



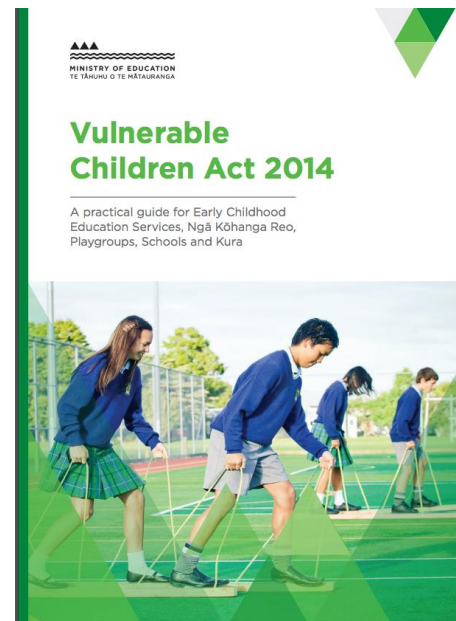
Health and Safety

Colville School

2020

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INTRODUCTION

The following document centralises all aspects of Health and Safety at Colville School including governance policies and management procedures. The format is to make essential information more easily accessible for the Board of Trustees, the staff and the students of Colville School.

The key documents consulted in the construction of this manual include:

- Health and Safety at Work Act 2015
- Vulnerable Children Act 2014 (and 2017 amendments)
- Preventing and Responding to Bullying at Work
- Safer Organisations Safer Children
- Ministry of Education Health and Safety Guidelines
- Ministry of Education VCA Guide for schools and ECE
- Guidelines for Registered Schools in NZ on the Use of Physical Restraint
- Ministry of Education Guidelines for the Surrender and Retention of Property and Searches
- Education Review Office Compliance with health and Safety
- National Administration Guideline 5
- Code of Professional Responsibility and Standards for the Teaching Profession.

What Do We Understand as Health and Safety?

The contexts for Health and Safety at our school are our playgrounds and our buildings that may pose a risk to the **physical safety**. e.g. overhanging branches on trees, a leaky roof causing black mould on the wall of a classroom, the potential for accidents in specialist classrooms such as a food technology unit, a walkway that becomes slippery when wet, an adventure playground that is unsupervised when children use it.

The **emotional wellbeing** of students and staff. e.g. stress, bullying (both physical and mental), unstable relationships, home issues such as neglect. Emotional safety is shown in the culture of the school and the relationships with the parents and community.

The **physical and emotional safety** of staff and students in **other contexts** while they are in our care. e.g. EOTC, regular off-site visits such as Y7 and 8 Tech to larger schools, bus transport anywhere, inter-school sport including hosting students from other schools.

MAJOR POLICIES

School-wide Policies

A. Health and Safety. *Colville School requires that students, staff, visitors to and contractors working on the school site, have a safe physical and emotional environment. The Board therefore requires that there are clear processes in place that comply with the relevant sections of the Health and Safety at Work Act 2015, New Zealand standards of health and safety and the intent of National Administration Goal 5 and other approved codes of practice.*

1. The Board as a group and individual trustees as officers acknowledge their designation as a PCBU¹ as defined by the HSWA 2015. ²
2. The Board acknowledges that it holds the primary duty of care to ensure the health and safety of everybody involved with the school “so far as is reasonably practicable.”
3. The Board also acknowledges the significant role of the Principal in the day-to-day responsibility for health and safety of the school and in the provision of relevant information to the Board.
4. The Board further acknowledges its responsibility for health and safety in the provision of leadership, worker participation, health and safety resourcing, the identification of and management of risk, role modeling, the provision of appropriate equipment, the management and

¹ Person conducting a business undertaking

² Health and Safety at Work Act 2015

support of injury and illness including rehabilitation, health and wellbeing educational professional development and in the promotion of an effective monitoring and reporting system.

5. In meeting the responsibilities identified in this policy the Board will advise all students, staff, visitors and contractors that they also have responsibilities for taking reasonable care for their own health and safety while at the school or on a school approved external activity and that they must comply with any reasonable request or guidelines relating to the safety of themselves and other persons.
6. Specific procedures relating to the implementation of this policy are detailed in this document.

B. Child Protection. *Colville school is committed to the prevention of abuse and to the wellbeing of children and young people in its care. 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. The Principal must:*

- ensure that the interest and protection of the child is paramount at all times
- recognise the rights of family / whanau to participate in the decision-making about their child
- ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response
- support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure that child protection policies are understood and implemented
- promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
- comply with relevant legislative requirements and responsibilities
- consult, discuss and share relevant information in a timely way regarding any concerns about an individual child with the board or designated person
- seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise
- make available professional development, resources and / or advice to ensure all staff can carry out their roles in terms of this policy
- develop appropriate procedures to meet child safety requirements as required
- ensure that this policy forms part of the initial staff induction programme for each staff member.

PHYSICAL SAFETY

ACCIDENTS

All accidents at school or on school trips will be managed initially by the nearest staff member and referred to an appropriate health professional if required.

- Check thoroughly to assess injury
- If blood or body fluids are present, gloves must be worn
- If the injury is of concern use the RICE approach (Rest, Ice, Compression, Elevation) then contact the parent after initial treatment
- If no immediate parental contact is possible, contact the family doctor / public health nurse. Ensure that parental contact is made at the first subsequent possibility.

If the injury is serious consult with the Principal or her proxy prior to any action being taken, decide whether the child can be moved, call an ambulance where appropriate and take all steps necessary to secure the safety of the child. Parents must be contacted as soon as possible.

- All accidents other than minor accidents **must** be recorded in the Accident Register
- Where a staff member needs to stay with a child the Principal should arrange class supervision.
- The school's responsibility for the child ends once parent / s take custody of the child
- After an accident that has resulted in a child receiving further medical care, the Principal should conduct a review of the process by which the school managed the accident. Such a review could cover:
 - ✓ assessment of the injury and the steps taken by staff
 - ✓ adequate provisioning of the First Aid cabinet

- ✓ emergency contact details
- ✓ the environment in which the accident occurred.

CHILD ABUSE

Sexual physical, emotional or verbal abuse is not acceptable at Colville School. All students and staff members are to be treated with dignity and respect and have their needs met in a safe environment.

