

Henderson Intermediate School

WORKPLACE HEALTH AND SAFETY POLICY

RATIONALE

Whilst a workplace, "the SCHOOL", under responsible management may provide a reasonable level of protection, situations affecting personal safety could still occur. The Board is responsible for health and safety and is required under legislation, to have policies and procedures in place to provide a safe environment for STAFF, STUDENTS, PARENTS, VISITORS and VOLUNTEERS.

GUIDELINES

Every term staff will be provided with a Hazards Identification Form that must be completed and returned to the School Office. All hazards, or potential hazards, must be identified in classrooms and around other areas of the School Site.

These hazards must be isolated, minimized or eliminated.

The Henderson Intermediate School Board requires that all practicable steps to ensure the safety of STAFF and STUDENTS while at school; and in particular shall take all practicable steps to:

1. Develop procedures for dealing with emergencies that may arise.
2. Provide education and awareness training programmes.
3. Use physical security measures such as cameras, alarm and lighting systems can be considered as a further means of protecting STAFF and STUDENTS.
4. Be alert to any suspicious activity, and promptly report to management any person loitering outside the building or in an internal public area.
5. That bags and personal possessions should not be left in any area where a thief could have access.
6. When STAFF are present at school outside of regular hours, to plan to have at least two adults/staff members working together if possible.

7. After hours STAFF must only open the door once they have confirmed that the person is legitimately on the premises.

If STAFF must work alone, measures to enhance safety include:

- Ensuring the buildings / classrooms can be adequately secured from the inside.
- Keeping doors locked to prevent casual entry, if appropriate.
- Staff should have a cell phone so they can access emergency services.
- No staff member will carry cash unaccompanied, this includes School Banking.

If STAFF arrive early:

- The first person to arrive at School should be alert to any signs of forced entry
- Where any signs are observed the premises should not be entered, as an intruder could be present. The Police or a security company should be called, and any other staff warned when they arrive.

If STAFF finish late:

- Park as near to your building as possible in an area that is well lit at night.
- Let someone know you will be working late.
- Check that you are secure inside the building and that no doors or windows have been left open or unlocked.
- When leaving the building check the immediate area outside for any people loitering, before opening the door.
- Use the best lit route to your car and have someone walk with you if possible.

STAFF AWAY FROM THE SCHOOL SITE

DURING THE SCHOOL DAY.

In some circumstances staff may be required to go offsite during the school day. The Board requires that any staff member leaving the School site for any reason is required to sign out and sign back in at the Office.

Teachers may be required to attend off site meetings in homes or isolated situations. This is only used in extreme situations. Potential risk to teacher's safety must be minimized by....

- a) Taking another adult with you.
- b) When visiting a house or other place, be guided by your instincts. If the person opening the door has a manner which makes you feel uneasy or uncomfortable, don't go inside. Make an excuse and leave immediately.
- c) If you enter a place and later start to feel uncomfortable with the person you are talking to, leave as soon as possible. Be aware of potential escape routes.

Behaviours which can reduce the risk of conflict includes: not staring, staying calm, avoiding arguing or provoking, not making sudden movements, not tackling the intruder, complying with demands in order for the intruder to leave as soon as possible without harming you.

SCHOOL OUTINGS/CAMPS/TRIPS

The School RAMS REGISTER located in the Office provides staff with the procedures that they must follow prior to any outing/camp/trip where STAFF and STUDENTS are going off site.

A completed RAMS Form along with a copy of the letter home to parents, must be signed by the Principal, **acting for and on behalf of the Board**, prior to the outing/camp/trip taking place.

ADDITION - In the case of students walking to an event or activity out of school, a ratio of 1 adult to 10 students is expected. For a controlled swimming space, a ratio of 1:6. For an open water swimming space, a ratio of 1:4.

USE OF PHYSICAL RESTRAINT

The Education Act defines physical restraint as using physical force to prevent, restrict or subdue the movement of a student's body or part of the student's body.

