



NAG 5

NAG HEALTH AND SAFETY

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Health & Safety Procedure

5.1 Health & Safety Procedure

Procedures:

1. Staff are provided with a set of basic health and safety rules, which includes a list of potential hazards on their workplace and advice on how to avoid or deal with these.
2. Staff are provided with information on the safe storage and handling of hazardous substances that they may use during the normal course of their work.
3. Adequate training is provided in the use of equipment and machinery.
4. All injuries that occur to staff in the workplace are reported and recorded in the 'Work Place accident Register' and investigated if required. Near misses are also recorded here.
5. An effective emergency evacuation procedure exists (documented in the Civil Defence Policy) and is followed.
6. Regular inspections are carried out to identify any potential hazards to allow reasonable steps may be taken to remove or reduce them.
7. A separate tauria accident register is maintained.
8. The Tumuaki is advised in the first instance of any Kura related serious injury or accident that occurs to either staff or tauria, whether on or off-site.
9. A report detailing any Kura related accident involving serious injury is presented to the Board of Trustees.
10. Staff are familiar with these policies: Abuse, Tauria Rights, Behavioural Management.
11. All manuhiri are to be vetted/approved, prior to the visit. This includes any volunteer workers, people from other agencies, etc.
12. In the event of serious harm or injury, eg bad fractures, broken limbs and head injuries a form of register or notification or circumstances of accident or serious harm must be completed and sent in to OSH (the Department of Labour within 7 days of the accident occurring).

Responsibilities:

1. The Board of Trustees is responsible for ensuring that all buildings, equipment and materials provided for use by staff and tauria are safe.
2. The Tumuaki is responsible for ensuring that all information and training requirements are met and for vetting/approving manuhiri.
3. Staff have a responsibility to observe safe practices, rules and instructions relating to their work and for teaching basic safety to tauria in their care.
4. The Poutautoko Tari is responsible for ensuring that:
 - Monthly inspections are carried out and recorded;
 - Remedial work identified during inspections is carried out;
 - Accident registers are correctly updated; and that
 - Workplace accident forms are filled out correctly.
5. The Kaitiaki Whenua is responsible for the safe storage of chemicals, machins and tools and for advising staff when necessary.
6. The Kaitiaki Whare is responsible for ensuring that all chemicals, materials and equipment associated with cleaning are stored correctly.



Health & Safety Procedure

Documentation:

- Kaitiaki Whenua 'Mahi Book'
- Staff Handbook
- Staff Workplace Accident Register
- ACC Workplace Accident Insurance Procedures
- MMI Workplace Accident Insurance Procedures
- Tauria Accident Register
- Property Inspection Folder
- Civil Defence Policy
- Form of register or notification of circumstances of accident or serious harm
- Abuse Policy
- Tauria Rights Policy
- Behavioural Management Policy
- NAG 5

Emergency Contact

Possenniskie & Associates Ltd

Phone: 04 5663500

Fax: 04 5663403

Or

Ministry of Education

Phone: 04 4638000

Fax: 04 4638001

Contact either Possenniskie & Associates Limited or the Ministry of Education for emergencies such as; earthquakes, fire damage, or health and safety issues that will close the Kura.

Should a minor incident occur then it is not necessary to contact the emergency consultant.

Outcome:

The Kura is a safe environment in which to work and learn, that has a focus on the physical and mental health and well-being of tauria, staff and whānau.



Behavioural Management

5.2 Behavioural Management

Procedures

1. The taura and wider Kura whānau are to be made aware of what types of behaviour will not be tolerated at Kura.
2. The taura and wider Kura whānau are to be made aware of any items that taura are forbidden to bring onto Kura grounds.
3. Anger management and self-discipline strategies are to be shared with the taura through the appropriate curriculum areas.
4. Disciplinary procedures are to be clearly advised to taura and staff.
5. If a taura is behaving in an unacceptable manner, the following steps are to be taken:
 - a) The taura is to be given a verbal warning, which is to be noted by moving their name onto 'Pou Manaaki' of the Aka Whanonga Chart.
 - b) Following second verbal warning, if the situation has not changed the taura is to move their name onto 'Pou Tiaki' of the Aka Whanonga Chart.
 - c) If a problem occurs during a Kura break period (e.g. play or lunch time), the duty member is to consider the context of the incident and/or determine the seriousness of the incident and follow the guidelines of the Aka Whanonga process. If deemed necessary and/or appropriate, the taura is to be removed from the play area into an akomanga or space for reflection time.
 - d) During 'reflection time, the taura is to be encouraged to consider the circumstances and what was inappropriate about their behaviour, which resulted in the 'time-out'.
 - e) If the behaviour continues after this step, then a hui is to be called between the taura, the teacher, the senior teacher, and the parent(s) / caregiver(s) to devise a plan for dealing with the problem.
 - f) If there has still been no improvement and depending on the severity of the behaviour / disruption, the matter is to be referred to the Tumuaki.
 - g) Should stand-down or suspension be deemed necessary, then all conditions as documented by the Ministry of Education regarding stand-downs, suspensions and expulsions will be followed and the whānau concerned will be given the opportunity to air any grievances they might have on the matter with the Board of Trustees.
6. Te Kura Kaupapa Māori o Manawatū **forbids** corporal punishment.
7. At no time will any taura be subjected to physical, mental or verbal abuse from teacher or other staff at any stage during the disciplinary procedure.
8. Good behaviour are to be regularly praised and acknowledged of the taura.
9. Examples of exemplary behaviour are to be noted by the taura moving their name up the Aka Whanonga chart. Students are also referred to the Tumuaki for acknowledgement of exemplary behaviour.



