



5.1 SCHOOL POLICY - Health and Safety Policy

*This policy has been developed in conjunction with the Health and Safety at Work Act 2015.*

## Purpose

The board of trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

## Objectives

The board of trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:

- making health and safety a key part of our role
- working with our workers to improve the health and safety system at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner.

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

### **Others in the workplace**

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

***Procedures relating to the following areas have been developed to support this policy. It is intended that these procedures will be followed to achieve policy outcome and should be reviewed alongside the policy.***

***Health and safety is everyone's responsibility.***

### **Effectiveness Review**

1. This policy will be reviewed every three years in accordance with the Board's self-review timetable.
2. The review will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members.  
Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Date:

Signed  
Board Chair:

**Review schedule Triennial**

The following procedures should be implemented in accordance with this policy:

5:1 First Aid and Sickness

5:2 Medical Information and Medical Administration

5:3 Administering of Medications

5:4 Communicable / Infectious Diseases

5.5 Alcohol and Drugs

5.6 Student Attendance

5.7 Guidance and Pastoral Team

5.8 Equity

5.9 Physical Environment - *Health and Safety to do (H&S team)*

5.10 Crisis/Disaster Management

5.11 Emergency and Evacuation

5.12 Food and Nutrition

5.13 Education outside the Classroom (Tracy/Tom)

5.14 Smoke Free

5.15 Student welfare and behavior

5.16 Sexual Harassment

5.17 Sexual and Physical Abuse

5.18 Search, Surrender and Retention

5.19 BYOD Network Guidelines

5.20 Visitors to the School

5.21 Subject to Court Order

5.22 Reporting Health and Safety Concerns



**SCHOOL PROCEDURE - 5:1 First Aid and Sickness**

Through the provision of our Health and Safety Policy, students and staff have the provision of trained first aid staff and sickness procedures to ensure effective management of any first aid or sickness in the school.

1. A minimum of two staff are trained and designated to deal with first aid in the office administration area of the College.
2. A first aid refresher course is made available for all staff and a register of current first aid certificates is held in the office and on e-staffroom. Link to first aiders in College. (<https://docs.google.com/spreadsheets/d/1-Nq1nrwRukVqJRbOArg5PHpbtKUEX3JjVxfJ0j5yTFs/edit#gid=0>)
3. The College is to provide an adequate medical room for use by the College Community.
4. First aid facilities are accessible during College functions and events.
5. In the event of a student becoming ill or receiving a minor injury during the school day the student should be sent to the College office, along with another student if there is a risk of the student needing further support on the way. There is a flow chart on e-staffroom for staff to follow procedure for first injury and filling in of accident reports or near misses. (<https://docs.google.com/document/d/1dDIOG1jcfLM2bxvVD-QZxe829X6dmCcXEvS1jDiGFQ8/edit>) The office receptionist will appraise the seriousness of the student's illness erring on the side of caution. Possible actions are:
  - Office trained first aider will discuss the illness / injury with the student
  - Monitor the student for a short period of time at the College office area and / or sick bay and administer medication if necessary and as detailed below.
  - Contact the student's parent/caregiver or emergency contact and advise them of the situation, requiring them to attend the student or to make them aware. In the case of Boarders the Director of Boarding will be contacted.
  - If a caregiver or next of kin is not contactable, first aid measures are decided by first aider and Leadership team are consulted and informed of next step.
6. Concussive injuries. If the student is suspected of having received a concussive injury the office shall notify a member of the Leadership team. Details of how the injury occurred will be recorded in the Accident / Injury Book (<https://drive.google.com/file/d/0BzfW6jT4EUBHUE10YXFBUzg3YWw/view>) and on KAMAR and the student's parent/caregiver contacted, informed of the situation and advised to collect the student. KAMAR recording are made under Nurse heading
7. Suspected serious injury. The student should not be moved and the College office notified immediately. A staff member trained in first aid will attend to the student and an ambulance called by the office if assessed as required. Any assessment should

err on the side of caution. A member of the Senior Leadership team should be contacted and the student's parent/caregiver contacted and briefed on the situation.