HIS has procedures in place for managing student behavior. The key is to safeguard the well-being of students, staff and others.

Challenging student's behavior may escalate when:

- they feel unsafe
- in proximity to others
- with tone of voice
- with unhelpful verbal interactions
- when punished.

De-escalation techniques are to be used always if the students behavior is becoming out of control and/poses a danger to themselves or others. These are as follows

- Create space and time
- Communicate calmly
- Think ahead and devise an exit plan
- Send for help.

In an emergency situation it may be necessary to use physical restraint.

The Board authorises **all adults employed at the School**, to use physical restraint where they believe that the safety of a student or any other person, is at serious and imminent risk.

The Board may revoke the authority of a particular staff member if deemed appropriate.

1. The Board and Ministry of Education will be notified by the Principal of any physical restraint. The MOE requires incidents reported on the online form accessed in the Community Portal.
2. Parents/caregivers whose child was involved in the incident will be notified by the Principal as soon as possible after the incident. A written letter outlining the incident will be provided to parents. Parents will be advised of their right to make a complaint if they believe this is necessary. The complaint will follow the School policy.
3. Any students with high risk behaviours should have an Individual Education Plan. All staff must be made aware of the fact that the particular student has a Plan in place.
4. Physical restraint is used as a last resort when required to protect the health, safety and well being of a student or any other person.
5. Restraint that is used, must be safe.
6. Restraint that is prohibited is: any that inhibits breathing, face down, pressure points, chest or neck holds, tackling, sitting, lying or kneeling on a students, bending back joints, headlocks, dragging or moving to another location.
7. No other acts of restraint must be used in other situations on a day to day basis when dealing with students: grabbing, shoving, pushing for any reason. This is deemed to be physical assault.

The School will monitor the use of Physical restraint and collate information that is then reported to the Board, in an In-Committee situation.

All staff will complete the mandatory online training module around physical restraint,

SURRENDER, RETENTION & SEARCH

Searches and surrender of property.

Education & Training Act 2020 - Subpart 4.

Surrender of property relates to a student who may be in possession of a harmful item. A harmful item being one that poses a threat to physical or emotional

safety of any person at the School and has a detrimental effect on the learning environment.

Any surrender and retention of property at HIS will only be carried out by the Principal or one of the Deputy Principals. A witness must always be present. Property may include sharp objects, drugs, cigarettes, alcohol and also includes devices.

Search, at HIS is only in regards to a student's bag.

Parents must be contacted to advise them that a bag search was carried out. Any property found will be returned to the parents of the student.

If the student refuses to surrender their bag, then the bag will be seized. Once the search is completed, the bag will be returned to the student.

A written record of the 'SEARCH' will be filed for the Board and will also be entered on the Student Management System of ETap.

USE OF CCTV CAMERAS AND FOOTAGE

CCTV Cameras are provided to enhance school security and staff and student safety in the school.

38 Security Cameras have been installed around the School.

The purpose of the CCTV System at HIS is to provide easy identification of anything unsafe that may be occurring or has occurred, in the school grounds at anytime.

ie Breaking and entering after hours.

Student to student serious conflict.

Adult conflict/behavior that is deemed to be serious.

In the event of a call out due to a break in, the Caretaker will be able to look at the footage on his phone to see what has happened and to take the required action.

CCTV Footage is only stored on the 2 School Administration Computers and on the Cellphones of 4 Administration Staff as well as the Caretaker.

Footage from Security Cameras is kept for as long as storage capacity allows (approx. 2 months).

Police Vetting

Police vetting is required for:

- Non teaching staff
- Volunteers who have unsupervised access to students – e.g: camp helpers, parent helpers etc.
- Regular contractors such as electrician/plumber/building maintenance etc.

If it is not possible to obtain a police vet in the required time frame, provision must be made to ensure the person does not have unsupervised access to students.

Reviewed on 12th May 2025