

28)

School Uniform

The purpose of a student uniform is to foster pride in the School and give the School an identity in the wider community. In order to ensure the uniform is worn appropriately, please follow these procedures:

- The Royal Oak Primary School uniform will be worn by all students.
- The school uniform is detailed in the enrolment documentation and the school information booklet.
- Students are expected to wear the correct uniform tidily at all times including moving to and from school and on any school related activity as required.
- Hats must be worn when children are outside during Term 1 and Term 4 as stated in the school's Sun Safe Policy. The uniform hat is navy blue.
- It is the responsibility of all teachers and parents/caregivers to support the Board's uniform standards.
- Staff will actively discourage the wearing of non-uniform items or bright coloured accessories with the school uniform.
- Sport uniforms are for Year 5 and 6 students and sport shirts are mandatory for Year 5 and 6 students.
- Teachers will ensure shirts are used to cover uniforms when students work with art materials.
- A change of clothes will be worn in place of uniforms when playing on the field during terms 2 and 3.

29) Smoking, Vaping, Alcohol and Drugs

In order to ensure that Royal Oak Primary School is a smoke, vaping and drug free environment and that the sale and recreational use of alcohol out of school hours is lawful, please follow these procedures:

- Royal Oak Primary School is a smoke and vaping free school and no smoking or vaping is permitted anywhere on school premises.
- All illegal substances are banned from the school property.
- A licence to sell alcohol at school events will be applied for and conditions abided by at all times.
- No staff member will be permitted to work at school under the influence of drugs or alcohol. Refer to Protected Disclosures procedure for the process in reporting staff members who are suspected to be under the influence of drugs or alcohol.
- Any employee found to be under the influence of alcohol or drugs could receive instant dismissal or be subject to disciplinary procedures as set out by their relevant collective contract.
- The Principal will immediately inform parents or caregivers of any Royal Oak Primary School students who are found smoking, vaping, drinking alcohol or using drugs during school hours. Such students will be deemed to have committed serious misconduct.
- Phone the Police for any suspicious or drunken/disorderly behaviour noted on school premises after hours.

30) Access to School Buildings Outside School Hours

In order to ensure the safety and security of staff outside school hours, please follow these procedures:

- If accessing school buildings before 7am or after 6pm during school term time, during weekends or in the school holidays staff may need to de-activate alarms and unlock doors. Teachers must relock doors they open.
- De-activate areas required, contact Alarm Surveillance (Sure Control) monitoring service and advise areas and times present.
- Ensure any area unlocked to gain access is locked again once entry is gained.
- Staff should leave the school grounds before darkness falls, unless attending a specified meeting.
- Report any suspicious behaviour directly to the police.
- Contact Sure Control if any circumstances arise and a staff member feels unsafe and request a guard be sent.
- Secure and lock any areas accessed whilst in the school and re-activate the alarms upon departure.
- If working or meeting after dark, ensure another adult accompanies the last person to leave. Use well-lit areas.
- Park close to the classroom if possible.

31) Children Going Home During the School Day

In order to ensure all children are fully accounted for at all times of the day, please follow these procedures:

- Ensure the electronic register is taken by the teacher by 9:00am and 1:40pm every school day.
- Send any communication regarding leaving during the day, written or verbal, to the school office as soon as possible.
- Send any sick children to the Health Room with a note (where a decision will be made by staff with current first aid certificates) regarding follow up measures.
- Ensure all parents/caregivers taking a child out of school sign in at the office before the child is collected.
- All communication with parents/caregivers asked to collect sick children must be done through the Office.
- Be proactive in ensuring parents/caregivers understand these procedures.
- Ensure the Principal is aware of all children leaving during school time.
- Maintain a register at the front office of children who leave during school time.