- a) All complaints of abuse must be treated seriously.
- b) On receipt of a complaint the teacher will decide the gravity of the offence and advise the Principal accordingly. The primary concern must be the safety of the students.
- c) All staff need to have completed training in identifying forms of abuse.
- d) If the complaint is of child abuse (physical, sexual, neglect) or a staff member has evidence that child abuse may have occurred, the Principal must be advised as soon as possible.
- e) On receipt of a report of alleged child abuse the Principal will advise the Chairperson of the Board of Trustees and work through the following template:
 - Review existing evidence and if appropriate speak carefully with the child and view any physical evidence.
 - Take careful notes of what is said and who is present.
 - Contact CYF or the local police and comply with instructions from them.
 - Confidentiality of the informant / child / situation is to be maintained.
- f) If the allegation is against an employee of the school or the Principal, the adult who is made aware of the complaint must contact the Board Chairperson immediately, who should follow the template above. The school's insurance company should also be informed and the relevant processes from employment contracts followed.
- g) Staff and Board members may need professional assistance in supporting the complaint and in dealing with their own emotions.

Prevention

- h) In order that children have the best information to learn how to keep themselves safe and staff members have appropriate strategies to manage such situations, the school will include the *Keeping Ourselves Safe* unit in the Health Education curriculum. Teachers will be given appropriate training to deliver this programme and to follow up on signals received from children relating to possible abuse.
- i) Prior to the delivery of this unit, parents / s will be informed of the school's intention to teach the programme and consulted as to the nature, content and purpose of the programme.

CRISIS MANAGEMENT

The Colville School Board of Trustees will take every possible step to ensure the safety of students, staff, contractors, volunteers and all other persons on site, in the event of a tragedy, trauma, lockdown, flood, fire, earthquake or tsunami.

- i. A Colville School Crisis Team consisting of the Principal, a senior teacher, and a Board of Trustees nominee will be appointed by the Board at the beginning of each year.
- ii. The Crisis Team will develop a relevant emergency drill to be practised at least twice per year. This drill will include evacuation to a point of safety from physical threats. (see lockdown and evacuations below)
- iii. The Crisis Team will establish clear procedures for communication with emergency services, with parents, with the media and with all other appropriate services at the time of any emergency.
- iv. The Crisis Team will identify essential documentation / resources that should be removed from the school if possible.
- v. The Crisis Team will take all steps necessary to limit the emotional impact of such emergencies on the populace of Colville School.
- vi. The Crisis Team may deem it necessary to close the school for a period of time as a consequence of the incident. In such a case it will ensure that parents / s have clear information stating the reasons for the school closure and the steps that are to be taken to provide for the education of the

children. The team will also work with the Ministry of Education to ensure that all legal responsibilities of the Board as defined by the Education Act are met.

SEE ALSO APPENDIX A Crisis Team Communication.

Current Lockdown And Evacuation Steps

- **Lockdowns** may be occasioned by contact from the police or by the sighting of a specified dangerous person on site or by other advice from the local community. In each case the priority need to protect all persons at the school requires that the Principal or her proxy must take the lead. The police need to be contacted immediately if the call has not come from them.
- Given the time available, all children and adults are immediately gathered in the Junior Room. Doors are to be locked and curtains drawn. A roll call must be completed and all students accounted for. (Note: the Visitors' Book should be checked)
- Lockdowns can last for significant periods hence there will need to be water available, buckets for toileting with appropriate screening, torches in case of power failure, and supplies of packaged food. A supply of mattresses / airbeds / blankets is advisable.
- Those students who require specific medical support involving regular medication must have a check made on what supplies they have available.
- While the Junior Room has a phone line, mobile phones will also be needed and at least one charger included. All student phone communication should cease to prevent parental panic. Controls should also be placed on internet access.
- As far as possible students should be kept informed of what is happening and their support enlisted. Board games and other quiet activities need to be available.
- As soon as the lockdown has been lifted, the Principal will take all appropriate actions to communicate with parents, whanau and the Board Chairperson.
- In the event of a **tsunami** threat or a tidal surge, all persons will gather in the central courtyard and a roll call will be completed. (Note: the Visitors' Book should be checked)
- Given the time and means of transport available, all students will be given clear instructions as to what they will take with them, where they are going and when they will leave.
- All adults will be assigned a group of students to escort and to take responsibility for.
- Mobile phones or other appropriate devices must be taken and lines of communication established.
- Where possible, parents should be kept informed of the safety of the children.

NOTE: READ THE EXTRA INFORMATION IN APPENDIX A before taking action.

EMPLOYMENT OF STAFF

Details of the processes by which the Board and the Principal make appointments are under Personnel in the Board Governance and Principal Management folders. Only the Health and Safety aspects of those processes are included here as part of ensuring a safe environment.

In the employment of any person by the Board or by the Principal of Colville School, the following aspects of safety are to be a compulsory part of the process.

- The person's identity must be confirmed. Name and photograph identity must be established through a current passport or a NZ Driver Licence or a Birth Certificate or a certified change of name document.
- A NZ Police verification must be confirmed **prior** to the first day onsite. Any convictions noted on the verification must be investigated against the requirements of the Vulnerable Children's Act 2014.
- A chronological summary of the applicant's 5 year work history must be examined and relevant questions asked. Copies of all qualifications should be checked for validity.
- References should be checked and conversations held with referees and / or previous employers.
- Interviews must include questions about any previous professional complaints, reasons for leaving previous employment, attitudes towards children including how children should be disciplined and what the applicant likes, dislikes about children.
- A risk assessment must be made before the final decision is taken.
- A written record of the successful applicant's interview and other relevant documentation must be kept and retained in the Principal's personnel files.

HAZARDS

Definitions: In most cases a **hazard** is a physical impediment that may cause injury to a person. In some situations a hazard can be recognised as the potentially damaging outcome of a person's behaviour. A hazard should be graded according to its **risk** - the likelihood that it may cause harm and the degree of severity of that harm.