8. In the event of the student requiring support being a high health needs student, their Medical action plan will be followed as planned for. Medical action plans are held on KAMAR file and as paper copies in the office and these students are listed on our Special Medical Register on E-staffroom, and KAMAR alert.

**Reviewed June 2017**



## Garin College - NAG 5 Health and Safety NAG 5

### **SCHOOL PROCEDURE** - 5:2 Medical Information and Medical Administration

Through the provision of our Health and Safety Policy, medical information is sought and updated and systems are in place to ensure effective medication administration.

1. Parents are to be invited twice a year (through newsletter or on enrolment) to provide confidential medical information relating to their child(ren). This information is kept confidential, secured in a confidential file in KAMAR and accessible only to staff members who require access to this information to do their job. A medical / first aid register powerpoint is maintained by the SENCO and is available to staff on e-staff room. The register is updated as new information is supplied and staff are updated. All staff are briefed on First Aid at the start of the year and updated in staff briefing if a change occurs.
2. Students are responsible for self-administering prescribed medications. If a parent supplies medication, administration forms are filled in and signed at the school office before medication will be administered.
3. Supplies of an approved analgesic (paracetamol, ibuprofen) are kept at the College office and may be provided to students by office staff if the student has permission on KAMAR for taking analgesic (paracetamol, ibuprofen) on their medical details. All dispensed medication is to be recorded on KAMAR (Nurse) register and the time it was given. Any concerns about the frequency of medication use are to be passed on to the parent/caregiver by office staff.
4. An external provider is contracted annually to check and stock all medical room supplies and first aid kits. In between, used items are replaced with like products by our first aid trained office staff.
5. The school holds two epipens in case of emergency. Office staff ensure the validity of expiry dates and replenish on a cyclical basis. The aim is to have an epipen on trips and the other so available within school at all times. Expiry dates are calendared.
6. The first aid cabinet holds ventolin as supplied annually by the Asthma Society in terms of a prescription and office staff fill the prescription and hold at school for use in emergency or when a student does not have their inhaler at school.

**Review June 2017**



## Garin College - NAG 5 Health and Safety NAG 5

### SCHOOL PROCEDURE - 5:3 Administering of Medications

#### **Rationale**

Medication given at school will be administered according to the Guidelines below. The dispensing of medication needs to be under strict controlled conditions to ensure the safety of the child and staff.

#### **Objectives**

To protect students requiring medicine and adults administering medication at school.

To ensure safe storage and administration of medicine at school.

To ensure written parental consent and correct instructions for administration of medicine at School.

#### **Guidelines**

1. Caregivers are to communicate with the Office or pastoral AP if medicine needs to be given at school.
2. Needs for long term medication will be discussed fully by the Office Administrator, responsible staff member and parent/caregiver of the child.
3. The Public Health Nurse will act as a resource person as required with regard to administration of medication at school.
4. Medicines must be in their original containers, labelled with the child's name and dose to be given.
5. Caregivers must complete and sign a consent form requesting administration of medicine at school. Where medication is to be administered during school hours, written authorisation from the child's doctor must be attached. (This can be in form of the prescription label on the medication bottle or packet with doctors name, medication and dosage.)The school may act as an agent on behalf of the parent/caregiver. Consent forms will be held on Official School File.
6. Medicine will be stored in a safe place in the Main Administration Office Medical Room and be dispensed by the Office Administrator or delegated member of staff.
7. Medication given at school will be recorded and signed for on the consent form by the responsible staff member.
8. Medication will not be administered without consent except in emergency situations for children on known medications; for example, Asthma attack that requires a broncho-dilator such as Ventolin, Bee stings where immediate medication is required, EpiPen for anaphylaxis.
9. A list of photographs of students with specific medication requirements will be kept in HIGH HEALTH REGISTER on E- Staffroom and a Hard copy in Main Administration Office

#### **Conclusion**

The health and safety of children and staff will be paramount with regard to administering medicine at school or on field trips.