32) Positive Behaviour Management

Positive Behaviour to enhance student learning promotes school wide appropriate behaviour that is non-threatening and supportive of all students and staff. To ensure all stakeholders involved with Royal Oak Primary School manage behaviour in a positive way, please follow these procedures:

SCHOOL EXPECTATIONS

*** C@RE- Manaaki

*** RESPECT- Whakaute

*** EMPOWER- Whakamana

- Ensure all students are taught explicitly what behaviours are expected of them in all school settings
- Increase positive interactions with all students
- Decrease reactive/punitive behaviour management
- Use a consistent schoolwide response to behaviour management
- A caring, respectful and empowering school climate is continually maintained
- Use strategies learned through attending IYT Course
- Ensure an effective acknowledgement system operates at class level
- Use as part of schoolwide acknowledgement system, Golden tickets.
- At no time is it appropriate to use physical force with any student.
- For an emergency or when backup support is required the RED CARD should be sent to the School Office. The office staff will pass it to one of the Senior Managers for immediate action.
- To manage inappropriate student behaviours refer to Responding to Minor Behaviour Flowchart. Strategies that could be used include:
 - Citing inappropriate behaviours
 - Prompting

- Redirecting
 - Reteaching
 - Providing Choices
 - Engaging in Student Conference
 - Refer to the Follow Up/Logical Consequences
 - Record as a Minor Behaviour-ROPS Behaviour Form- eTAP
 - Use Restorative Kōrero card for restorative conversations
-
- For on-going persistent behaviours refer to - Responding to Major Management Managed Behaviour Flow Chart
 - Intervention by a Senior Manager
 - Senior Manager(s) inform parents and manages the issue. A meeting with parents is organised. An action plan is acted on. Support is provided for teacher(s)
 - Record as a Major Behaviour- ROPS Behaviour Form-eTap
 - The Senior Manager monitors the action plan and feeds back to parents / teacher(s) / Principal.
 - The Senior Manager ensures the Principal is kept informed
 - The Principal actions Stand Down procedures as required
 - Action referrals to LSC and/or DP in charge of behaviour using the ROPS Land B referral form. Additional referrals may be made to RTLB and /or MOE re students presenting with challenging behaviours
 - To support students a referral to the school counsellor maybe an option
 - The Board of Trustees (Board) is kept informed in committee of extreme/challenging student cases.

33) Risk Analysis for Parent Group Functions

In order to ensure children and whanau are kept as safe as possible while taking part in Parent Group functions, please follow these procedures.

- All Parent Group functions must be planned in advance.
- A Risk Analysis Matrix (RAM) must be completed in consultation with the Principal one week prior to the event and signed by the Principal when risk is a possibility.
- The signed RAM must be discussed with those involved before the event takes place.
- Ensure that all possible hazards are checked and managed to completely avoid incidents that could result in injury or death.
- For Food Festivals/Carnivals/Garage Sales: Bain-maries to be filled with cold water and heated from cold at the stand.
- All wiring must be safely covered to avoid tripping hazards.
- All outside provider field activities should have risk assurance management provided by the provider.
- No jugs, toasters or any other food/liquid heating devices to be in classrooms.

34) **Parent Group Breakfasts and Food Celebrations in Classrooms**

In order to ensure that all parties are safe during functions held in classrooms during school hours please ensure that:

- A RAM form is completed for each of these functions.
- All those who are supervising are aware of the RAM form and these procedures.
- There is to be no boiling water in the classroom, including in electric jugs or any other vessel.
- Food provided is to be placed on tables with hand sanitiser made closely available.
- The tables on which food is available are clean and clear of any cords or wires.
- Supervisors are aware of any hazards and take appropriate precautions.
- Supervisors are aware of any food allergies.

35) Wellbeing Procedures for Staff, Tamariki and Whānau

In order to ensure that the Wellbeing of our community is held at the forefront, the following procedures should be adhered to:

Staff

- Monitor workload and meetings.
- Provide annual flu vaccinations.
- Fund 3 confidential counselling sessions if needed.
- Celebrate 'O' birthdays with flowers.
- Acknowledge and celebrate the hard mahi in a variety of ways throughout the year.
- Provide release if and when required.
- Provide discretionary paid leave when/where appropriate.
- Allocate 'leave early' days and 'arrive later' days.

