

9) Sun Safety

In order to ensure children play safely in the ultra violet rays of the sun please follow these procedures.

- Children must wear hats when outside during class and break times in terms one and four.
- Staff must ensure children without hats play only in the shade when outside in terms one and four. This is compulsory.
- All staff and students are to wear suitable clothing at high sun exposure times. It is the parents' responsibility to apply sunscreen to their child or send sunscreen that their child can apply themselves.
- Sports events during Terms one and four should be scheduled before 11am where possible, or alternatively shade provided.
- Hats must not be shared and must be kept in school bags.

10) Custodial Matters

In order to ensure the school responds appropriately to custodial matters please follow these procedures.

- Any matters of this nature that are discussed with class teachers must be reported in confidence to the Principal.
- Confidentiality must be maintained at all times.
- Where there is split custody, all written documentation such as reports and newsletters, will be available to both parents.
- Impartiality with both parties must be maintained.
- The Principal must have knowledge of all legal dealings and dealings with outside agencies.
- The emotional well-being of the child must be paramount.
- The relevant staff will be made aware of parents who are subject to a court order prohibiting access during school or pick up after school. Police and or security may be called for support if necessary.
- Official / legal documents are filed in the Principal's office.

11) Out of Class Supervision

In order to ensure children are safely supervised when they are outside the classroom, please follow these procedures.

- Train children to walk quietly around the school. (Refer to Positive Behaviour guidelines)
- Ensure that children know and understand how they should behave when outside their classroom e.g. at a school assembly.
- Praise children for appropriate behaviour.
- Monitor all children to ensure their safety when working outside the classroom. Set clear expectations for children working independently around the school.
- Be aware of any hazards that could present a risk when moving from place to place in the school or local environment.
- Follow set positive play procedures when supervising children in the playground.
- Follow Positive Relationship procedures (matrices) when outside of the classroom.

12) Risk Analysis for EOTC

In order to ensure children are kept as safe as possible while taking part in EOTC, please follow these procedures.

- All EOTC must be planned in advance at the team level and be documented in both year and term overviews.
- A Risk Analysis Matrix (RAM) must be completed in full consultation at team level at least one week prior to the EOTC and signed by the Principal and for each event when risk is a possibility.
- The signed RAM must be discussed with the children and parents before the EOTC takes place.
- Before the RAM is completed, new venues should be visited by the Team Leader/ Senior Manager (or organising teacher) and assessed for suitability and associated risk.
- Consideration should be given to using trained instructors as appropriate.
- EOTC where children are in water must have a 1:4 child / adult ratio.
- EOTC where children are near or on water must have a 1:4 ratio.
- Overnight EOTC or bush walks must have a 1:6 ratio.
- All other EOTC must have a 1:8 ratio.
- A medical kit and cell phone must be taken for all EOTC.
- Ensure adult supervision (parents) are not also risks to themselves or others.
- Have a clear idea of student medical history – take any special medications required.
- All overnight EOTC parent helpers will be police vetted.

EOTC / Trip Checklist / Visiting Shows ✓

Teacher in charge:	Class/es involved:		
Destination:	Date of trip:		
TASK	Yes	No	N/A
Booking confirmed, pricing confirmed			
Bus quotes organised via Louise and bookings confirmed			
Office advised of cost to children so activity can be loaded for receipting purposes and payment lists created for office book			
Date added to school calendar – advise Principal			
Parent letter approved by Principal and copied			
Letter /permission slips sent home and received back. Follow up on slips not returned			
Confirm parent help either by letter or phone			
Previsit to venue by teachers involved (as appropriate)			
RAM completed, printed, signed and submitted for approval by Principal at least one week prior to event			
Parent information sheet compiled and distributed along with RAMS			
Copy maps of route to trip destination (if applicable)			
Trip meeting organised / training for parent helpers (if applicable)			
Motor vehicle disclaimer form completed by parents transporting children			
Children prepared for outing / RAM information shared			
Cheques requisition form completed at least 3 days prior to date required (to Nemia)			
Inform teacher aides / RTLBs / Lewis Eady etc (anyone who is scheduled to work with children on trip day)			
Arrange timetable swaps if you have library, music, Te Reo, or similar scheduled			
Arrange duty swaps if applicable			
First aid kit ordered before the day– any special medications required noted			
Children grouped with parent helper – list compiled			
Prepare materials required for children (pencils, worksheets etc)			
Collect labels for children (supplied by Louise)			
Leave a completed Trip Helpers List at School Office on day of trip			
Marking of roll and cross checking late children before leaving on trip			
Mobile phone charged – have numbers of other teachers on trip keyed into phone			
After the event inform Louise of any children who did not attend so the charge against their name is deleted			