Risk Rating Matrix

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Death
Very Likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Moderate	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant

A. Identification and Elimination of Hazards at School.

1. At the beginning of each school term the Board Chairperson, at least one other trustee and the Principal will make an inspection of all school buildings and grounds for the purpose of identifying and noting any existing or potential safety hazards.
2. On the first day of each school term a small group of senior girls and boys will make an inspection of all school buildings and grounds for the purpose of identifying and noting any existing or potential safety hazards. (Where practicable 1 and 2 can be combined but it is important that the different perspectives are gathered)
3. The outcomes of both inspections will be combined into an Identified Hazard Register (IHR) that will be kept in the main school office. Each hazard is to be rated according to its risk. (see risk matrix above)
4. Once the IHR has been created, the Board Chairperson and the Principal will agree on a process for clearly marking each hazard (e.g. bright orange spray / hazard tape) and establish a timetable for the management of and the elimination of each hazard.
5. As soon as practicable the Board Chairperson will table the IHR at a Board meeting and discuss with trustees the steps being taken to eliminate them and the resources required.
6. As soon as practicable, the Principal will publish the IHR to all staff, provide an opportunity for them to add to and confirm items on the IHR and lead them through the plans to eliminate the hazards. Staff will be consulted as to the existing timeframes and removal methods. Duty lists and any required changes to the movement of staff and students around the school may be a consequence of this meeting. Should staff numbers grow to more than 10 the school may consider establishing a health and safety committee.
7. Should any changes be made to the school environment during the school term the Principal will review them in accordance with Health and Safety and add to the IHR where required.
8. The Principal, staff and the Board will review existing emergency plans once the IHR has been completed.
9. The Principal or a delegated staff member will provide a report to each Board meeting on the status of the IHR and current elimination progress. A copy of each term's IHR will be kept on record along with a copy of any accident or incident relating to a specified hazard.

B. Understanding of Health and Safety and Personal Responsibility

1. Once the meeting in 6 above has established a comprehensive list of a plan for existing hazards all information will be published to all students with a clear explanation of the rationale behind safety. Advice needs to be given as to the way in which children should manage existing hazards and identify any new hazard. It is also important that the issue of personal responsibility for self and others be discussed with the students at this time.
2. School curriculum will be reviewed annually to ensure that there is an appropriate level of targeted teaching components that focus on the wider issues of Health and Safety in the school environment and beyond.

3. As soon as practicable at the start of a school term the Board Chairperson will provide trustees with the essence of the Health and Safety legislation and lead a discussion about the implications of the Board being designated as a “ Person Conducting a Business or Undertaking” (PCBU) and the role of each trustee as an officer of a PCBU. Such discussion will also link to the Board’s self-review processes and the review of the School Charter.

C. Notification of Onsite Hazards to Students, Staff, Volunteers, Visitors and Contractors.

1. At the start of each week the Principal or other delegated staff member will create a list of current hazards using appropriate signage or method of communication that can be easily viewed by students and staff. This will be displayed at all times that the school is open.
2. In any normal assembly of students a reminder will be given about the need to follow directions relating to existing hazards.
3. At all usual entry points to the school, signage will be displayed requiring all parents, official visitors, contractors and members of the public to report to the school office.
4. Should the parent, official visitor, contractor or member of the public intend to stay on the school site for any given period they must be given a simple list of all current hazards including a guide to the appropriate safety measures to take. This issue should be checked off alongside the official visitor sign in / out register.
5. Where the member of the public is scheduled to be working on site for an external provider or contractor there must be evidence of a previous discussion relating to safety on the school site.
6. Where groups of visiting students are on the school site as part of an organised educational, cultural or sporting event, they and their supporters and coaching staff need to be made aware of any existing hazards prior to the start of any event, where reasonably practical.
7. Appropriate permanent signage need to be erected advising that the school site may have safety hazards in order that any person who is onsite before and after school, during weekends and holidays, is aware they enter at their own risk. In the case of the school swimming pool, warning signs must be displayed and fences and gates checked for security on a regular basis and noted.

D. Management of Accidents on the School Site

1. Any accident resulting in injury will be managed in accordance with the procedures identified in the Principal’s Management Document. (5. Health and Safety - Accidents)
2. Note that in these procedures the final step is to review the process by which the accident was managed and the environment in which the accident occurred.
3. Particular attention needs to be paid to whether the accident was caused by a previously identified safety hazard or by an unidentified safety hazard and relevant questions asked to determine significance. e.g. If the hazard was identified was there a disregard on the part of the person injured? If the hazard was not identified, why had it not been? If there is no link a hazard, normal processes relating to accidents should apply.
4. Should a **Notifiable Event** occur (an event resulting in a death or serious harm) it will be reported to Worksafe NZ in accordance with the processes outlined in the 2016 Health and Safety in the Workplace Act. Any “near miss” to a staff member, student, visitor or contract worker must also be reported to the Principal or a designated staff member.
5. The Board will provide support to and rehabilitation of any staff member in accordance with the staff member’s Collective agreement and / or employment contract.
6. The Board and the Principal will ensure that as many staff as practicable have a current First Aid Certificate that is appropriate for the school situation.

E. Other Health and Safety Measures

1. Testing of electrical and fire safety systems must be completed according to the requirements of the school’s Crisis Management Policies, the Fire Safety Guidelines and Insurers.
2. The Board will ensure that the Principal or another designated staff member, provides trustees with regular updates on school plant (see Ministry of Education Fact Sheet 6). Appropriate external personnel such as a Workplace Assessor, may be requested to provide expert advice on specific items of plant. (e.g. school playground equipment)

STUDENT MEDICATION

The Colville School School Board of Trustees acknowledges that its staff may sometimes be asked to administer medication to children in both emergency and non-emergency situations. While supporting the best support for the children it also wishes to support and protect its staff by establishing clear guidelines.

Emergency Situations

1. Under the Crimes Act 1961, Section 151, everyone in an emergency situation has a duty to provide the necessities of life (which could include 1st Aid) until medical professionals arrive or until parents / s / whanau are contacted.
2. No staff member will be required to administer medication prescribed for the prevention of an emergency medical condition. Responsibility for this rests with the parent or caregiver or other appointed person willing to accept the responsibility.
3. The Board accepts no responsibility for the administering of medication designed to prevent an emergency medical condition.

Non-Emergency Situations

1. No staff member is required to administer medication.
2. No staff member, under any circumstances, will administer injections to children.
3. It is the responsibility of the child's parent or caregiver to make arrangements for the administering of medication to children during school hours.
4. Where a staff member does agree to administer medication, parents or guardians are required to provide the Principal with a medical declaration stating that it is acceptable for non-medical staff members to administer the medication, and that it absolves staff members from responsibility for any consequential adverse medical conditions. (see below)
5. Where a staff member does agree to administer medication, the parent or must ensure that the correct medication is at the school at the correct time, with clearly labeled instructions. The staff member is to enter the details, time and date into the school's Medication Register.
6. The Board of Trustees accepts no responsibility for the administration of medication prescribed for children during school hours.