Behavioural Management

Responsibilities

1. The Board of Trustees is responsible for ensuring whānau are aware of prohibited behaviour / items.
2. The Teachers are responsible for:
 - Ensuring the taura are aware of the expected behavioural standards using Aka Whanonga
 - Providing appropriate self-discipline strategies via the curriculum.
 - Managing taura in a manner conducive of positive behaviour.
 - Following through on cases where behaviour has been unacceptable, in line with the procedures documented above.
 - Providing taura with strategies to maintain appropriate behaviour.
3. The whānau are responsible for positive reinforcement of model behaviour.
4. The Board of Trustees is responsible for final decisions on suspension or expulsion and ensuring that the correct procedures are followed.

Documentation

- Ministry of Education circulars 1996/24 and 1997/01 – Suspension and Expulsion of Taura
- Abuse Policy
- Aka Whanonga procedures and practices
- NAG 5



Tauira Rights Policy

5.3 Tauira Rights Policy

Procedures

1. All staff are to consider that every student has a right to:
 - a) Have their best interests considered when decisions are made.
 - b) Have their physical, emotional, spiritual and cultural well-being valued and promoted.
 - c) A high all-round standard of educational experiences.
 - d) Protection from physical, emotional and sexual harassment or abuse by peers or others while in the Kura environment.¹
 - e) Be treated with respect and dignity by other people.
 - f) Be given guidance and help in learning.
 - g) Be disciplined in ways which are appropriate and in accordance with Te Aho Matua philosophy.
 - h) Express their view, have a say in matters which affect them, present their side of a story and be treated fairly.
 - i) Have matters of privacy protected.
 - j) Have opportunities to take part in sporting, creative and other enjoyable activities.
 - k) Be free from discrimination of any sort.
 - l) Be included in Kura activities.
 - m) Learn and play in a safe environment.
 - n) Associate with other tauira as they wish within the boundaries of Kura rules and legal rights.
 - o) Retain their own property and have it treated with respect.
 - p) Have their whānau informed and involved in matters affecting them.
 - q) Be taught and have demonstrated to them, respect for the rights of others.
(This list is the 'Code of Student's Rights').

2. The 'Code' is to be included into each induction pack distributed to new employees and new whānau.

Responsibilities

1. Staff are to ensure:
 - They have a 'Code of Student's Rights' on hand and that each point is considered as appropriate.
 - That the tauira are assisted in learning their responsibilities for respecting the rights of others.
2. Parent(s) / Caregiver(s) have a responsibility to assist their child/ren in learning their responsibilities for respecting the rights of others.
3. The Board of Trustees is responsible for ensuring the 'Code' is included in the proper information packs.

Documentation

- Education Act 1989
- New Zealand Bill of Rights Act 1990
- Children, Young People and their Families Act 1989
- Crimes Act 1961



Tauira Rights Policy

- Human Rights Act 1993
- Privacy Act 1993
- Official Information Act 1982
- Te Aho Matua
- Student's Rights kit issued by the Office of the Commissioner for Children
- Abuse Policy
- Behavioural Management Policy
- NAG 5



Abuse Procedure

1. Child Abuse

Within the kura environment and community, there is to be:

- An emphasis that the paramount consideration is the welfare and interests of the student
- Provision of guidelines and training for staff working with the student.
- A commitment to ensure that students are provided with preventative education to enhance their safety and awareness.
- Development of procedures for dealing with cases of current or historical abuse.
- Identification of which external agencies should be used, what services they provide, what liaison is required along with appropriate referral procedures.

Procedures

1. Training is to be facilitated for all staff to help them identify suspected abuse and/or neglect and be able to respond appropriately.
2. Training needs are to be identified and planned regularly in consultation with staff, and liaising with CYF and NZ Police. Further support can be provided by guidance counsellors, or education psychologists attached to SES and others working in this field with appropriate experience.
3. Preventative education can be provided to the student through the 'Hauora' and 'Hakinakina' curriculum areas, where students should have access to information about child abuse and appropriate responses.
4. Consider the possibility that abuse or neglect is taking place when a student is injured, appears distressed or depressed without obvious reason, has persistent or new behavioural problems or displays unusual or fearful responses to her/his caregiver(s).
5. If a possibility of abuse or neglect exists, look for other signs of abuse. e.g.: physical.
6. If suspicion appears valid, record all observations and impressions of, or communications with the student.
7. Hold immediate discussions with the Child Safety Advocate and Principal.
8. If the student is in danger or is unsafe, act immediately to secure their safety.
9. Listen to the student and reassure them, but do not make promises or commitments that cannot be kept. **Do not promise not to tell**, as it will be necessary to do so, which might then affect the confidence of the student in disclosing anything further.
10. Ensure that any information or disclosures made by the student are written down and check that the comments and events surrounding the concern have also been recorded.
11. Do not formally interview the student. Obtain only necessary facts if and when clarification is needed.
12. The Principal is to make contact with the Chairperson.
13. The Principal, Chairperson and Child Advocate, **in consultation with CYF**, are to then make the decision about contracting parents/caregivers, on the following basis:
 - If it is **CERTAIN** that the suspected abuse has been perpetrated outside the whānau, then the parents will be consulted before reporting unless there is risk to the student in doing so.
 - If there is a possibility that the abuse may have been perpetrated by a whānau member, or someone close to the whānau, the whānau will not be informed of the