Tamariki

- Ensure that all staff prioritise the wellbeing of the tamariki.
- Provide counselling services as appropriate.
- Implement the Pause, Breath, Smile programme.
- Implement a mindfulness programme.
- Use restorative practice strategies.
- Ensure PB4L programme is embedded in all classes.

Whānau

- Build strong connections with whānau.
- Engage whānau support (Parent Group) where necessary.
- Have an open door policy.
- Include whānau in all school activities.
- Have regular positive contact with whānau.

Procedure for Mandatory Vaccinations at Royal Oak Primary School

Scoping

On 25 October 2021, the COVID-19 Public Health Response (Vaccinations) Amendment Order (No 3) 2021 (“**the Vaccination Order**”) came into force. The Vaccination Order makes COVID-19 vaccinations mandatory for all school staff and workers, relievers, contractors and volunteers who may come into contact with children i.e. by working onsite.

Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures relating to the Health Order
- ensure employees have the information they need in order to comply with policy and procedures and are encouraged to play a role in maintaining and improving health and safety systems at work.

Expectations and Limitations

To be able to work onsite at a school after **15 November 2021**, you must have had at least 1 dose of the COVID-19 vaccine.

You must be fully vaccinated by the end of the day on **1 January 2022** to be allowed to work onsite at a school going forward. Fully vaccinated simply means having had two doses of the COVID-19 vaccine.

You are allowed to get vaccinated during your work hours but you should have a discussion with the principal to work out a mutually agreeable time.

Your employer is legally obligated to ask you about your vaccination status and contact information and you are obligated to provide your employer with this information. Your employer is obligated to keep this information securely and to prevent any unauthorized access to this.

If you do not get one dose of the vaccine by 15 November 2021, you will be excluded from onsite work and your employer is likely to commence an employment process which could result in the termination of your employment.

If you cannot be vaccinated on medical grounds, you need to get an exemption from a health practitioner and present this to your employer.

You can find information about the COVID-19 vaccine at the following [website](#).

Vaccination Records

As already indicated, the Vaccination Order will make it compulsory for everyone over the age of 12 who does any kind of onsite work at a school (or at other education services covered by the Vaccination Order) to have at least 1 dose of the vaccination by 15 November 2021.

Your employer is obligated to inform you of the vaccination mandate and they should also talk to you about any relevant Board policies related to the mandate and seek your feedback. The duty to keep track of who is and who is not vaccinated at your worksite falls on your employer. To meet this duty, your principal will ask you for information about your vaccination status and contact details. This information will include-

1. Your name, date of birth and contact details (email address and phone number)

2. whether you are vaccinated:

3. **if you are vaccinated**,—

a. the name of the COVID-19 vaccine or vaccines you have received; and

b. the date or dates when you have received a dose of the vaccine or vaccines:

4. if you have an **exemption** from being vaccinated (which is very rare)—

(i) confirmation of this fact; and

(ii) a copy of the exemption or authorization (i.e. a letter from a registered health practitioner stating that you cannot or should not be vaccinated on medical grounds).

Please note that you must provide your employer with this information and you must also keep your employer up-to-date if any of the above information changes (i.e you get a second dose of the vaccine).

If you refuse to provide your employer with this information, you could put yourself and your employer in breach of the Vaccination Order and you can be issued with an infringement fee of \$300 or a fine of up to \$1,000. Your employer could also initiate an employment process which may result in serious disciplinary action and potentially even result your dismissal. The key message here is that we urge you to provide your employer with the information outlined above. You can be assured that your employer is under a statutory obligation to keep the information secure and to prevent unauthorized access to it. If there are any problems in this respect, please contact the NZEI TRR Member Support Centre on 0800 693 443.

Getting vaccinated

Whilst your employer cannot force you to be vaccinated, in many circumstances you will not be able to do your job anymore from 16 November 2021 onwards if you have not been vaccinated with at least one dose of the COVID-19 vaccine.