MEDICAL DECLARATION	
I(Parent / Caregiver) hereby give my permission to(Staff Member) to administer (Name of medication) to (Name of child).	
I have agreed to have the correct medication, correctly labeled with the times it is to be administered, available at Colville School. I understand that it the responsibility of my child to advise the teacher of the correct time for medication.	
I understand that the staff of Colville School and the Board of Trustees will accept no responsibility for any adverse consequences arising from the administering of medication.	
Signed: (Parent / Caregiver) Date:	
Signed: (Staff Member) Date:	

School Trips And Medication

1. Students with severe allergic reactions such as bee stings or other medical conditions that require special medication, will be included in school activities as far as practicable provided that no person's safety is put at risk.
2. Prior to any proposed trip the parent / caregiver of the child will be required to meet with the class teacher to identify the nature of the medical issue, current procedures for the management of it and the potential and actual implications it may have for the child's participation on the trip.
3. A written agreement needs to be signed between the class teacher / Principal and the parent / caregiver authorising the trip and detailing the conditions under which the child shall participate.

(supply and administering of medication, emergency medical support, transport and storage of medication, extra personnel, parental / caregiver attendance, etc) Both the Principal and the parent/caregiver will retain copies of such an agreement.

4. On completion of the trip the Principal and the parent/caregiver will evaluate the process by which the child was able to participate and make appropriate recommendations for the future.

PHYSICAL RESTRAINT OF STUDENTS

The Colville School Board of Trustees views the physical restraint of children as a serious intervention that carries a high level of risk for both teachers and for students; it is, therefore, to be used **only** as a last resort. Physical restraint can be used only when a teacher or a teacher aide believes that the safety of the student or other children or persons is at serious and imminent risk.

The Board therefore requires that:

- at the start of each year, the Principal leads a segment of a staff meeting devoted to the information and advice provided in The Guidelines for Registered Schools in NZ on the Use of Physical Restraint (2017)
- the staff develop a comprehensive list of alternative strategies to prevent the need for physical restraint of students
- where available the Principal provide staff with relevant professional development that adds to the current preventative techniques and knowledge of teachers and helps reduce the possibilities of physical restraint being required
- that all teaching staff and teacher aides have a clear understanding of the requirements and methods if restraint is to be used.

In the event that an incident occurs where physical restraint is used, the Board requires that:

- the staff member and student involved in the incident are checked for shock and provided with appropriate support
- that the parent / caregiver of the student is contacted as soon as practicable and a time is established for a meeting to review the incident
- that the Board Chairperson is advised of the incident as soon as practicable
- that the Principal completes an incident report form using the format on p 15 of The Guidelines for Registered Schools in NZ on the Use of Physical Restraint (2017)
- that the staff member involved complete a reflection form using the format on p18 of The Guidelines for Registered Schools in NZ on the Use of Physical Restraint (2017)
- that the Principal and any other appropriate person critically reviews the incident and provides a written report in confidence to the Board
- that a copy of the report and a list of subsequent actions be retained in the student's individual file
- that the Ministry of Education be advised of the incident using the format on p17 of the The Guidelines for Registered Schools in NZ on the Use of Physical Restraint (2017).

In requesting these actions the Board wishes to make it clear that all staff has its support in managing such situations to the best of their abilities and with the interests of the child as their priority. Further, the Board acknowledges that the safety and wellbeing of staff is a Board priority.

PANDEMIC

Objective

The objective of this policy is to ensure that Colville School has a plan to respond appropriately in the event of a pandemic outbreak that ensures the school can both meet its obligations under Health & Safety legislation and to continue to serve the school community.

1. Pandemic Manager

The Principal will take the role of Pandemic Manager and will be responsible for identifying other staff to assist and delegating tasks accordingly to ensure the pandemic plan is implemented and the risk of infection for students and staff is minimised.

The Pandemic Manager will be responsible for ensuring that an effective system for maintaining the contact database for staff and students is kept current. This list of contact numbers of parents/caregivers of pupils shall be available in the school office and a hard copy by the photocopier.

The Pandemic Manager is responsible for ensuring the school has adequate supplies of tissues, hand hygiene products, cleaning supplies and masks particularly during the 'stamp it out' phase (see phases of pandemic on www.minedu.govt.nz) when the school is required to be open but remain 'vigilant'.

The pandemic manager will be responsible for ensuring the communication strategies (section 3) are implemented in a timely manner and utilising as many modes of communication dissemination as necessary.

2. School Closure

2.1 In the event of an active pandemic, the school will be directed by the Ministry of Education and Ministry of Health as to whether to remain open, to close or reopen.

2.2 If the school is directed to close, the emergency response will be activated and the community will be advised via radio, text message, school website and facebook page, MOE website and notices placed at each entrance to the school. The phone message at reception will also advise parents of the closure and where to go to access updated information. The message will advise callers that the phone will be cleared of messages twice a day. The phone message will be able to be accessed off site so that messages received can be collected by the designated staff member and responded to appropriately.

2.3 In the event of school closure directed by the Waikato DHB, no students will be sent home until;
a) The parents have been contacted and advised of the situation; or the parents have arrived at the school and advised the Principal that they are going to take the student. It is very important that an accurate roll is maintained during the closure so that at any time the location of all students is known. No pupils shall be left to find their own way home or return home if it is not known whether parents / guardians are available. Pupils may only be released into the care of another adult if the person has been authorised in writing by the parents/caregiver.

2.4 The Education Act (1989) gives principals and boards powers to exclude students or staff in certain circumstances; including those that have been identified as having an infectious disease (Regulation 14). Those that have been excluded due to infectious disease must obtain medical clearance before returning to the school.

3. Communication Plan

3.1 The school will provide clear, timely and proactive communications to the board, staff, students, parents/caregivers, contractors and suppliers explaining how we are managing the situation at all stages of the pandemic.

3.2 Multiple forms of communication will be employed. These include but are not limited to; school website and facebook page, Ministry of Education website, text message, e-mail, notices at entrances to the school, phone, local media.

3.3 The school will maintain regular communications with the Ministry of Education and Ministry of Health and with local authorities at each stage of the pandemic. The school will follow the advice given by the Ministry of Health at every stage of the pandemic.