decision to report the suspicions, but will be informed by the most appropriate person at the most appropriate time.

14. CYF is to be officially notified.
15. The Information / Notification form is to be completed.
16. Await further contact before taking any action. CYF and/or the Police will be given the full support of the Kura during any investigations that may be held regarding alleged abuse of any student of the Kura.
17. At all times, the privacy, care and well-being of the student is to be paramount.
18. After the referral, there is to be appropriate support made available for any of the persons involved in the situation.

2. Child Abuse Allegations Against Employees

Procedures

1. All staff are to be protected from unwarranted allegation of child abuse by ensuring activities involving the student take place in appropriate ways.
2. Opportunities for the staff to be alone and out of sight with a student are to be limited.
3. Personal care services for the special needs students are to be carried out in such a way that there is some privacy for the student, but visibility should be clear to other adults.
4. Students are not to leave the Kura premises without parent / caregiver permission except in cases of emergency, with organised outings always involving more than one adult.
5. In making physical contact with students, staff should be guided by the principal that they will only do so in order to meet the student's physical and emotional needs. Touching should not be initiated to gratify the needs of staff. Students are not to be asked to take care of adult needs, physical or otherwise.
6. If a student initiates physical contact in seeking affection, reassurance or comfort, it is appropriate to respond in a manner suitable for the developmental stage and needs of that student. It is not appropriate to force any form of unwanted affection or touching on a student.
7. The physical contact of students during changing or cleansing must be for the purpose of that task only and not be more than is necessary for that job. Students should be encouraged to take care of themselves to the limits of their ability.
8. Where it is suspected that child abuse has been perpetrated by a staff member or other staff, collusion with or protection of that person or Kura is not to occur, but the matter is to be promptly reported to management and statutory authorities.
9. If suspicions appear valid, record all observations and impressions of the incident(s), or communications with any student(s) involved.
10. Immediately inform the Principal and / or Chairperson, and Child Safety Advocate.
11. if the student(s) are in danger or unsafe, act immediately to secure their safety, and prevent the suspected staff from having further access to students. The staff involved is to be informed fully of their rights.
12. Ensure that any information or disclosures made by the student(s) are written down and check that the comments and events surrounding the concern have been recorded.
13. Do not formally interview the student(s). Obtain only necessary relevant facts if and when clarification is needed.



14. The Principal, Chairperson and Child Safety Advocate are to make the decision about contacting parents / caregivers of the student(s) involved.
15. CYF and NZ Police are to be notified.
16. The Information / Notification form is to be completed.
17. Await further contact before taking any action. CYF and the Police will be given the full support of the Kura during any investigations that may be held regarding alleged abuse of any student of the kura.
18. At all times, the privacy, care and well-being of the student(s) is to be paramount. The privacy rights of the staff are also to be considered and respected.
19. After the referral, there is to be appropriate support made available for any of the persons involved in the situation.
20. Release of information to the Kura whānau is to be handled by the Chairperson in the most appropriate manner.

3. Bullying

Definition

Where another person, or group of people physically hurt or abuse other people, e.g.:

- Kicking, punching, hitting
- Threatening to hurt
- Name calling
- Taking belongings off other people in a mean and hurtful way

It is not bullying when two people of the same strength have an occasional fight or quarrel. Research has shown that frequent and severe episodes of bullying can have a lasting impact on the victim. It is not always because of the physical harm caused by being punched, kicked, beaten or hit, but the hurt most often identified is emotional.

Children feel lonely, rejected and fearful throughout their school years without any sense that things can improve for them. Often, witnessed events have more impact than direct violence.

Therefore, there is an important role for schools in violence prevention by:

- Providing a safe environment
- Eradicating bullying
- Responding constructively to victims
- Debriefing groups exposed to violence
- Commitment to education and advocacy for non-violence.

Procedures

1. There is to be recognition and acknowledgement of the impact of bullying.
2. The rules regarding violence and bullying are to be consistent and fair.
3. The student must be aware that:
 - Bullying is not acceptable behaviour and will not be tolerated
 - It is okay to yell
4. The students are to be made aware that they are able to go to the Child Safety Advocate for help.



