ Work, Mental Health Foundation of NZ</li> <li>• Make available EAP Services</li> <li>• Develop policies on stress, fatigue and mental health. Implement.</li> <li>• Make necessary lifestyle changes – exercise, relaxation, cut down on alcohol or tobacco, dietary improvements etc.</li> <li>• These can be changed (slowly) with professional help and good information being made available, and support from colleagues.</li> </ul>



## Appendix A: Funding Overseas Travel to Support the Curriculum Using Crown Funding Checklist

After reviewing the Office of the Auditor General's 2016 Audit of Schools, we've updated our guidance on funding overseas travel to support the curriculum.

This checklist is to be completed by boards when considering whether to approve expenditure on overseas travel to support the curriculum using Crown funding. A completed and signed checklist for each proposed trip must be kept for audit purposes, as well as a copy of the board minutes of each decision.

While a board has discretion to make decisions on the expenditure of Crown funding there must be reasonable justification for how the proposed expenditure supports the board's primary objective – achievement of all students at the school/kura. All boards must act in a way that is financially responsible. The two main questions a board must ask when considering whether an overseas trip is appropriate are therefore:

1. How would the proposed trip support the curriculum?
2. How would the trip be paid for?

The checklist below provides boards with a framework to guide boards thinking. Considering the following questions will help to demonstrate reasonable justification for approving expenditure on overseas travel.

Information about the proposed trip	
<ul style="list-style-type: none"><li>• Purpose?</li><li>• Where to and for how long?</li><li>• Who is attending?</li></ul> <p>There should be no personal gain or perception of personal gain for individuals on the trip (e.g. the school funding private travel by an individual on the trip of other family members).</p> <ul style="list-style-type: none"><li>• What is the budget?</li></ul> <p>Make sure the budget includes all associated costs, including any staffing implications (e.g. reliever costs), and how the trip might affect the school's overall financial position.</p>	

**Question one: How will the proposed trip support the curriculum?**

**Guiding Questions**

How does the overseas travel for students and staff support the board's primary objective – student achievement?

- how does the overseas travel for students and staff link to learning outcomes?
- what curriculum outcomes is the experience likely to help students achieve?
- how might the learning of this trip be shared with other students, staff, and community members?
- how does the expenditure further the aims of the school as set out in its charter?

**Question two: How will the proposed trip be paid for?**

**Guiding Questions**

Is the overseas travel affordable in relation to other competing priorities?

- why is this experience likely to be more effective than a local or virtual alternative?
- why is this spending justified for a select number of students (where applicable)?

Other competing priorities should include but are not limited to:

- curriculum expenses
- asset replacement/maintenance
- staff development
- having sufficient working capital/available cash.

*Accounting for expenditure*

Overseas travel for students and staff using crown funding must be reported in the notes section of their annual audited accounts.

The trip for \_\_\_\_\_ to travel to \_\_\_\_\_ is

APPROVED/DECLINED

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

Presiding Member

with the authority of the board on (date) \_\_\_\_\_