4. Resources

Additional resources and templates are available on the following websites:

www.minedu.govt.nz

www.moh.govt.nz (regular updates will be posted on this site)

www.civildefence.govt.nz

5. Essential Activities Continuity Planning

In the event the school is closed for an extended period of time, the Principal in consultation with the Board of Trustees will establish ongoing learning objectives for students and modify teaching modules to deliver these activities to students via e-mail and website applications where possible.

6. Infection Control

Staff and students will be informed of correct hygiene procedures to minimize the spread of respiratory illnesses.

POOL SAFETY

Swimming is part of the curriculum and it is expected that all students will have had opportunities to learn basic aquatic skills by the end of year 6. If a student is unable to participate in swimming lessons, parents must explain why and advise when their child can swim again.

Colville School is committed to providing a safe environment, as far as practicable. The swimming pool enclosure must meet all legislative requirements and pool rules and common sense must be observed to minimise the risk of accident or injury at the pool.

The school also has obligations under the - **Finance and Property Management Policy** around the management and maintenance of the pool.

The Board complies with the Ministry of Education's - **Swimming Pools at Schools Guidelines**.

The Board is responsible for ensuring that Pool Rules and an emergency contact number are clearly displayed (**Signage**)

Our school swimming pool policy enables us to:

- Maintain and manage the Pool
- Provide **Guidelines and Rules** for use of the Pool, including **Community use**

Health & Safety

You must make sure everyone who is using the school pool with your permission remains healthy and safe.

Schools have a duty to everyone in the workplace, and this includes people using school pools inside and outside of normal school hours, for example summer holidays. Any visitors to your workplace also have a duty to look after their own health and safety.

The board of trustees must be able to show that the school has taken all reasonable steps to ensure people's health and safety.

Procedures

- The Pool is fenced and maintained to meet NZ Standards (NZS 8500:2006) and legislation.
- Each year the caretaker ensures that a full risk management and safety assessment of the pool compound is completed as part of the annual Health & Safety Review and reported to the Board.
- The fencing and gate operation is checked as part of the monthly site inspections.
- Ensure Pool chemicals are always locked securely away from the swimming pool and changing rooms and are handled and stored correctly. Store and dispose of chemicals according to the manufacturer's instructions.
- Manage/maintain Pool water quality in compliance with current standards.
- That Caretaker and where possible, at least one other person, have been trained in water treatment to meet NZQA Unit Standard 20046 in swimming pool water quality and to supervise water treatment 3 x a day when pool is in use.
- Either the Caretaker, Principal and/or one other qualified/designated person are responsible for water quality and treatment during the school year and during the school holidays.
- Microbiological monitoring is completed monthly while pool is in use.
- Maintenance of the Pool surrounds is carried out when the Pool is not in use
- An emergency number for the **Principal** is displayed at the Pool
- Regularly check the operation and effectiveness of the pool gates and locks. Any locks that stick or don't close properly are replaced.
- Equipment is put away when not in use as it can be a potential hazard if left lying around.
- Aquatic toys that aren't designed for pool use, such as boogie boards are not allowed.

Guidelines for using the Pool during School hours:

- Children must never be in the Pool area without an adult present and may not swim without an adult's permission.
- Nobody is to swim alone. There must always be at least 1 pool supervisor present when the pool is in use. Additional supervisors are required as the number of people swimming increases.
- Children under 8 years of age must be actively supervised by someone who's at least 16, who can give immediate help.
- Children are encouraged to use the toilet before swimming.
- Children must shower before entering the Pool.
- Children must wear appropriate swimming attire (not T-shirt & shorts)
- To avoid spreading illness, anyone who has had diarrhoea must not use the pool until 2 weeks after their symptoms have resolved.
- In the event of faecal discharge or vomit incident in the pool, the pool will be closed until the water is tested and restored.
- The pool supervisor must ensure the gate is securely locked or closed at the end of any swimming session, and must not be tied or left open at any time for any reason. Pool users need to report any problems with the operation of the gate immediately.
- Nobody is to swim while under the influence of alcohol or drugs.
- Check the depth of water before entering the pool.
- Check for hazards before use..
- No running, jumping, or diving into the pool.
- Pool equipment is returned to the storeroom after use.
- Boogie boards, surf boards and kayaks are not to be used in the pool.
- The first aid kit is stored in the school sick bay and/or office.
- The closest telephone for emergencies is located at school office.

SMOKE-FREE ENVIRONMENT

The Colville School Board of Trustees has designated the school as a smoke-free zone. Smoking is not permitted in or near school buildings or in the grounds during the school day.

SURRENDER AND RETENTION OF PROPERTY AND PERSONAL SEARCHES

The Colville School Board of Trustees supports the right of search of student clothing, property, correspondence, electronic device or any other possession, should **there be reasonable cause** to believe that a student has an item in her / his possession **that poses a danger to** others or is direct conflict with the health and safety policies of the school.

NOTE: This policy acknowledges the New Zealand Bill of Rights Act 1990, in particular Section 21: *Unreasonable search and seizure. Everyone has the right to be secure against unreasonable search or seizure, whether of the person, property or correspondence or otherwise* and the Human Rights Act 1993

1. Only the Principal of Colville School (or her proxy) or the police have the right to conduct a search of any student's clothing, property, correspondence, electronic device, or other possession.
2. Prior to any such search being made, the Principal will endeavour to make contact with the student's parent or in order to have them present at the time of the search.
3. If the Principal believes that the item is an illegal substance, the police will be asked to conduct the search and the Chairperson of the Colville School will be advised.
4. **At no time** will force be used to conduct a search nor should a search of a student's body be undertaken.
5. If an offending item or device is found it can be removed and the clothing or possession it was found in should then be returned immediately to the student.
6. Each student's right to privacy must be considered carefully prior to any search.
7. Should the Principal discover items other than illegal substances as a consequence of the search, such items shall be retained in a secure place until such time as the child's parent or a person with a written delegation from the parent can collect them. The police will take possession of any illegal substance.
8. Given the significant role of the Principal in the implementation of this policy, the Board requires that she is familiar with the information contained within the Ministry of Education publication, *Guidelines for the Surrender and Retention of Property and Searches 2014*.
9. The Board further believes that unless the suspected item or device has the potential to cause **immediate** harm to others, (a weapon) the process described above should be conducted at a measured pace and advice sought as required.

