

## ***Health and Safety Policy for the Area and Preschool***

The Board /Council will take all reasonable steps to ensure the health and safety of staff, ākonga (students), visitors and contractors, by complying with relevant health and safety legislation, standards and codes of practise. The Board/Council support ongoing continuous improvements in health and safety.

Ākonga and staff shall have a safe physical and emotional learning environment. Therefore, the Principal must:

- Provide a safe working environment for employees.
- Take all reasonable precautions to prevent accidents and the spread of infection.
- Protect ākonga from unsafe or unhealthy conditions.
- Ensure that the premises, facilities and other equipment is in good repair, maintained regularly, used safely and keep free from hazards.
- Ensure that visitors, volunteers or contractors working in the school are not harmed by hazards in the school.
- Ensure that appropriate procedures are in place to deal with fire, earthquakes and other emergencies.
- Ensure daily attendance record procedures are in place and operating reliably.
- Ensure a risk analysis management system (RAMS) is implemented where and when appropriate.
- Consult with the community regarding the health programme being delivered to ākonga.
- Provide privacy of personal documentation held at school.
- Ensure that there is a process for continuous improvement in health and safety management.
- Report all accidents involving professional medical care to the Board/Council 6 monthly.

The Principal is delegated the responsibility for ensuring that procedures, forms and action plans are in place so all staff, whānau (families) and animals are safe on the school grounds. The following procedures, forms and action plans exist:

- Accident
- Ākonga Dress Code
- Animal Welfare
- Anti-bullying

- Attendance and Truancy
- Bomb Threat
- Child Abuse Prevention
- Child Research
- Civil Defence and Supplies Plan
- Communicable Disease
- Custody and Access
- Dealing with Bullying
- Dealing with Death
- Earthquake
- Education Outside the Classroom (EOTC)
- Emergency Plan
- Exclusion for Alcohol or Substance Abuse
- Fire / Emergency Evacuation for Primary and Preschool
- Flooding Emergency
- Food
- Going Out Programme
- Health, Safety and Review
- Identifying with Parents a Potential Learning Difficulty
- Illness at School
- Influenza Pandemic
- Injury and Incident Reporting
- Missing Child Emergency Response
- Poisonous Plant Matter Access
- Positive Guidance of Ākonga Behaviour
- Process to Review School Health and Safety
- Sale, supply and consumption of alcohol
- Sexual Harassment

- Sale, Supply and Consumption of Alcohol
- Smoke free
- Sun Protection
- Suspension and Expulsion
- Trespasser on the School Grounds
- Violent Intruder (Lockdown)

*In addition for High school only*

- Ākonga Car
- Fire/Emergency Evacuation
- Guidance Counsellor
- Health and Safety in Science
- Safety in Hard Technology
- Vehicle

*In addition for Area school only*

- Cell phones
- IT and Internet for Ākonga
- Medical Administration
- Personal IT Device and Internet Use at School
- Transition and Settling
- Searches and Retention of Property

*In addition for Preschool only*

- Digital Images
- Hygiene and Infection Control
- Laundry
- Lunch
- Medical Administration
- Nappy/Pull-up Changing
- Sleeping

- Social Competence
- Transition and Settling

#### *Forms*

- Earthquake Drill Report
- Fire Drill Report
- Medical Administration
  - o Medication Agreement – for Area school
  - o Medication Daily Agreement for Preschool
  - o Medication Long Term Agreement for Preschool
  - o School Asthma Plan for Area School
- Emergency Contacts List for Staff
- Routine Playground Inspection
  - o Weekly
  - o Termly
  - o Yearly
- Providers
  - o Agreement between School and Outside Provider
  - o Outside Provider Contract for Services
- EOTC
  - o Board/Council EOTC approval for high risk activity
  - o Critical Incident Management
  - o Emergency contact details
  - o Event planning checklist
  - o Event proposal
  - o Field trip authorisation
  - o High risk check list
  - o Incident report sheet
  - o Low risk check list

- o Medium risk check list
- o Parental consent and risk disclosure
- o Parents/caregivers permission and medical information
- o Permission for overnight trips
- o Risk analysis and management form
- o Risk assessment

Signature of Chairperson, Wā Ora Montessori School \_\_\_\_\_

Date \_\_\_\_\_