If you cannot do your ordinary onsite job anymore after the 15 November deadline has passed without breaching the law, your employer will need to exclude you from the workplace from 16 November onwards. Your employer may provide you with alternative duties offsite when this is an option, but this is pragmatically not going to be a realistic option in many circumstances. If you cannot be provided with alternate offsite duties, you will be placed on either paid or unpaid leave at your employer's discretion. Your employer will also likely commence an employment process with you. Although your employer is obligated to follow a fair process, you need to know that such an employment process could result in your dismissal. Please further note that this would not be considered a redundancy situation as your job has not actually become surplus to requirements- you would simply no longer meet the legal requirements to do the job. Your notice period would continue to apply though.

Before making the decision to refuse the vaccination, we strongly encourage you to seek medical advice and to consider the impact this decision could have on you and your family/whānau. It is not unusual to be nervous about the vaccine. However, your GP, as well as health workers at the COVID-19 vaccination Centres, the Ministry of Health (link [here](#)) and trusted websites like <https://karawhiua.nz/> have lots of valuable resources about the vaccine and its safety.

If you struggle to get vaccinated outside of your work hours, talk to your principal about this to arrange for a time that you can leave work to get your vaccination. You can be reassured that your employer is under a legal obligation to allow you to get vaccinated- even during your school hours. No leave of absence should be recorded for this.

If your employer does not allow you to be vaccinated during work hours, they are in breach of the Vaccination Order and they commit an infringement offence. We strongly encourage you to call NZEI TRR on 0800 693 443 if you experience any problems in this respect.

Can I change my mind after 15 November and still get vaccinated?

If you have not been vaccinated by the 15 November deadline and your employer has excluded you from onsite work from 16 November onwards, you can still decide to change your mind and get vaccinated to avoid more serious employment consequences. So, if, after talking to your employer, you decide that you wish to get vaccinated after all, this is still possible. As soon as you are vaccinated with a first dose of the vaccine, you will be able to go back to working onsite until the second deadline of 1 January 2022 when proof of a second COVID-19 vaccination becomes mandatory.

Exemptions

Some workers cannot be vaccinated with the COVID-19 vaccine for health reasons. This is very rare, but if you are one of the people affected, please ensure that you get a letter from your health practitioner stating that you should be exempt from vaccinations on medical grounds. This will also involve a process set out by the Ministry of Health (to be announced) Your school will need to keep a copy of this letter in order to comply with the Vaccination Order and will need to have further discussions with you in good faith about the exemption.

Employees at Alert Level 3

If you are employed at an Alert Level 3 school, please note that you are under an obligation to be tested before returning onsite and every 7 days until you have received your second dose of the COVID-19 vaccine. In practice, we therefore recommend getting double vaccinated as soon as possible as this will save you from having to go through the hassle of getting weekly COVID-19 tests just to be able to work onsite.

Legislative compliance

TBA

NAG 5

Procedure for Physical Restraint at Royal Oak Primary School

(Credit SchoolDocs)

Scoping

As required by the Education and Training Act 2020 and in support of the National Education and Learning Priorities (NELP), Royal Oak Primary School promotes a schoolwide culture of wellbeing to ensure the school is a physically and emotionally safe place for all students and staff. This includes understanding, recognising, and safely responding to [student distress](#), and minimising the use of physical restraint.

The physical restraint rules set out in this policy comply with the [Education \(Physical Restraint\) Rules](#) and the framework for physical restraint set out by the Education and Training Act 2020 (s. 101).

This physical restraint policy also aligns with [Aramai He Tētēkura: A guide to understanding distress and minimising the use of physical restraint](#), which provides a practical approach for recognising and understanding student distress, providing [acceptable physical contact](#), and minimising the use of physical restraint in schools. This includes eliminating unjustified physical restraint.