EMOTIONAL SAFETY

BULLYING

A. Students

Bullying in any form (physical, verbal, indirect) is unacceptable.

- Students are to report any instances of bullying to a staff member.
- All staff members are required to treat any such report seriously and take action
- Action should involve making enquiries to clarify what has happened. Where appropriate, a written account can be taken and referred to a senior staff member
- Where appropriate the staff member may choose to deal with the incident according to the guidelines set out in the school Behaviour Management Plan
- The emphasis in managing the incident must be on changing the behaviour of the bullying student and providing support for the victim
- Confirmed instances of bullying should be recorded in ETAP via the guidance menu
- Where appropriate, parents of the students involved must be contacted.
- The Principal will ensure that a relevant anti-bullying education programme is incorporated into the school programme.
- At an appropriate time during the year the Principal or a delegated staff member or a group of student leaders or a combination of all, will complete a survey of student morale and relationships and present a report to the Board.

B. Staff (Note: this also includes harassment)

Where a staff member believes that s/he is being harassed or bullied in the performance of or as a consequence of the employment agreement with the school, s/he should take one of the following actions:

- inform the principal of the circumstances of the harassment / bullying and seek an agreed outcome that resolves the issue
- in the case of the principal being seen as the cause of the harassment / bullying, inform the Board Chair or the Protected Disclosures Officer of the circumstances and seek an agreed outcome that resolves the issue
- if neither of the above options has resolved the issue, seek external support from an NZEI Field Officer with the option of raising a personal grievance in accordance with the terms of the NZEI Collective.

CYBER-SAFETY

Colville School intends to maintain rigorous and effective practices that aim to maximise the benefits of the internet and ICT devices for student learning while minimising and managing any risks.

- The school's cyber-safety practices are based on *The NetSafe Kit for Schools* that is regarded by the Ministry of Education as best practice.
- The Principal is to take the primary responsibility for implementing and monitoring all cyber-safety policies.
- No individual may use school internet facilities and / or school owned or leased ICT devices unless a user agreement (see draft below) has been signed, returned to the school and sighted by the Principal. All signed agreements will be retained in a secure file by the Principal.
- The use of the internet and ICT devices by staff, students and other approved users at the school is to be limited to educational, professional development and aspects of personal use appropriate to a school environment. (see user agreement)
- The Principal has the right to monitor, access, and review all use of ICT devices at the school including personal emails sent and received on the school equipment.
- Issues relating to confidentiality such as the sighting of student and staff information, the collection and storage of data and images, will be subject to the provisions of the Privacy Act 1993.
- The safety of the children of Colville School is of paramount concern. Any apparent breach of cyber-safety will be taken seriously.

Agreement

1. I cannot use the Colville School ICT equipment until my parents / s and I have signed this agreement form and returned it to the Principal of the school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to look at something using ICT equipment I will ask my teacher first.
4. If I have a password and / or a user name I will only log on with that tool and will not allow anyone else to use my password / user name.
5. I can only go online or access the Internet at school only when I am given permission by my teacher to do so.
6. I will not use the Internet, email, mobile phones or any other ICT equipment to be rude or to bully or harm anyone.
7. I will not use computers and ICT equipment to search for things I know are unacceptable at Colville School. If I find rude or unacceptable things I will get my teacher straight away and not show anyone else.
8. I will not download or copy any files, programmes, music, video games or other information gained by using ICT equipment without the permission of my teacher.
9. I will not bring any ICT equipment such as mobile phones, iPods, games, cameras, USB drives to school without the Principal's permission.
10. I will treat all school ICT equipment with care, avoid disrupting the school ICT system, and will not try to hack into any system. If any damage occurs to an ICT device in my care, I will report it immediately to my teacher.
11. I understand that if I break this agreement in any way the school will inform my parents / s, may take disciplinary action against me, and that my family may be charged for repairs for damage I may have caused.

Student:

Parent / :

Date:

STAFF MORALE / WELLBEING

The Colville School Board of Trustees believes that the welfare and morale of its staff is a Health and Safety priority. It is essential that staff health and wellness is strong in order for the learning environment to be strong.

The Board identifies these aspects of morale as being the focus of this policy:

- professional satisfaction including career
- professional relationships
- working in a small school
- working in a semi-isolated location.

The Board requires that the following steps be taken to support staff health:

- in establishing the staff team approach at the start of each year, the Principal and the Board Chairperson jointly identify morale as an important aspect and lead an open discussion that identifies potential challenges in the definition of morale (above). Where personnel has not changed from the previous year this step should become more of a revisiting and identification of any new aspects
- processes by which staff members can identify personal and professional aspects of health and safety such as stress, will be identified
- a staff document / format in which the Colville School Culture is identified (*This is How We Do things Around Here*) can be tabled or developed and discussed
- the Principal will link professional satisfaction and professional relationships to the current performance review system
- the Board Chairperson will discuss with the Principal (and staff if appropriate) means by which the Board can demonstrate its support for the health and wellbeing of the staff during the year. e.g. supporting a social programme, visits to the school etc.
- Should incidents of staff health and welfare occur during the school year the Principal and Board will act in the best interests of the staff member concerned.

NOTE: This policy related to the Board Personnel Policy in its Governance Manual.

STUDENT MORALE / WELLBEING

The Colville School Board of Trustees believes that while the health and wellness of students is an integral part of the learning and teaching environment at the school, there should also be a deliberate check on the morale of students as a group.

A Student Wellness team to be established in 2018 to monitor the happiness, safety and wellbeing of our students and report regularly to the Board of Trustees.

The Board therefore requires that the Principal conduct a survey or set of interviews or similar approach to ascertain the morale of students during the year. Where a student leadership structure exists this group will be a key voice in this issue. As a consequence of this approach the Principal may recommend to the Board a set of actions to take to support / enhance student morale and wellness. Consideration should also be given to asking parents / whanau as part of an existing communication, for their views of their children's morale. e.g. *Generally speaking, is your child happy at our school?*

The Board expects that there will be regular communication between itself and the Principal on this matter and that it will be included in the Principal's Monthly Report to the Board from time to time.

VERIFICATIONS OF ALL ADULTS INVOLVED WITH CHILDREN

The Colville Board of Trustees requires that the NZ Police verifications are sought as outlined in the following diagram.