John Maguire

Lisa Dunn







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**SCHOOL PROCEDURE - 5:4 Communicable / Infectious Diseases**

Through the provision of our Health and Safety Policy, students and staff are advised on health care routines for communicable and Infectious Diseases

**COMMUNICABLE/INFECTIOUS DISEASES**

1. Education on communicable/infectious diseases will be provided through the College Health programme and from available Health Promotion opportunities.
2. Staff and parents will be consulted on the Health programme.
3. The College will follow the specific guidelines supplied by relevant authorities in dealing with blood and other body substance spills.
4. Students and staff should not attend College if they have a communicable disease. Boarders who are ill should be required to be treated at home if possible.
5. Parents/Caregivers will be informed in writing of any significant outbreak of a communicable, notifiable disease and the action to be taken by the College or Parent/Caregiver. It is the responsibility of the College to ensure that the relevant health authorities are notified where required and along with those authorities, co-ordinate the subsequent response.

**Reviewed June 2017**



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**SCHOOL PROCEDURE - 5.5 Alcohol and Drugs**

**RATIONALE:**

**The College presents clear and appropriate messages to students, parents and staff around the use and/or misuse of drugs and alcohol. The College maintains a safe, drug free environment for its students.**

- a) It is prohibited for students to be in possession of and/or consume alcohol, tobacco, other drugs or harmful or illegal substances at the College, while travelling to and from the College, on College related activities, or when wearing College uniform. Staff/parents involved in College events/trips are not to consume alcohol in the presence of the students nor when they are responsible for the welfare of the students.
- b) Alcohol is not to be offered to students as prizes at College functions or sold to students for the purpose of raising funds.
- c) Programmes of education are offered as part of the College curriculum in the use and abuse of harmful and illegal substances.
- d) Drug and Alcohol Support programmes are offered to students who have been identified as being 'at risk' as a result of their use/misuse of harmful and illegal substances.
- e) If the College, through the ELT, has reasonable grounds to suspect that a student has alcohol or drugs in their possession it retains the right to search their possessions as per the procedure on Search and Retention.



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### SCHOOL PROCEDURE - 5.6 Student Attendance

**Rationale:** Students are expected to attend all classes unless there is a clearly defined explanation or alternative that has been approved by the College. Being “present” is a prerequisite for engagement in learning and assessment.

In order to assist parents in ensuring their child attends school parents need to be supported by the College as follows:

- Informed in a timely manner if their child’s attendance is of concern
- Involved by College in dealing with any attendance concerns involving their child

Apart from the above, the College is also legally required to keep an accurate and up to date attendance record of our students and to follow-up non-attendance. It is also the College’s role to maintain a positive and modern learning environment that meets the needs of individual students who will, therefore, be more likely to want to attend.

#### **Entry**

1. Garin College uses the software ‘Kamar’ to monitor and record its students attendances/absences. The system is available to staff via the school network and is generally accessed through individually issued staff laptops or through the kamar app on cell phones.
2. Staff must record attendance during whānau time or assembly time at the start of the day.
3. Staff must also record student attendance at the start of each period or as soon as practical during the period. This must be a verbal roll to ensure accuracy. If a student comes late to class, and it would interrupt the lesson to mark the attendance at that point, the teacher should complete the attendance before the end of the day but it must be changed to an L.
4. Entry codes for absences are explained on the Kamar system. Please familiarise yourself with the appropriate codes and their usage. (see below)

#### **Follow up**

5. Whānau teachers are asked to **monitor all absence incidences** among their respective Whānau class. This is done by simply clicking back to the previous day’s roll and looking for any “?” which means unexplained absences. Once the student returns to school, whānau teachers should ask them to explain the absence and this must be supported by a note/email/or phone call from parents or other staff. Whānau teachers update the attendance register on KAMAR as responses and/or documentation comes in. This documentation is passed onto the office staff weekly.
6. Students whose parents ring in absences will have codes changed by office staff.