We follow Aramai He Tētēkura, which was developed in response to the disproportionate use of physical restraint on Māori, disabled, and younger students. The school complies with these guidelines to give effect to [te Tiriti o Waitangi](#) and its principles, in support of achieving equitable outcomes for all students.

For information about how terms in te reo Māori within Aramai He Tētēkura relate to this policy, see this [glossary](#).

This policy aligns with physical restraint rules and guidelines, but this information does not equate to the training required to safely use physical restraint. The only people who can use physical restraint at Royal Oak Primary School are teachers and authorised staff (i.e. non-teaching staff that the school has authorised to use physical restraint) who have the relevant training. This training includes the mandatory online learning module (which was completed by 7 February 2024) and physical holds training.

Expectations and Limitations

How we define and use physical restraint at Royal Oak Primary School

What is physical restraint?

Physical restraint, in the context of this policy, means to use physical force to prevent, restrict, or subdue the movement of a student (or any part of their body) against their will.

In line with Aramai He Tētēkura, teachers and [authorised staff](#) complete mandatory online modules to understand the physical restraint guidelines and take further approved training modules in identifying stress triggers, understanding unmet needs, and preventing, minimising, and responding to student distress.

Royal Oak Primary School does not allow seclusion or unsafe physical restraint in response to student distress.

Seclusion

Seclusion is prohibited under the Education and Training Act 2020 (s. 98) and is defined in Aramai He Tētēkura as putting a student alone in a room or space against their will, which they cannot (or think they cannot) leave.

Unsafe physical restraint

We do not use unsafe physical restraint techniques under any circumstances. Unsafe physical restraint techniques include:

- restraint that restricts breathing or communicating, including speaking and sign language
- face-down restraint
- immobilising through pressure points and pain holds
- actions such as tackling, sitting, lying on, or kneeling on a person
- headlocks or putting pressure on the chest or neck
- bending joints backwards.

When can physical restraint be used?

Teachers and authorised staff members may only use physical restraint if all three of these conditions are met, and only as a last resort.

1. If physical restraint is necessary to prevent [imminent harm](#), including [significant emotional distress](#) to a student or another person.
2. If the teacher or authorised staff member reasonably believes there is no other option available in the circumstances for preventing harm.
3. If the physical restraint is reasonable and proportionate in the circumstances. This means only applying as much force as is necessary, and for the minimum amount of time necessary.

Royal Oak Primary School staff take proactive steps to ensure student safety. This may include using physical restraint to prevent harm, for example to stop a student from running onto a road or coming into contact with a hazardous item.

Physical restraint rules

Royal Oak Primary School complies with the following requirements, as set out by the Education (Physical Restraint) Rules. References are provided for how each area relates to an associated rule.

Policy requirements and availability to the community

We fulfil the requirement to have policies on reducing student distress and the use of physical restraint, and a process for managing complaints (Rule 4). Royal Oak Primary School manages all complaints, including those regarding physical restraint, through our [Concerns and Complaints](#) policy. Where necessary, we follow up complaints with the Teaching Council, in accordance with their conduct and competence processes.

Our policies on reducing student distress and the use of physical restraint are available to the school community, and we are able to provide the names and positions of any staff members who are authorised to use physical restraint, if requested (Rule 6).

Authorisation of staff members

Under the Education and Training Act 2020, teachers, including relief teachers and people with a Limited Authority to Teach (LAT), are automatically authorised to use physical restraint. Other staff members, such as teacher aides, must be authorised by the board (Rule 5).

Process for authorisation

1. The board may authorise a staff member who is not a teacher to use physical restraint after they have completed physical restraint training as set out by Rule 12.
2. The board makes any authorisation as specified above in writing.
3. The staff member receives a copy of the authorisation.
4. The board may revoke an authorisation at any time in writing.

Individual support plans

We have support plans in place for specific students to prevent distress and de-escalate crisis situations. See [Reducing Student Distress](#) for information about creating individual support plans.

We ensure we have support plans for students who meet any of the following criteria:

- the student is highly likely to be involved in a situation where physical restraint may be used
- the student has been physically restrained more than once in a term
- a support plan is requested for a student by their parents/caregivers.