Relationship with the School	Education Act 1989 Requirements	Vulnerable Children's Act Safety
Employed or engaged by the Board as a member of staff. e.g. teacher, Teacher Aide, Support Staff, Caretaker, Relieving Teacher	Police Vet completed by Education Council for Practising Certificate and Education Act requires a Police Vet for non-teaching and unregistered employees.	New Staff: Core workers from 1 July 2015. Non-core workers from 1 July 2016 Existing Staff Core workers from 1 July 2018. Non-core workers from 1 July 2019
Student Teacher on Practicum	No requirement	Boards are legally responsible to make sure that trainees have been safety checked
Engaged as a contractor to work in the school but do not work with children. e.g plumber, electrician.	Police Vet is required if the person is likely to spend unsupervised time with children during normal school hours.	No requirement.
Work in the school with children but not employed by the Board. e.g. Dental nurse, RTLb, PLD provider, SWIS, MoE employee etc.	No requirement.	Should be safety-checked by own employer. Advised to check with provider that this has been done.
Volunteers e.g. canteen worker, breakfast club parents, camp supporters.	No requirement.	Not legally required to check safety but schools encouraged to Police Vet if person is a regular volunteer and will be alone or have overnight contact with children.
Other people who don't match categories above. e.g. parents, visitors on site (with Board consent) etc	No requirement.	No requirement.
Workers	A core worker is one who works with children providing a regulated service and during that work is: <ul style="list-style-type: none"> the only children's worker present, or is the children's worker who has primary responsibility for or authority over the child or children present. A non-core worker is a children's worker who has regular but limited contact. e.g. at least once a week or at least four days a month, either overnight or with the same or different children each time	

OTHER HEALTH AND SAFETY CONTEXTS

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

The Colville School Board Trustees supports the view that all learners should be given opportunities to explore and learn from the world outside the classroom. It therefore supports the provision of relevant first-hand experiences that encourage learning, assist in social development, increase confidence, independence and appreciation of the world outside the classroom within a framework of personal and collective safety.

- All teachers and support adults must have adequate training in EOTC.
- Permission for any EOTC trip must be gained from the Principal at least two weeks before departure when possible.
- All proposed EOTC programmes must have clear educational objectives that support the Colville School curriculum.
- All students, where possible, should be included in proposed EOTC programmes. Where individual attendance is in doubt because of financial, personal or parental reasons, every attempt should be made by the school to engage with the family in an attempt to resolve such issues. If no such agreement can be reached, the school may provide assistance at the Principal's discretion.

- Written permission for an EOTC trip must be received from each child's parent / prior to departure.
- All proposed EOTC programmes must be supported by the Principal who will ensure that each programme complies with approved student – adult ratios. (1:8 general, 1:4 water). Exceptions to these ratios are permitted when external supervision is provided as part of a visit to an approved facility.
- A completed RAMS (Risk Analysis and Management System) form must be lodged with the Principal at least three days prior to students leaving the school. The Board Chairperson will sign all RAMS forms for major school trips.
- A basic first-aid kit including individual medication if required and an operational, fully-charged cell-phone must be taken on each EOTC trip. (see also School Trips and Medication below)
- All relevant OSH requirements are to be met.
- No alcohol or drugs are permitted on school activities.
- Any parents travelling with other students as part of an overnight EOTC event should comply with the current police vetting requirements.
- Any parents involved in providing private transport as part of the school activity must have a current driving licence and a vehicle that is legally roadworthy. Children must travel in a seat with a seatbelt.

HEALTH AND SAFETY MEASURES FOR STUDENTS AND STAFF ON OTHER SITES.

1. Prior to a visit of students and / or staff to another school or other site for educational purposes, the Principal or other designated staff member should request information relating to health and safety at that site.
2. Where appropriate, warnings will be issued to students about such hazards immediately prior to arrival and all EOTC guidelines must be followed.

OTHER SCHOOL ENVIRONMENT HEALTH AND SAFETY

Adventure Playground

The school Adventure Playground is acknowledged as an item with a high health and safety risk. Therefore it is required that it is checked for safety on a monthly basis and where issues are identified to be hazards, repairs are given priority. During non-teaching times when children have free access to this playground, a regular staff and / or student monitoring system must be implemented.

Animal Code of Ethics.

Under the Animal Protection Act 1987 a code of conduct relating to the welfare and treatment of animals applies to any animals that are part of school education programmes. Animal” is defined as any living creature with a backbone including land-based and aquatic mammals, birds, fish and reptiles. It is generally accepted that other living creatures such as snails, worms, insects must also be treated with care.

- Animals should not be kept at school if care cannot be provided. Animals kept in classrooms for observation must be housed and fed properly and returned to their natural habitat on completion of the study. Pets and animals brought to school for a ‘Pet Day’ must be supervised by adults while at school to ensure student, staff and animal safety / wellbeing. The responsibility for the welfare of animals rests with the teacher but ultimately with the Principal and the Board of Trustees.
- Should an activity be planned that may cause distress or suffering to an animal, approval from the Principal is required and a record of procedures must be kept.
- Animals have the following freedoms:
 - ⇒ Appropriate diet including access to water, 7 days per week.
 - ⇒ Cages / containers of appropriate size that are ventilated and hygienic and not subject to extremes of noise.
 - ⇒ Freedom from injury / disease.
 - ⇒ Handled gently.
 - ⇒ Able to express normal behaviour.

Dangerous Substances

All chemicals, sprays, medical supplies and other harmful or potentially harmful substances must be securely stored. Sprays for weed control must be approved by the Ministry of Health and only used during school holiday breaks.

Drinking Water

The school water supply is via a sophisticated water reticulation and storage system that is UV filtered and tested 3 monthly (sent away to a laboratory) for ecoli, pathogens etc.

Children and staff and visitors can access water for drinking.

- Via drinking fountains
- Out of the staffroom tap

Heating and Ventilation

The Board of Trustees is to ensure that all classrooms and other teaching spaces are heated and ventilated appropriately with devices that meet current safety requirements.

Mowing

Grass will be cut during times that do not pose a health risk for children.

Parking Area / Roadside

Children are not to play in the parking area or at the front of the school beside the road. Parents need to be aware of the dangers to other children when dropping their own children or collecting them from school.

Sun Safety

The wearing of sunhats and sunscreen are to be actively promoted. The Board will attempt to provide suitable shade areas and children will be encouraged to use these.