5. Once a student has disclosed that an incident has occurred, there is to be a rapid response that minimises the victim's feeling of responsibility.
6. Victims and perpetrators are to be offered appropriate advice and counselling.
7. The bully / bullies are not to be given a 'token' telling-off, but are to be disciplined appropriately in accordance with the procedures outlined in the 'Behavioural Management' policy.
8. Incidents of concern are to be monitored, investigated and an agreed course of action be made known and recorded.
9. Examples of positive role models should be provided.
10. Examples of acceptable behaviour are a cause for public congratulation and are to be publicised.
11. Development of social skills to be encouraged.
12. Positive and rewarding life experiences are to be provided at every available opportunity.
13. Parents are to be informed of events that affect their child/ren and are to be assisted to respond effectively to their child/ren.
14. Support is to be provided for individual students at risk, as well as students that display consistent bullying behaviour.

4. Peer Sexual Abuse

Some sexual behaviour between children is explorative and / or in keeping with particular development stages.

Sexually abusive behaviour is any behaviour of a sexual nature, which takes place without the willing consent of all individuals involved, is coercive or violent in nature and involves exploitation of power in any way.

Procedure

1. Immediate action is to be taken as soon as any abuse is suspected / identified.
2. The students concerned are to be separated immediately, ensuring the perpetrator is adequately supervised.
3. Record all observations and impressions of, or communications with the student.
4. Hold immediate discussions with the Child Safety Advocate and Principal.
5. Ensure that any information or disclosures made by the student are written down and check that the comments and events surrounding the concern have also been recorded.
6. Do not formally interview the student. Obtain only necessary relevant facts if and when clarification is needed.
7. The Principal is to make contact with the Chairperson.
8. The Principal, Chairperson and Child Safety Advocate are then to make the decision about contacting the parents / caregivers of the student involved.
9. CYF is to be notified. Discuss and decide on the nature and breadth of the investigation that will follow.
10. The Information / Notification form is to be completed.
11. Await further contact before taking any action. CYF and / or the New Zealand Police, will be given the full support of the Kura during any investigations that may be held regarding alleged abuse of any student(s) of the Kura.



12. At all times, the privacy, care and well-being of the student is to be paramount.
13. After the referral, there is to be appropriate support made available for any of the persons involved in the situation.
14. If the abuse has occurred on Kura property, then removal of the alleged perpetrator to a place of supervision or suspension of the alleged perpetrator is to be decided by the Principal, Chairperson and Child Safety Advocate. If an abusing student enrolls at a new school, there should be communication with the new school about the risks involved. Hopefully it will be possible to gain the co-operation of the whānau in doing this.
15. Any adverse publicity regarding the incident is to be repressed. Ensure only those that absolutely need to know have knowledge of the incident.
16. All Kura whānau and parents / caregivers are to be notified that an investigation is underway.
17. A Board member is to be appointed to discuss the concerns that any of the Kura whānau may have.
- 18.



Civil Defence Procedure

5.5 Civil Defence Procedure

Procedures:

Emergency Personal:

Inspection Officer: Whāea Carla Wickham
(Deputies:) Whāea Debra Marshall
Whāea Denise Marshall

(A nominated senior block teacher) – collects information on the clearance of staff and taura from the senior syndicate areas.

Whāea Denise Marshall (Deputy: Whāea Debra Marshall) – controls the evacuation.

- Collects information on the evacuation of staff from the syndicate areas
- Collects information on the evacuation of office, ancillary and reposts this.
- Collects information on the evacuation of grounds and caretaking staff and reports.

Whāea Carla Wickham (Deputy: Whāea Debra Marshall) complete an incident report and distributes this to all Pouako via e-mail for their information. Where possible, this will be issued within two hours following an alarm incident.

Fire Evacuation:

Instruct taura to leave the building immediately using the exit route shown on the evacuation map. They are to go quickly to the evacuation area and line-up with their akomanga in syndicates. Bags and other belongings are to be left in the classroom.

- Take your evacuation clipboard and a pen with you to the evacuation area.
- Close windows only if it is practical to do so.
- Check side rooms (eg: prep rooms, offices) adjacent to your room.
- Close and lock the doors behind you as you leave the room and the building.

Pouako:

1. Locate your akomanga in syndicates, from a line back from the fence and mark your roll. A pouāwhina could assist with this task. The taura sit down. Spare class lists will be available from the Inspection Officer.
2. Report to your syndicate leader giving your akomanga and the names of any absentees.
3. Stay with your akomanga until the all-clear is given even if the bell stops ringing.

Syndicate Leaders:

1. Once you have heard from all the pouako in your syndicate:
2. Report to the Inspection Officer Deputy regarding taura & Pouako

Pouāwhina, Groundsman, Cleaners and Visitors:

1. Report to the Inspection Officer Deputy at the evacuation meeting point.

Inspection Officer:

1. Ring the fire brigade immediately the emergency signal rings
2. Relay information about the location and type of emergency to the fire brigade as soon as this is known.



Civil Defence Procedure

3. Check that the offices, sickbay and staff toilets areas are clear.
4. Give to the Inspection Officer Deputy:
 - The visitors book
 - List of any staff or taura who are out of the grounds
5. Await the arrival of the fire brigade.
6. Inform the fire brigade that all akomanga are cleared.