Please share this completed checklist with your team leader and/or Senior Manager

13) Pastoral Care

In order to ensure all stakeholders involved with Royal Oak Primary School are treated with appropriate consideration and care please follow these procedures.

- Respect for confidentiality must be maintained at all times.
- As appropriate, when a community (staff, parent or caregiver) member makes it known that he/she is unwell or unhappy, the matter should be discussed in confidence with the Principal.
- Support for staff who are new to the school is a whole staff responsibility, with mentors assigned as appropriate by the Principal.
- Children who are new to the school should be supported by class “buddies” and carefully monitored until the teacher is certain he/she is fully integrated into the school.
- Parents who are new to the school will be invited to a special orientation meeting with Senior Managers.
- A caring, friendly and respectful school climate should be continually maintained.

14) Protected Disclosures

In order to protect staff raising allegations of serious wrongdoing within Royal Oak Primary School please follow these procedures:

- Staff members who declare a serious wrongdoing has occurred will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure in compliance with the Protected Disclosures Act 2000.
- Staff members should submit the disclosure in writing to the Principal (or Board Presiding Member if the Principal is implicated in the matter).
- The written disclosure should contain the nature of the wrongdoing, the name/s of those involved, surrounding facts including details relating to the time and/or place of the wrongdoing (if applicable).
- Within 20 working days of receipt of the disclosure the Principal (or Board Presiding Member) will examine seriously the allegations of wrongdoing and determine whether a full investigation is required.
- All disclosures will be treated with utmost confidence.
- The identity of the disclosing person will be protected to the best of the ability of those involved with the investigation.
- At the conclusion of an investigation a report will be prepared by the Principal (or Board Presiding Member) with recommendations for action if appropriate and sent to those involved.
- A disclosure may be made to an appropriate authority if the Principal or Board Presiding Member is involved in the wrongdoing, or in urgent or exceptional circumstances, or if there has been no action within the 20 working day timeframe.

15) **Visitors to the School**

In order to ensure the safety of visitors to the school please follow these procedures:

- All visitors to the school must sign in at the office on arrival, collect and wear a visitor's badge whilst in the school grounds and sign out by scanning their badge when departing.
- Visitors must be accompanied by a staff member while in the school grounds – or – visitors must advise administration staff of their intended location within the school.
- Staff must ensure visitors have followed above procedures.
- Any contractors or their employees will be responsible for ensuring their site is always safe for those at school during work being undertaken, including when they vacate the site.
- Contractors must confirm they have an occupational health and safety policy or statement and must comply with relevant legislation.
- Contractors and their employees must report all incidents/accidents including hazards to the Principal or his/her representative.
- All visitors must be free of the influence of drugs and alcohol and must comply with the Smoke Free/Vape Free environment.
- Staff are empowered to ask any visitor to leave the school grounds should he or she not comply with these procedures. (Police and/or security may be called for support).
- When staff consider there is intimidating behaviour by a visitor/parent the visitor/parent will be asked to leave the school grounds and a meeting with the Principal arranged.
- If a visitor/parent refuses to leave the school grounds the police will be called.

16) Consultation Regarding Health Curriculum

In order to ensure that community needs in the area of health curriculum are met please follow these procedures:

- Consult with the community every two years with regards to the health topics covered by the school.
- Consult with and inform the community when sexuality and puberty topics are discussed in Year 6.
- Provide an 'opt in' option for the sexuality and puberty talks in Year 6