



HEALTH, SAFETY AND WELFARE POLICY

This policy documents how the Greenmeadows Intermediate Board of Trustees will ensure that it meets its obligations under the following National Administration Guideline Goals:

Goal 4:

Each board is required to:

- Comply with the negotiated conditions of any current asset management agreement, *and implement a maintenance programmed to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.*

Goal 5:

Each board is required to:

- provide a safe physical and emotional environment for students
- comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees
- promote healthy food and nutrition for all students

The Board of Trustees will meet these obligations through the development and implementation of the following:

1. **Health and Safety at Work Policy** to ensure the health & safety of staff, students, visitors and contractors while on the school premises.
2. **Worker Engagement and Participation Procedures** detailing how the school will go about providing all workers with a reasonable opportunity to be actively involved in the ongoing management of health and safety.
3. **Risk Management Procedures** explaining how risks will be managed in the school environment and work carried out by the school. These procedures will include detail relating to the safety of "Others" in the workplace, Contractors and use of Personal Protective Equipment.
4. **Emergency Management Procedures** to ensure staff know what to do in the case of an emergency.
5. **Child Protection Policy** to ensure the interests and protection of the child is paramount at all times.
6. **Care and Management of Children Procedures** to ensure that all pupils receive the highest possible standard of care.
7. **Accidents, Incidents and Illness Procedures** to minimize the likelihood of accidents, illness or serious incidents while at the same time ensuring excellent care and communication takes place should one of these occur at school.
8. **Hygiene, Security and Maintenance Procedures** to ensure the school is maintained in a safe, secure and hygienic condition.
9. **Procedures for Referral to Child Protection Agencies** to assist in the identification and reporting of suspected abuse or neglect, and to assist those who have received disclosures to act appropriately. These procedures will also support the implementation of programmes that promote child safety and well-being.
10. **Traumatic Incident Management Procedures** to ensure the school has in place an appropriate crisis management plan to be effected in the event of a critical situation occurring.
11. **Education Outside the Classroom Procedures** to ensure appropriate safety and risk management for students when involved in any activity that takes place away from school or outside normal school hours.

12. **Internet Safety Procedures** to ensure that appropriate measures are in place to support the safe and appropriate use of the internet and other communication technologies, ensuring a safe learning environment for students.
13. **Pandemic Planning Procedures** to ensure that the school has a workable plan in the event that the Ministry of Health activates Yellow or Red Alerts.
14. **Non Custodial Access Procedures** to ensure that legal guardians' rights to be involved in all significant matters affecting their child's upbringing are upheld unless those rights have been overruled by a court order.
15. **Prevention of Bullying Procedures** to provide a comprehensive, universally understood definition of bullying behaviour and outlining strategies for all members of the school community to combat social, emotional, physical and all other forms of intimidation.
16. **Food and Nutrition Procedures** outlining how the school promotes the maintenance of healthy eating practices, encouraging students to be responsible for their own health and well-being.
17. **Procedures for Administration of Prescribed Medications** to guide safe practices and to clarify both school and caregiver responsibilities.
18. **Procedures for the Surrender and Retention of Property and Searches of Students** to support the school to provide a safe physical and emotional environment for students and staff (free from drugs, weapons, alcohol & cyberbullying) while at the same time ensuring that any searches or confiscation of student property is carried out in accordance with current legislation.

Key Legislation underpinning these procedures:

- Building Act 2004
- Education Act 1989
- Employment Relations Act 2000
- Hazardous Substances and New Organisms Act 1996
- Health & Safety in Employment Act 1992
- Human Rights Act 1993
- New Zealand Bill of Rights Act 1990
- Privacy Act 1993
- Resource Management Act 1991
- Smoke-Free Environments Act 1990
- State Sector Act 1988
- Health & Safety at Work Act 2015
- Vulnerable Children Act 2014
- Health and Safety in Employment Regulations 1995
- Education (Surrender, Retention, and Search) Rules 2013

Signed.....Chairperson..... date

Reviewed Feb 2016