Senior Management Team:

1. Report to the evacuation area to maintain order during the emergency.
2. Wait at the evacuation area to receive reports.

Earthquake:

If during Kura hours there is an earthquake, remember:

STOP, DROP AND COVER YOUR MOP!

In the Event of an Earthquake – Building

1. Keep calm.
2. Move away from windows, equipment and shelves that may fall.
3. Have taura take cover under desks. Turn off power.
4. Use your discretion for a suitable time to leave the building.
5. Move taura well away from any buildings, etc.
6. Assemble at the tennis hard-court area as for fire.

Keep Alert: After shocks often occur

In the event of an Earthquake – Outside

1. Keep Calm.
2. Move to an open space away from buildings, walls, power lines or trees.
3. Take cover by lying down or crouching low to the ground.

Keep Alert: After shocks often occur



Civil Defence Procedure

Flood / Tsunami Warning / Eruption / Storm:

If during Kura hours any of the above suddenly occur:

1. The Tumuaki is to organise for all taura and staff to gather in the indoor assembly area.
2. Locate your akomanga in syndicates, from a line across the classroom and mark your roll. A pouāwhina could assist with this task. The taura sit down. Spare class lists will be available from the Inspection Officer.

Report to your syndicate leader giving your akomanga and the names of any absentees. Stay with your akomanga until the all-clear is given even if the bell stops ringing.

3. The radio, including the spare batteries is to be taken to the indoor assembly area and turned on for advice and information.
4. The first aid kit is to be on hand
5. The roll is to be called
6. All taura and staff are to remain indoors
7. All curtains are to be closed and large windows taped
8. In a storm, windows on the sheltered side of the building should be opened lightly in an effort to save the roof.

Recovery:

Once an emergency situation has been given the 'ALL CLEAR', the recovery procedure begins:

1. Taura are to be kept away from any areas that may have suffered damage until those areas have being set right.
2. Any damaged furniture / objects are to be removed from the classroom and offices.
3. Remaining furniture / objects are to be set right.
4. A stock-take is to carried out to assist the assessment of damages and replacement requirements and costs.
5. Any insurance claims are to be processed n the correct manner.
6. Any data files stored on Kura computers that may have being destroyed are to be restored using back-ups.
7. Any other programmes and applications are to be restored using the original media.
8. Clean-up of the building / property is to be carried out in the most effective manner under the direction of the Board of Trustees.



Civil Defence Procedure

Responsibilities:

- The Principal is responsible for scheduling emergency drills
- The Board of Trustees is responsible for:
 - The regular review of emergency procedures.
 - Organisation of any clean-ups that may be required.
 - Completing property checks and maintenance supervision
 - Update and monitoring of Kura Insurance policies
 - Regular stock-take of the fixed asset register
- The Administrator is responsible for:
 - Insuring that the extinguishers are serviced regularly
 - Checking and replenishing the first aid kits
 - Annual check of Staff First Aid Certificates
 - Correct Storage of Kura data, including back-up files

Guidelines:

1. Documented emergency procedures are displayed where all taura area able to read them.
2. Staff include disasters and emergency procedures as subjects to teach.
3. Emergency drills are carried out on a regular basis and sometimes with testing situations, eg: missing or hurt taura.
4. Should an emergency situation arise during Kura hours:
 - The safety of the taura is paramount
 - The taura remain the responsibility of the Kura until such time as the taura are collected by their parents/caregiver.
 - **No one is to leave the premises without notifying the Tumuaki, especially after roll call.**
5. Regular inspections of the Kura site and building are made to identify any major hazards, eg: highly flammable product, unsecured heavy objects that may fall onto taura during an earthquake.
6. A full stock-take against the fixed asset register is carried out annually and the asset register is updated when new assets are acquired.
7. The fire extinguishers are checked in accordance with the labels, by a certified inspector.
8. The supplies in the first aid kits are checked and replenished on a regular basis.
9. Certified first aiders are kept current and attend refresher courses when required.
10. The insurance policy is kept current with any building or site improvements and acquisition of any major capital items.
11. Any Kura information kept on computer is also stored on floppy disk with back up copies kept in a secure location, off-site.

Relevant Documentation:

- Civil Defence Act
- Floor Plans
- NAG 5



Kai and Nutrition

5.6 Kai and Nutrition

Procedures:

1. Hand washing before eating and handling food is encouraged.
2. Students are encouraged to use their own utensils for eating and drinking.
3. Provision is made to safely store school lunchboxes within the akomanga.
4. Staff are to ensure that safe food preparation and hygiene practices are followed at all times and guidelines will be displayed in the staffroom.
5. The Kura promotes healthy food choices that are suitable for students and whānau and takes steps to discourage students bringing kai to Kura that has little nutritional or health value.
6. Fresh, preferably filtered water is available to students at all times.
7. Kai with low fat, low salt and low sugar content as well as savoury choices are made available with any catering provided by the Kura, along with fresh fruit and water.
8. Sweet food choices are considered as treats and offered on special occasions only.
9. The Kura recognises Kaumatua/Matua/Diabetics by making nibbles and water available during (especially lengthy) pōwhiri or hui.
10. Specific health needs of individual manuhiri are addressed by allocating a Kaitiaki to that person.
11. Health and nutrition instruction is delivered as part of the curriculum.