7. Office staff will follow up start of day absences only after whānau time with a phone call home and update KAMAR during period 1.
8. Class teachers are asked to monitor absences in their classes and in the first instance seek explanation. Pass on any on-going absences or anomalies onto the appropriate whānau teacher who will follow up as in 5 above.
9. Unsatisfactory outcomes (explanation not provided within 3 days, or persistent, ongoing absences) noted by the whānau teacher will be referred to the year level dean with a printout of the relevant period. The year level dean will get in touch with home requesting an explanation for an apparent unexplained **absence trend**.
10. AP/DP follow up:
  - a. If there is no satisfactory explanation, then a refer to the AP/DP. Discuss reasons for non-attendance with student. Refer to Social Worker if appropriate. Social Worker may approach individual subject teachers, whānau teacher or year level dean if underlying issues lie in classes, or refer on if there are deeper concerns
  - b. If attendance still an issue, ring home, explain importance of school attendance, MOE priority on attendance, that non-attendance must be notified to truancy officer, under threshold of 90% attendance
  - c. If 90% attendance is not achieved promptly, refer to truancy officer and activate standard series of letters home which will warn of prosecution.
  - d. Final step: consult with principal and truancy officer over when it is time to prosecute

**NOTE:**

The MoE attendance service is required to work with students between 6 – 16 years of age, however, they may work with students outside of this. They would work on other cases outside of this age limit on a case by case basis.

If a student has enrolled at a school, even though they are older than 16, the expectation is that the student would attend 100% as is the expectation at any school. They are in breach of the school rules and should be dealt with as such.

**Additional Information**

11. Hostel students: Hostel students are not allowed to leave the school campus at any stage during the school day. Permission to return to the hostel for any reason must firstly be granted by the Director Boarding or Hostel supervisor who can confirm if staff are on duty there; and secondly approved by the Deputy Principal.
12. Hostel students with permission from the Director Boarding, may at the request of their parents, leave school early on Fridays if they require public transport to get home. This will be marked as E on the roll.
13. Study students in the back of senior classes: These students are accountable for using their study time wisely. They are expected to remain in your class under your direct supervision. Individuals in year 13, can apply to the Year 13 Dean to have “independent study”. This privilege allows Yr 13 to study on the school site in a location of their choice when available, or to study off site in certain cases.
14. Students signing out for appointments must bring a note or a signed appointment card from home.

15. Advance requests for time out of school to attend family events, go on holiday etc (ie not medical, not justified) of more than 1 day duration refer to Principal. (You are not required to provide work or collect work from subject teachers, for students who absent themselves from school).

Class teacher codes to use:		Additional Whānau teacher codes to use:	
Code	KAMAR reason	Code	KAMAR reason
?	absent/ unknown reason	E	Explained absences-unjustified (eg haircut, work)
*	Present in class	J	Justified explanation (Wedding, funeral)
L	Late to class	T	truant - no explanation
Possible additional Whānau teacher codes to use:		Office staff or ELT only	
S	sick bay	F	attending off site course/ class eg 1 day hairdressing
D	Doctor /Dentist	R	removed from class temporary
I	internal school appointment	X	exam leave
N	School based activity (eg gate day on site, music lessons)	H	health school
Q	School trip/ camp	U	Temporarily withdraw/ stand down
M	short term Illness/Medical	Z	Trades or Gateway

