



Greenmeadows Intermediate School

CARE & MANAGEMENT OF CHILDREN PROCEDURES

PURPOSE

This procedure is to ensure that all pupils receive the highest possible standard of care

PROCEDURES

1. General Code of Practice

- a. All permanent and relieving staff of Greenmeadows Intermediate School are responsible for the care and protection of pupils and will act in the way a responsible parent in a similar setting to the school would be expected to act.
- b. All staff and long-term relieving teachers will be made aware of these procedures.
- c. All staff will:
 - i) Present as good role models in all their dealings with students. Pupils learn by observing the way people around them behave.
 - ii) be supportive and non-abusive in their management of students
 - iii) use language that could not be considered from the child's point of view, intimidating, threatening, demeaning or sexually suggestive.
- d. Staff will support one another in preventing situations where abuse to students or staff could occur

2. Responsibilities to and for children

- a. The prime responsibility for the welfare and pastoral care of pupils rests with the pupils' class teacher.
- b. The teacher is expected to take an active interest in the child's welfare and be vigilant and proactive in ensuring the pupils emotional, social and physical well-being.
- c. The teacher has a responsibility to keep parents informed of any issues or concerns regarding, and any significant incidents involving, the pupil.
- d. If a teacher has serious concerns for the welfare of a pupil he/she must immediately inform the principal or a senior member of staff.
- e. Staff members may make referrals to child protection agencies where they have serious concerns for a pupils' welfare. See the separate procedure regarding referral to child protection agencies.

3. Prevention of abuse

- a. The school curriculum will include topics to increase children's knowledge and understanding of issues related to their welfare, and the prevention of abuse
- b. Keeping Ourselves Safe and Self Esteem Units will be taught as part of the Health Curriculum to increase children's assertive skills in dealing with uncomfortable situations, and to help raise teachers' consciousness of the issues.
- c. Keeping in mind children's welfare is paramount. Parents should be consulted about changes in behaviour to try to identify a reason.

4. Suspected child abuse – refer Procedures for the Prevention and Reporting of Suspected Child Abuse

5. Being alone with a pupil

- a. Staff should as far as practical avoid situations where they are alone with a student, including pupil monitors/helpers. This includes avoid transporting a student on their own (except in emergencies).
- b. Parents and caregivers will be advised that a student is receiving 1:1 learning such as reading recovery. Parent consent is to be obtained in writing before 1:1 instruction is commenced.

- c. When a female student requires physical assistance with sanitary hygiene they should see a female staff member in the first instance.

6. Guidance and support for inappropriate behaviour

- a. In general staff will use positive approaches to guidance and support of children. Including
 - i) Allowing time out for the child to calm down and become settled
 - ii) Distracting the child by providing some other activity / task
 - iii) Allowing a buddy to work with / take time out with the child
- b. Under no circumstances will corporal punishment be used in this school. This includes any physical contact intended to punish or intimidate a child.
- c. Children will not be detained outside school hours without the prior agreement of parents
- d. All punishment and discipline should be fair and reasonable.

7. Physical contact

- a. Teachers will avoid physical contact with children that could be interpreted as intimate, sexual, threatening or violent.
- b. Staff will use careful professional judgement regarding physical contact with students in assisting movement and safety in gymnastics or teaching, positioning skills in coaching sports or when dancing or teaching swimming.
- c. Staff should take care with students who have a very affectionate nature and who express themselves freely seeking close physical contact (for example hand holding, putting their arms around teachers and other students). Where the child's behaviour is considered to be inappropriate the matter will be discussed with the parents.

8. Restraint of aggressive students

- a. If a situation cannot be managed in any other way the adult will use minimum force to physically restrain the student and seek other staff / adult assistance.
- b. In all situations except situations where we are concerned for the safety of the child concerned, other pupils and/or staff members:
 - i) Staff will not forcibly manage children by dragging, pulling, or carrying against their will
 - ii) When staff need take hold of children we will restrict our handling to, if necessary, firm holding by the wrist by one adult and firmly leading the child, as long as the child complies and does not vigorously resist.
- c. Staff will seek to minimise the likelihood of having to manage crisis situations by:
 - i) Learning to identify the early signs that tension is building for a pupil
 - ii) Using strategies to defuse, distract, resolve those situations before they escalate to confrontations and/or violence
- d. In situations where we are concerned for the safety of the pupil concerned, other pupils and/or staff members (including situations where running away has safety implications):
 - i) The teacher / teachers aide will call or send for help. Other staff members will treat such requests with the highest priority. Support can be asked for from the principal, DP, AP, support staff. If necessary a teacher from another class may be asked to help.
 - ii) If it can be managed with reasonable dignity we will escort the pupil by having 2 adults take one wrist firmly and escorting the child to a safe place such as the principal's office.
 - iii) If it's not possible to escort the child with dignity we will restrain the child in place, and the teacher will take the class away (to avoid the pupils being distressed by observing the incident).
- e. After any incident requiring the above approaches teachers will as soon as possible after the event
 - i) Debrief the class to reduce the impact on them of witnessing the event
 - ii) Debrief the child – talk about what happened before the incident – how the child felt - what could have been done to avoid the crisis –staff attitude to having to restrain – staff wish to avoid that
 - iii) Debrief all staff involved to review:
 - the precursors to the incident – what triggered the event; what possible early signs were there; what could have been tried to resolve the situation
 - the strategy for managing the child – can we learn from the incident