Responsibilities:

1. All staff are responsible for:
 - Encouraging students to handle food properly.
 - Modelling safe food preparation and hygiene procedures within the staffroom.
 - Setting a good example for the students on healthy food choices and food handling.
 - Ensuring that food storage facilities are clean and well maintained.
2. The Tumuaki is responsible for appointing Staff and Kaitiaki for each group of manuhiri.
3. The Tumuaki Tuarua is responsible for ensuring that the curriculum with respect to health and nutrition is covered adequately.
4. The Administrator is responsible for enlisting the assistance of He Puna Hauora in collecting and distributing information to whānau regarding nutrition and healthy food choices.

Documentation:

1. Te Hotu Manawa Māori resources.
2. Kai and Hygiene Practices.
3. Te Aho Matua.
4. NAG 5

Outcome:

A healthy food regime is encouraged and supported by the Kura.



Accidents and First Aid Procedure

5.7 Accidents and First Aid Procedure

Procedures:

1. Regular inspections of the Kura environment are to be carried out to check for hazards and risks.
2. Chemicals, poisons, cleaning materials and equipment and flammable materials are to be stored correctly.
3. Any plants and shrubbery are to be researched prior to planting to ensure there is no danger that poisoning can occur. (Check 'Ngā Kupu Oranga', Appendix 6 for a list of known poisonous plants.)
4. Kaimahi are to be rostered on duty to patrol and supervise during each break where their responsibility is to ensure the safety of the taura whilst in the playground (or whilst waiting to be picked up after Kura.) **System needs to be put in place for 8.30-8.55**
5. All kaimahi are to hold and maintain a current first aid certificate.
6. First Aid kits are to be checked and restocked regularly.
7. In the event of an accident involving a taura, the injury is to be assessed by the first kaimahi to the scene.
8. If the apparent injury is beyond the capabilities of the kamahi or that person is not confident to make an assessment of the injury or situation then another kaimahi is to be called.
9. If it is obviously a serious accident or injury that may be life threatening, emergency services are to be called.
10. If the injury is minimal, appropriate first aid is to be administered:
 - RICE (Rest, Ice, Compression, Elevation) for strains, sprains, bumps and bruises;
 - Small cuts and abrasions should be cleaned then covered with plasters, bandages or other appropriate dressings.
11. If the injury requires more specialised or complex treatment than that listed above, the Tumuaki is to be notified immediately, the mātua of the tamaiti contacted and the tamaiti taken to a medical practitioner. If Pouako take the tamaiti to a medical practitioner and if mātua cannot be contacted then further charges may be incurred to the mātua.
12. If an injury occurs to the head or the eyes of a tamaiti, the Tumuaki is to be notified immediately, the mātua of the tamaiti contacted and the tamaiti taken to a medical practitioner.
13. All accidents are to be recorded in the appropriate accident register (i.e. Incident & Accident reporting folder.)
14. All accidents and injuries of a serious nature are to be reported to the Board of Trustees.
15. The Board of Trustees must then address any safety concerns that may have been highlighted as a result of the accident or injury.
16. If necessary, the Board of Trustees should consider organising counselling to help taura and kaimahi cope with any trauma experienced.



Accidents and First Aid Procedure

Responsibilities:

1. The Board of Trustees is responsible for:
 - ▶ Regular inspection of the Kura, including safe storage of chemicals, poisons and flammables.
 - ▶ Addressing safety concerns.
 - ▶ Organising counselling as and when required.
2. The Administrator is responsible for:
 - ▶ Requesting, keeping on file and monitoring the first aid status of all kaimahi.
 - ▶ Regular checking and restocking of the first aid kits and equipment.
3. Kaimahi are responsible for:
 - ▶ Being aware of emergency first aid procedures.
 - ▶ The location of relevant first aid equipment, registers, the student database and how to contact emergency services.
4. The Tumuaki or Pouako Matua is responsible for:
 - ▶ Publishing duty rosters.
 - ▶ Organising supervision of taura who leave site for further medical attention.
 - ▶ Reporting serious accidents and injuries to the Board of Trustees.
5. Mātua are to provide up to date telephone and address contacts for emergency purposes.

Documentation:

1. Health and Safety Policy
2. Ministry of Health 'Ngā Kupu Oranga' manual
3. Taura/Kaimahi, Incident & Accident Reporting Folder
4. The Order of St John Emergency First Aid manual
5. NAG 5



Illness / Communicable Diseases / Administration of Medication

5.8 Illness / Communicable Diseases / Administration of Medication

Procedures

1. General:

- The Kura environment is to be maintained in a clean and hygienic condition at all times.
- High standards of personal hygiene are to be promoted and encouraged whenever possible.
- All kaimai are to be aware of the location of the 'Communicable Diseases' wallchart and the 'Nga Kupu Oranga' manual.
- Mātua are to be encouraged and reminded not to send sick tamariki to Kura.
- Any exposed weeping cuts, sores, spots and scratches on taura are to be covered. At the end of the day, the tumuaki is to request the mātua of the tamaiti to have these checked by a doctor, and if approved to remain at Kura (by the doctor), to ensure that their tamaiti returns only on the proviso that the weeping cut, sore, spot or scratch is covered.
- Only authorised personnel are to transport sick tamariki to a medical practitioner. Authorised personnel include kaimahi of the Kura, or members of the Board of Trustees, and this task will be delegated by the Tumuaki.
- Only authorised practitioners will be used. These include:
 - Radius medical, Ferguson Street
 - City Doctors, Victoria Street
 - Palmerston North Hospital, Ruahine Street
- Any costs that are met by the Kura in having taken an ill tamaiti to see a doctor will be reclaimed by the whānau of that tamaiti.