Waste Disposal

School toilet systems are connected to septic tank. This is monitored and checked regularly for efficient disposal of waste.

Toilets are checked and cleaned daily. Toilet paper and hand cleaning / sanitising / drying consumables are replenished as required.

Children are taught / encouraged to wash hands regularly and use the toilet areas appropriately.

Hard waste is disposed of from time to time to e-waste facilities or landfill. Plastics, cardboard and glass are recycled via TCDC facilities. Paper is burned onsite as required and lawful. Other waste is sent to landfill via TCDC collection.

REGISTERS AND REPORTS

The Board requires that the following registers be utilised:

- Accident Register including Near-Misses
- Complaints Register
- Hazard Register
- Incident Register

Reports to the Board should include:

- Monthly Principal's Report section
- Major Incident Report

APPENDIX A – ADDITIONAL INSTRUCTIONS RELEVANT TO A CRISIS OR A LOCKDOWN

1.	The Crisis Team needs to appoint 2 persons with specific tasks:			
	Spokesperson to the Media		Communications Manager	
	Should have some training in managing the media. e.g. Knows how to work with journalists so that they are not misquoted or taken out of context. Be able to project empathy well on camera. Be able to write press releases. Know own limits and able to enlist PR help.		Needs to be able to contact all parents and other stakeholders such as the Ministry, Insurance Company, NZSTA etc, immediately. Works closely with the Spokesperson. Should also have a good understanding of and access to social media.	
2.	<p>The Crisis Team should consider what types of crisis the school is likely to encounter and to prepare some messages that would be sent out immediately. The primary examples of crises in schools are:</p> <ul style="list-style-type: none">• Serious injury to or death of a student or a staff member• Sexual misconduct against a member of staff that may or may not result in an arrest• Serious assault on a student by a teacher causing serious injury or student on a teacher or student on student• Lockdown or evacuation• Serious bullying incident <p>Having a message prepared in advance helps calm panic among students and parents. Any news will break on social media either during the incident or immediately after it and then appear in traditional media. 15 minutes is the maximum time you will have. (see suggested messages below) Prepared messages can also be run past a lawyer.</p>			
3.	<p>Contact List</p> <ul style="list-style-type: none">• All members of Crisis Team - phone/email/mobile• School Board Chairperson - phone/email/mobile• Emergency Services as per public information Dial 111• All staff - phone/email/mobile• All parents - phone/email/mobile• Ministry Trauma Team - phone• Insurer - phone/email• Lawyer - phone/email/mobile• PR Consultant - phone/email/mobile• Local MP - phone/email/mobile• Local Community - phone/email/mobile/facebook/ twitter/website• Media outlets - phone/email/mobile/ facebook <p>In Emergencies use Facebook and school website updates to keep all stakeholders informed. If there is a contact all text setup it too is helpful.</p>			
4.	Identify an appropriate venue for media and parent waiting areas should they be required. These should be separate. The Crisis Team will also need a private area to work from.			
5.	Seriousness Level	Impact on School	Media Interest	Action
	Issue identified	Little if any.	Minor interest from Parents / stakeholders	Contact stakeholders showing interest.
	Issue brewing	Minimal	Limited media and public interest. Some interest from parents.	Organise messages and advise staff. Agree to media requests. Contact concerned stakeholders.
	Issue heating up	Moderate	Some media and public interest. Strong interest from parents / stakeholders.	Get holding statements ready. Agree to media requests. Advise parents by text and email. Monitor social media.
	Hot issue	Moderate to high	Moderate media interest. High stakeholder interest.	Put holding statement on website. Contact parents. Alert Crisis Team. Monitor social media. Alert PR expert.
	Crisis	Major	High media, public, parental and stakeholder interest.	Contact all stakeholders. Place holding statement on website linked to social media. Update with new information. Activate Crisis Team. Consider press conference.

HOLDING STATEMENT EXAMPLES	
Student(s) killed or Injured	3 points: Our hearts go out to the family of the student(s) We are doing what we can to support everyone involved. We will be conducting our own review
<u>Actual Message:</u> We have just learned of the situation and not all details are known at this stage. Our hearts go out to (family names) We are doing all we can to support everyone who has been affected by this. (Provide an example of what you are doing) We are also working with relevant authorities to find out what happened. We will be launching our own review. When the facts are known we will be updating the school website and facebook page.	
Teacher charged with sexual abuse of a student.	3 points: We understand this is a tough time for the victim. We are providing all the support we possibly can. The safety of students is our No 1 priority.
<u>Actual Message:</u> I can confirm that one of our teachers has been arrested by the police on suspicion of sexual abuse of a female student. Because the issue is now before the courts, I am prevented from offering any details. We understand that this is a particularly difficult time for the alleged victim and our hearts go out to her and to her family. We are providing all the support we can. For example we are (provide example). We are also cooperating fully with the police. Any new information will be placed on the school website and facebook page. I would like to reassure our community that the safety of our students is our Number 1 priority.	
School accused of weak bullying policies.	3 points: We understand that the parent is concerned about her child. We will take whatever action is necessary when we have completed a detailed investigation. The safety of students is our No 1 priority.
<u>Actual Message:</u> In response to a complaint about our school's procedures in dealing with bullying, I understand the mother's concern. We all want and expect our children to be safe. I have assured the parent that we have a detailed investigation process in dealing with these issues. For example we are currently....(example) Appropriate action will be taken when the investigation is complete. I would like to reassure her and our other parents that the safety of our students is our Number 1 priority.	
School goes into lockdown	3 points: We understand that this is a stressful time for students and parents. We must emphasise the need for parents to stay away. All new information will be placed on the school website / facebook page.
<u>Actual Message</u> Our school went into lockdown today. What I can confirm is thatbrief. OR Details are sketchy at this time but what I can say is..... It is vital that parents stay away from the school until the lockdown is over. Emergency services need clear access. Our total focus must be on the safety of our students and parents arriving will make this difficult. I understand that this is a stressful time for all involved. Rest assured that we are doing all we can to bring the situation to an end. All new information will be placed immediately on the school website and facebook page and issued by text message.	
<u>OTHERS</u>	Lockdown Over / School Evacuates / Evacuation Over / Uniform Complaint / Student complaint on Facebook.
Acknowledgement: Most of this appendix has been taken from a handout created by Pete Burdon at Media Training NZ	