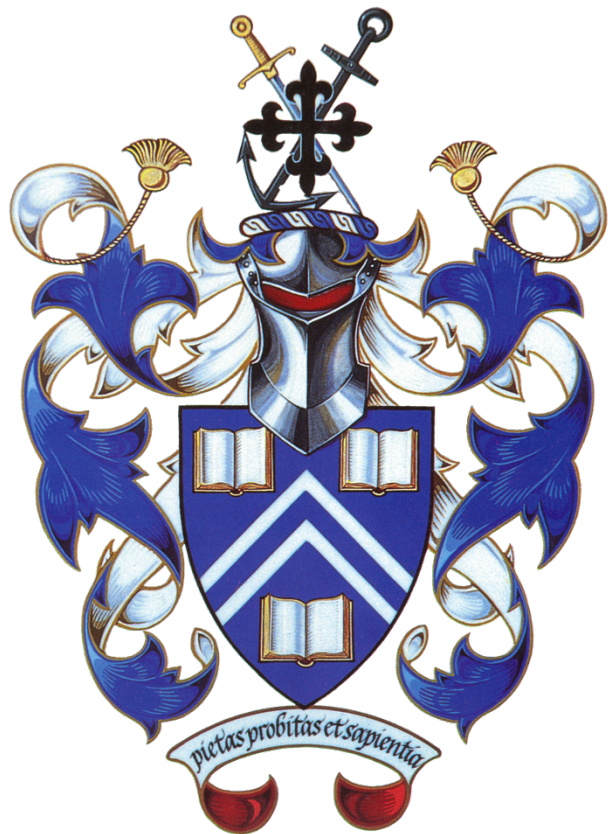


# Nelson College

## Health & Safety Policies

# DRAFT



These policies relate to all health and safety matters at Nelson College.

Unless otherwise stated, all personnel policies will be reviewed triennially by the Nelson College Board as part of its work plan / self-review.

Some policies may be updated from time to time as school circumstances or Ministry of Education regulations or legislation requires.

Signed: \_\_\_\_\_  
*Chair, Nelson College Board*

Date: \_\_\_\_\_

#### Supporting Documents

- Education and Training Act (2020)
- Guidelines for Registered Schools in New Zealand on the Use of Physical Restraint
- National Administration Guidelines ([www.education.govt.nz](http://www.education.govt.nz))
- The New Zealand Curriculum
- PPTA Secondary Teachers Collective Agreement (2019 – 2022)
- NZEI Support Staff in Schools Collective Agreement (2019 – 2022)
- Teaching Council – Standards for the Profession, Code of Conduct, Tataiako
- Nelson College Board (Annual) Delegations of Authority
- Nelson College Annual Report (School Charter)
- Nelson College Health & Safety Procedures
- Nelson College Staff Manual
- Nelson College Annual Goals
- College Newsletter



# Health and Safety Policies

*Date Reviewed: May 2022*

*Next Review Date: 2025*

Nelson College will:

- a) provide a safe physical and emotional environment for students;
- b) promote healthy food and nutrition for all students; and
- c) comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

Student and staff wellbeing is at the heart of these policies. Inclusive practices and a safe physical and emotional environment are foundational at Nelson College.

Nelson College meets its regulatory and legal health and safety obligations through the implementation of the policies listed below.

The Board monitors the implementation of these policies through the Tumuaki's reports on:

1. general staff and student wellbeing
2. health and safety reports
3. stand-downs and suspensions reports

## **Policy Statements**

### **Behaviour Management**

Nelson College has clear expectations of student behaviour and will apply practices that reinforce these expectations in a positive and supportive manner to maximise all students' learning. Appropriate procedures will be implemented by the Tumuaki and the Board regarding serious breaches of student behaviour.

All students at the college will be treated fairly, equitably and with dignity which respects the rights of the individual in accordance with the Human Rights Act (1994).

### **Bullying and Harassment**

The college will ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place. Complaints of bullying or harassment will be taken seriously and dealt with appropriately.

### **Child Protection (Vulnerable Children – Abuse or Neglect)**

The college is committed to child protection and recognises the need for appropriate procedures to safeguard their physical and emotional safety, including the vetting of all staff. All reasonable steps will be taken by staff of the college to appropriately handle cases of suspected abuse or neglect and alert relevant agencies in accordance with the Vulnerable Children Act (2014).

### **Code of Conduct**

The college will ensure the Teaching Council Code of Conduct is implemented effectively by all staff at the college.