2. Immunisation:

- The Kura will participate in immunisation projects. However, a neutral stance will be taken on the immunisation issue, and the Kura will respect the wishes and rights of whānau who choose to immunise their tamariki, as well as respecting the wishes and rights of whānau who choose not to immunise.
- The immunisation register is to be kept up to date.
- In the event of an outbreak of a disease for which immunisation is available, the immunisation register is to be checked, and the mātua of those children not immunised against the disease will be requested to keep their tamariki away from the Kura, to protect their own health, for the advised period of time.

3. Administering Medication:

- All requests for staff to administer medication are to be submitted using the appropriate form, and addressed to the Tumuaki.
- The exact dose of the medication is to be provided by the mātua, and kept in a child proof container in a secure location.
- The Tumuaki may delegate administration of medication to another kaimahi / BOT member, who must administer the medication as directed by the mātua.
- When every possible, administration of medication should be witnessed by another adult, recorded in the Medical Register and initialled by both the person giving the medication, and the witness.



Illness / Communicable Diseases / Administration of Medication

4. Illness:

- Kaimahi are to deal with each incident where a tamaiti complains of being unwell taurira complaints are not to be minimised.
- Once it has been ascertained what the problem is, the kaimahi should address that complaint in the most appropriate manner, eg: if a quiet rest is all that is required, arrange time out for resting in the appropriate area.
- If the tamaiti is obviously in poor health, the kaimahi is to arrange for the mātua to be contacted to have their tamaiti collected.
- The sick tamaiti is to wait in the sick bay (or most appropriate area) until collected, and should not be left unattended at any time.
- Clear fluids are to be made available to the sick tamaiti.
- If the tamaiti is feverish, attempts are to be made to keep her/him cool, and if the tamaiti is cold, then s/he should be kept warm.
- If the tamaiti has been vomiting, his/her mātua are to be contacted
- If in any doubt at all about the seriousness of the illness, seek advice from the Tumuaki or Tumuaki Tuarua (and see 4 (k) below).
- All incidences are to be recorded in the Medical Register.
- All incidences are to be kept confidential to the whānau of the tamaiti, kaimahi involved, Tumuaki, Kura health provider.
- Check the 'Ngā Kupu Oranga' manual for:
 - Signs and Symptoms of illnesses for which further medical advice or attention should be gained.
 - Asthma Help
 - Fits and Seizures
 - Notifiable Diseases

5. Communicable Diseases:

- Information is to be made available to kaimahi (and whānau) regarding the different communicable diseases – how they present and the recommended treatment.
- All kaimahi are to be aware of the location of this information.
- Where a communicable disease is suspected, the tamaiti is to be isolated immediately, and the Tumuaki notified.
- Protective clothing



Health Food and Lifestyle Procedure

5.10 Healthy Food and Lifestyle Procedure

Procedure:

1. Hand washing before eating and handling food is encouraged.
2. Students are encouraged to use their own utensils for eating and drinking.
3. Provision is made to safely store school lunchboxes within the akomanga.
4. Staff are to ensure that safe food preparation and hygiene practices are followed at all times and guidelines will be displayed in the staffroom.
5. The Kura promotes healthy food choices that are suitable for students and whānau and takes steps to discourage students bringing kai to Kura that has little nutritional or health value. The Kura will have healthy diet information displayed around Kura and literature on healthy diets available.
6. Fresh, preferably filtered water is available to students at all times. Students to provide their own drink bottles.
7. Kai with low fat, low salt and low sugar content as well as savoury choices are made available with any catering provided by the Kura, along with fresh fruit and water.
8. Sweet food choices are considered as treats and offered on special occasions only.
9. The Kura recognises Kaumatua/Matua/Diabetics by making nibbles and water available during (especially lengthy) pōwhiri or hui.
10. Specific health needs of individual manuhiri are addressed by allocating a Kaitiaki to that person.
11. Health and nutrition instruction is delivered as part of the curriculum.
12. There will be adequate provision of receptacles for rubbish disposal.
13. As part of the staff recruitment process all prospective Pouako will be encouraged to fully participate in the full life of the Kura by promoting recreational and sporting activities and by taking sports teams etc.
14. All taura will be provided with opportunities to take part in summer and winter sports and recreational programmes.