We do not include physical restraint in a support plan unless all other possible strategies have been explored. Royal Oak Primary School requires [informed consent](#) from parents/caregivers and whānau if physical restraint is included in a support plan (Rule 8). We monitor the frequency of physical restraint with the intention to minimise and, where possible, eliminate its use. The school notifies the Ministry of Education if physical restraint is part of a support plan.

Notifying the use of physical restraint

After a situation involving physical restraint, we notify the following parties (Rule 9):

- Staff inform the principal (or their delegate) as soon as possible in order to support students, other staff, and anyone affected by the situation.

- The school notifies parents/caregivers as soon as possible after physical restraint has been used (at minimum before the student is returned to their care). Parents/Caregivers are provided with a reasonable opportunity to actively participate in a debrief about the incident, including how it was managed with regard to the guidelines, within three working days of the incident (or later by mutual agreement).
- The school notifies the Ministry of Education through the online incident reporting form or our student management system. We keep a secure copy of the notification, in line with the Privacy Act 2020 and the Official Information Act 1982.
- The principal reports the use of physical restraint and analysis of physical restraint trends to the board.

If the principal considers that use of physical restraint was unjustified, they are responsible for following up with the board and subsequent reporting to the Teaching Council.

Recording and monitoring physical restraint

Royal Oak Primary School monitors our use of physical restraint, and complies with record keeping requirements. We keep written records of every instance of physical restraint of a student. We keep records for a minimum of 10 years from the date of last action (Rule 7).

We take reasonable steps to ensure that any student who has been physically restrained and any staff member who has used physical restraint has their physical and psychological wellbeing monitored, so that appropriate support can be provided if there are adverse effects from the use of physical restraint.

We check for trends by monitoring and analysing records, particularly the increased use of physical restraint. If the trend shows increased use, we consider how to minimise use of restraint (Rule 10).

Reporting physical restraint

Staff involved in an incident of physical restraint complete an incident report. The incident report and any other required information is submitted to the Ministry of Education through the Community Portal. We keep a copy of the physical restraint incident report in the student file and provide a copy to parents/caregivers of the student (Rule 11).

Staff training and support

The board is responsible for ensuring (Rule 12):

- from 7 February 2024, teachers and authorised staff members have completed the online learning module about the physical restraint guidelines (Aramai He Tētēkura)
- from 7 February 2025, teachers and authorised staff members are supported and trained in identifying stress triggers, understanding unmet needs, and preventing, minimising, and responding to student distress
- teachers with a high likelihood of needing to use physical restraint are trained in appropriate physical holds by accredited physical restraint practitioners
- every authorised staff member (who is not a teacher) has been trained in appropriate physical holds by accredited physical restraint practitioners before their authorisation.

38)

Phones Away for the Day

Scope:

The Government cites international research that indicates some key challenges with cellphones at school such as being a major distraction for learners. The rules are designed to ensure that the learning of all is maximised while minimising any potential for distraction and cyberbullying.

The approach for “away for the day”, means cell phones either do not come with the learner to school at all or are away and unseen for the day.

Expectations and Limitations:

- We do not allow the use of cellphones during the school day (8:50am to 3pm on Monday to Friday). This applies to all learners.
- Learners are expected to hand their phones into the office on arrival at school.
- Learners may pick their phones up from the office at 3pm when school closes.
- If there is an urgent need for communication that cannot wait until the end of the school day, learners and whānau can make contact through the school office and we can ensure that messages are passed on via the office.
- If learners do bring cellphones to the school grounds, they do so at their own risk. The school is not responsible for any loss or damage caused to any cellphone.
- If a learner fails to hand their phone in on arrival at school and uses their cell phone or takes it out of their bag during the school day, either in class or during break times, their phone will be taken to the office for the rest of the school day. The learner will be able to collect their phone from the office at the end of the day.
- Pastoral staff will make contact with parents and whānau about the phone use.