### **Communicable and Infectious Diseases**

The college recognises the need to provide a healthy and safe environment. Procedures must be in place so that the risks associated with blood-borne and air-borne viruses are managed, isolated and minimised.

### **Complaints**

The college will treat all instances of complaints responsibly and address them promptly, confidentially and impartially. The principle of natural justice will apply in all cases. The Complaints procedure will be available on the college website.

### **Crisis Management**

Nelson College will deal with crises appropriately and responsibly with full regard for the wellbeing and safety of students and staff. The best interests of those affected, families, caregivers and the community will be taken into account. The college will work with appropriate agencies to ensure the best outcomes.

## **Cyber Safety**

Nelson College will develop and maintain procedures to ensure that students and staff maintain a respectful environment online – free from harassment, intimidation, misuse of the internet and any other cause for personal harm including wrongful behaviours included in the Harmful Digital Communications Act (2015).

## **Education Outside the Classroom**

The college will ensure a risk analysis management system (RAMS) is in place and implemented, and that all EOTC trips are reviewed by a person at the appropriate level of authority before they occur.

## **Emergency Preparedness**

This covers emergency evacuations, lockdowns and pandemic planning. The college will have, implement and review emergency management plans, and be responsive to government guidelines and mandates that may arise in emergencies. The Tumuaki will advise the Board Chair of any emergency situations as soon as possible.

## **Extra Territoriality**

The college recognises the need to provide a safe environment for staff and students both within and beyond the school grounds. It reserves the right to take disciplinary action against students whose behaviour when outside the school grounds, but still considered under the jurisdiction of the college or representing the college, create health and safety concerns for students, staff or the wider community.

## **Food and Nutrition**

The college will promote healthy food and nutrition for all students as part of its responsibility to promote healthy lifestyles.

## **Health and Safety**

The Board is the PCBU of Nelson College and will provide a safe physical and emotional learning environment and comply with all legislative requirements as they relate to Health and Safety, including the Health and Safety at Work Act (2015).

The college will:

- know about work health and safety matters and keep up to date
- understand school operations (including boarding), and the hazards and risks generally associated with these operations
- develop and implement processes to eliminate, minimise or mitigate risk
- provide the PCBU with regular information about incidents, hazards and risks; and the college's response to those risks
- run a Health and Safety committee that meets regularly to review health and safety matters, and reports regularly to the Board via the Tumuaki.

The college will ensure all workers and other workers at the school take reasonable care to:

- cooperate with school health and safety procedures
- comply with the health and safety legislation and duties of workers
- ensure their own safety at work
- promote and contribute to a safety-conscious culture at the school

## **International Students**

Nelson College acknowledges the contribution of its international fee-paying students. These students are expected to adhere to all the college's policies and rules. Practices and procedures will be in place to ensure that they receive a quality education in a safe and secure environment in accordance with the Code of Practice for the pastoral care of international students.

## **Medical**

From time to time college staff may be required to administer medication to children. The college will administer medication only during normal college hours when it is either not possible or impracticable for a parent or caregiver to do so. Any medication must be administered by the college nurse following the college's and health professional's procedures. On EOTC trips a staff member will be delegated responsibility for administering medication.

The college will keep health information about students where it is relevant to their being able to attend and study at the college, and will share this information with staff as appropriate. All information will be kept secure and confidential.

## **Parental Access**

At Nelson College access to students by parents, caregivers and the public during school time will be available with Senior Leadership approval. The college will comply with all Court and Police Protection Orders to ensure student physical and emotional wellbeing.

## **Physical Restraint**

Physical restraint is a serious intervention. School teachers and authorised staff members may use physical restraint in situations where the teacher or staff member believes that the safety of the student or any other person is at serious and imminent risk, and the restraint used is reasonable and proportionate in the circumstances. The school will follow MOE guidelines with regard to physical restraint.

## **School Uniform**

At Nelson College students attending college, travelling to and from college and attending any college function must wear the full, correct and tidy Board approved uniform. Students are required to maintain a high standard of dress and grooming.

## **Search and Seizure**

Nelson College will protect the educational needs, welfare, safety and security of students. In cases where search and seizure is appropriate, this will be carried out in accordance with legal requirements.

## **Student Safety**

Nelson College will have in place procedures to protect the well-being of students who may be at risk of harming themselves or who may be experiencing negative mental health.

## **Substance Abuse**

Nelson College is a smoke, vaping (e-cigarettes), drug and alcohol free environment. (Alcohol may be served to adults at functions with advance approval from the Tumuaki).