Health and Safety Policy: Students

Board of Trustees Minute reference : August 2016 Part 1 Item 5.1

Date first created /This version no. : 2006/6

Review date (3 year cycle) : August 2019

Owner : SLT members; Runanga Managers

Responsibility for this policy : Runanga Managers

Background

The Board recognises its responsibility under National Administration Guideline (NAG) 5 and Desirable Objectives and Practices (DOP) 11 to provide a safe physical and emotional environment for students and to comply in full with legislation currently in force or that may be developed to ensure the safety of students.

Definitions

A **core worker** is someone working with a child or children who in the course of that work:

* is alone with the child/children, and;
* has primary responsibility for or authority over the child/children present.

A **non-core worker** is someone working with a child or children, who is not a core worker.

**Contact**: A person’s work involves **regular or overnight contact** with children if the person has contact (other than merely incidental contact) with a child or children:

* overnight, or at least once each week; or on at least four days each month; and
* that contact is physical contact, or by oral communication (whether in person or by telephone), or communication through any electronic medium, including by way of writing or visual images.

Policy statement

Te Kura will take all practicable steps to establish a safe physical and emotional environment for its students while they are on site at Te Kura; participating in authorised off site Te Kura events and Te Kura-supported camps; and while interacting with teachers and other staff while engaged in their Te Kura programme of learning.

Guidelines

* Comply with Health and Safety and all other relevant legislation to ensure Te Kura provides a safe physical and emotional environment for students within the limitations of its responsibilities.
* Carry out the safety checks required by the Vulnerable Children Act (VCA) 2014 for all paid employees and contractors who work with Te Kura students as ‘core’ or ‘non-core’ workers. (Refer to the *Guide to VCA Safety Checking*, Appendix 1 of the Health and Safety: Students – Management Guidelines, available on the intranet’s [Policy framework](http://intranet.correspondence.school.nz/policies-and-procedures/policy-framework) page.)
* In addition to complying with the VCA, conduct safety checking of volunteers (including mentors) as non-core workers and require all staff to undergo safety checks regardless of whether or not student contact (physical, phone, electronic media) is part of their role.
* Have processes and procedures in place to ensure a safe physical and emotional environment for students participating in authorised Te Kura events and camps.
* Ensure that the 12 Information Privacy Principles of the Privacy Act 1993 are adhered to in relation to the collection, use and disclosure of information about students and their families.
* Take all practicable steps to prevent and /or report sexual harassment and bullying of Te Kura students.
* Ensure that cases of abuse are reported to the appropriate agencies as soon as suspicion is aroused.
* Where Te Kura has provided students with access to the Internet for educational purposes, ensure there are mechanisms in place to ensure students are provided with the information and guidance required to enable them to become responsible users of ICT.

Supporting documentation

NAG 5

DOP 11

Health and Safety at Work Act 2015

Health and Safety Code of Practice for State Primary, Composite and Secondary Schools

Children, Young Persons and Their Families Act 1989

Education Act 1989 and Amendments

Human Rights Act 1993

Privacy Act 1993

Vulnerable Children Act 2014

Education Outside The Classroom (EOTC) Guidelines – Bringing the Curriculum Alive (<http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines>)

Ministry of Education Circular 2010/09 – Changes to Police vetting requirements

<http://www.education.govt.nz/ministry-of-education/publications/education-circulars/2010-circulars/circular-201009-changes-to-police-vetting-requirements/>

Reporting of Suspected or Actual Child Abuse and Neglect – Protocol between the Ministry of Education, the NZ School Trustees Association and Child, Youth and Family 2009

<http://www.education.govt.nz/assets/Documents/School/Traumatic-incidents-and-emergencies/MoE-STA-CYFProtocolForReportingActualOrSuspectedChildAbuseNov09Amendment-3-2015.pdf>

Child Protection Policy

Digital Citizen Policy

Responsible ICT Use Policy

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**Approved as a governance policy Date**

**Karen Sewell**

**Chair**

**Board of Trustees**