- iv) Complete a report of the incident and give a copy to the Principal
- v) Provide a copy of the report to the parent(s) / caregiver(s)

9. Medical Conditions:

- a. The administration of medicine is the responsibility of the student's parent, caregiver or doctor.
- b. A staff member will only administer medicine when that staff member has been consulted by a parent or caregiver and has accepted responsibility. In this case:
 - i) The parent must give instructions regarding administration of the medicine to the office.
 - ii) The student's parent, caregiver or doctor will be contacted immediately in an emergency.
 - iii) The teacher will ensure any guest teacher is aware of instructions for administering medicine
 - iv) Medicines will be kept in locked drawers or cupboards, preferably not in the classroom, but in the sick bay

10. First aid

- a. All Staff members will be encouraged to have a basic level of training in first aid
- b. A comprehensive first aid kit will be kept in the medical cupboard.
- c. The Resource Room manager and Receptionist will have a current first aid certificate.
- d. All first aid care (apart from immediate support until a staff member arrives) is to be provided by staff members. Pupils are not to attend to or treat injuries.

11. Children's concerns and complaints

- a. Children's concerns and complaints are always to be received courteously and be given fair consideration and the benefit of the doubt. When assessing a situation staff members will try to see things from the child's point of view.
- b. Children will be encouraged to learn how to resolve their own interpersonal conflicts.

12. Education Outside the Classroom – refer separate procedures

- a. The principal will ensure that preparation for events outside the classroom includes clear information to parents, caregivers and students regarding supervision, medical treatment, sleeping arrangements, and washing / bathing arrangements.
- b. Parent helpers will be informed of their responsibilities and how to handle situations so that their integrity is not compromised. This will include ensuring that:
 - i) whatever the situation an adult is not alone with a student. (An exception would be in an emergency when someone has gone for help).
 - ii) inappropriate contact with children is avoided
 - iii) inappropriate language is avoided
 - iv) appropriate role models are presented at all times.

13. Travelling in cars on school activities

- a. When cars are used for transport for school activities teachers are responsible for ensuring that:
 - i) The driver has a current unrestricted drivers' licence appropriate for the vehicle being used
 - ii) The vehicle has a current registration and warrant of fitness
 - iii) The driver must ensure that all passengers wear seat belts where they are fitted.
 - iv) A maximum of three children can travel in the back seat.
 - v) Children must not share seat belts.
 - vi) The driver is responsible for the safety of children as they get out of the car. Children must always get out on the footpath side of the car.

14. Harmful Substances

- a. Any student
 - i) using, possessing or under the influence of harmful drugs, alcohol or solvents, or
 - ii) smoking or possessing cigarettes, cigars, and/or tobaccoat any time while under the school's jurisdiction is to be referred to the principal.

In all circumstances parents and caregivers will be notified as well as appropriate authorities.

- b. Any student caught in possession of or under the influence of any of the substances above will be given appropriate support and guidance that will be negotiated with the family/guardian.

15. Protecting staff from Risk of Accusation

- a. members of staff have a professional responsibility to report to the Principal, other senior staff or NZEI / PPTA networks, allegations of indecency or abuse and any other unprofessional conduct (for teachers, as per the NZEI Code of Ethics) by another staff member.

16. Complaints of unacceptable behaviour by staff

- a. Unprofessional behaviour towards students by staff may involve action being taken in accordance with the complaints and disciplinary procedures contained in the relevant collective employment contract.
- b. Serious misconduct may lead to suspension or instant dismissal and/or police investigation.

17. Sexual harassment – refer separate procedure

18. Non-custodial parents – refer to separate procedure