Responsibilities:

1. All staff are responsible for:
 - ▶ Encouraging students to handle food properly
 - ▶ Modeling safe food preparation and hygiene procedures within the staffroom
 - ▶ Setting a good example for the students on healthy food choices and food handling
 - ▶ Ensuring that food storage facilities are clean and well maintained
2. The Tumuaki is responsible for appointing Staff and Kaitiaki for each group of manuhiri and ensuring that the curriculum with respect to health and nutrition is covered adequately.
3. The Administrator is responsible for enlisting the assistance of He Puna Hauora in collecting and distributing information to whānau regarding nutrition and healthy food choices.



Health Food and Lifestyle Procedure

Relevant Documentation:

1. Te Hotu Manawa Māori resources
2. Kai and Hygiene Practices
3. Te Aho Matua
4. He Puna Hauora
5. NAG 5



Sun Safety Procedure

5.11 Sun Safety Procedure

Procedures:

1. General:

- ▶ The Kura will provide sunhats for all tamariki and staff.
- ▶ Sunscreen dispensers are made available throughout the school
- ▶ Educational programmes and prevention measures will be implemented in the Health Education programme.
- ▶ During terms one and four in particular:
 - ◆ Tauira will be encouraged to wear hats for outdoor activities
 - ◆ Tauira will be encouraged to wear sunscreen
 - ◆ Tauira will be encouraged to seek shade for any outdoor activities where possible.
- ▶ Staff will provide positive reinforcement to students who take appropriate sun safety measures.
- ▶ Where budget allows the Board will seek to provide suitable shade areas.
- ▶ While on outdoor trips or participating in outdoor sport activities, including spectators, the school will require tauira to use suitable protective measures.



Sexual Harassment Policy / Procedure

5.13 Sexual Harassment Policy / Procedure

Rationale:

As part of its health and safety requirements the Rūnanga Whakahaere (Board) of Te Kura Kaupapa Māori o Manawātū (Kura) operates an environment, which is free as far as possible from sexual harassment.

Policy Statement:

The Board will:

1. Create a work environment where staff and taura can feel comfortably able to work free from offensive behaviour.
2. Fulfil legislative requirements relating to employment and safety of staff.
3. Clarify the nature of sexual harassment and how it should be recognised and addressed.
4. Establish procedures for handling complaints.

Guidelines:

1. This Kura sees sexual harassment as a breach of disciplinary requirements and may involve either staff or taura as perpetrators.
2. Sexual harassment occurs:
 - Where a person in authority tries to use that position to take sexual advantage of a person with implied or overt promises of future preferential treatment;
 - In sex-related jokes or abuse;
 - In unwanted, deliberate physical contact; or
 - In offensive gestures, remarks, visual or written material.
3. If a person feels they are being sexually harassed they should make it clear to the offender verbally or in writing that such behaviour is offensive and unacceptable.
4. If a person being sexually harassed feels unable to confront the offender they should seek contact with another person for advice and support.
5. The Kura will have in place an appropriate complaints procedure to deal with allegations of harassment where the above fails to cause the offensive behaviour to cease.
6. Such procedures will have due consideration to any relevant employment contract.
7. Confidentiality will be maintained by all those involved.
8. Where the principal is the alleged offender the matter will be referred directly to the Board.
9. Training for staff and taura will be provided in recognising and addressing sexual harassment.



Emergencies and Traumatic Incident Procedures

5.15 Emergencies and Traumatic Incident Procedures

Procedure:

1. Gather the facts:
2. Immediate actions for the service manager or principal:
3. Immediate actions for the traumatic incident response team:
4. Inform your community:
5. Respond to people who are injured:
6. Prepare for the Media:
7. Respond to the Media:
8. Support staff, students, parents and the community: Evaluate your plan, procedures and practice:
9. Evaluate your plan, procedures and practice:

Responsibilities: Person in charge and Principal;

- ▶ Ensure your own safety
- ▶ Call emergency services
- ▶ Notify the Principal; isolate and contain the area (as soon as possible)
- ▶ Principal to notify Board and Chair
- ▶ Advise Ministry of Education Trauma Incident Team on 0800848326
- ▶ Complete incident form with all known details
- ▶ Ensure the designated media person for the school is fully briefed

Relevant Documentation:

- ▶ Managing Emergencies and traumatic incidents procedures
- ▶ Staff handbook
- ▶ NAG 5

Emergency Contact: 0800 TI Team (0800 848 326) 24 Hours

Ministry of Education staff support schools during and emergency or traumatic incident by working alongside a service's or school's traumatic incident team or management team to respond to an incident and implement the service or school traumatic incident response plan. Schools and early childhood services access this service through **0800 TI Team (0800 848 326) 24 hours**.



Emergencies and Traumatic Incident Procedures

Ministry of Education staff will:

- ▶ assist traumatic incident teams to respond to an incident and help maintain day-to-day operations
- ▶ assist staff to communicate appropriately with children, young people and the community about the incident
- ▶ make people aware of basic coping and self-help strategies such as re-connection with daily routines and care, and how to communicate about the event
- ▶ provide advice about typical traumatic incident responses
- ▶ ensure the safety of children, young people and staff by developing processes and systems with the ECE service or school traumatic incident team

- ▶ link to Māori networks & other culturally-appropriate services.