### Lateness

1. Students are expected to be on time for all classes and whānau.
2. Students arriving after the start of whānau or class **must sign in at the office** and are marked as "L" for late. If they arrive in your class and have been marked with ? in the previous periods they require a late slip. If they do not have a late slip, they have not signed in at the office and must be sent back immediately to sign in. No student should be accepted into the period 1 class unless they can present a late slip.
3. Spirit of Garin Awards may be awarded for constant promptness to whānau time.
4. Caregivers of students not at school when the roll is taken for whānau or assembly, will be contacted by the office.
5. The following day verbally follow up on the reasons for the lateness
6. **Patterns** of lateness eg 2-3 days in sequence, or cumulative per term, the teacher should notify the year level dean. **NOTE: A pattern of parents dropping students off late is an unsatisfactory pattern and should be referred.**

Reviewed July 2017



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**Rationale:**

1. The presence of a Guidance and Pastoral Network within Garin College supports the College Special Character and Charter Goals by recognizing the dignity and worth of the individual and his/her rights to personal help when required. The College offers a confidential student centered service, individual and family counselling, staff support and networking and guidance related programmes which support the college's general goal of developing the intellectual, spiritual, social, moral, aesthetic, emotional, recreational and cultural growth of the students.

**2. The College Guidance and Pastoral Network:**

- a) assists the College to fulfil its aims of fostering the personal, spiritual, social and intellectual development of students.
- b) provides consultation and networking with the Principal, Executive Leadership Team, DRS, Chaplain, Deans, Whānau Teachers and other staff for the betterment of the welfare of the college population.
- c) provides a link between the college and families, helping agencies, community resource people and contributing schools.
- d) provides a professional counselling service demonstrating trust and confidentiality based on the New Zealand Association of Counselling Code of Ethics and also taking into account the Special Character of the College.
- e) actively promotes positive life skills.

3. The Guidance and Pastoral network is available to students who wish to work on their personal problems. Student contact also includes life skills and leadership programmes, peer support and transition programmes where appropriate.

4. Regular meetings of Deans, guidance and pastoral staff, SENCo and the Assistant Principal - Pastoral Care are held. Concerns regarding individual students as well as broader issues relating to students are discussed and action to be taken is decided. The Guidance and Pastoral team is involved in staff training as required and participates in all appropriate meetings – Staff, HOD, Deans, Parents etc. The Assistant Principal - Pastoral Care is responsible for coordinating the Guidance and Pastoral team.

5. The Guidance and Pastoral Team liaise with families and outside agencies as appropriate and, with the Year 9 Dean, is available to visit contributing schools in the fourth term.

6. The Counsellor/Social Worker have regular professional supervision as is required by the NZAC. Casework is discussed confidentially with a professionally competent person, reviewing and evaluating progress of cases and the quality of the intervention. The Social Workers and Counsellor consults with the Assistant Principal - Pastoral Care and the Principal regularly. The confidentiality of the individual client is respected unless there are extreme circumstances (refer abuse procedures).

7. The Social Worker is available to students facing serious disciplinary procedures, and their families. Families in this situation will be informed of this availability.

8. Parents or caregivers are welcome to discuss concerns regarding issues relating to students for whom they are responsible, with the Social Worker.

**Reviewed July 2017**



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**SCHOOL PROCEDURE - 5.8 Equity**

**Rationale:**

The College seeks to achieve equitable outcomes for students, irrespective of ethnicity, financial circumstances, background, ability or disability without bias.

1. Students who are disadvantaged are clearly identified. Teachers, and in particular Whānau Teachers, Deans, SENCo, the Social Worker and ELT are vigilant in identifying individual circumstances that might mean a student is disadvantaged. The College will take steps to redress the situation to the extent that its resources allow:

**a)** The Principal maintains a Financial Assistance budget which can be used to assist students who are in significant financial need. This assistance is limited to school-based areas such as provision of uniform, assistance with fares and the provision of meals .

**b)** The Principal can exempt a family from the payment of school fees and can further act to apply for exemption from full payment of CSBL Attendance Dues.

**c)** Students will be encouraged to participate in the full programme that the school offers. Support will be given where appropriate and reasonable.

**d)** Programmes and their delivery by staff will be non-sexist, non-racist, non-homophobic.

**e)** Resources in the College are systematically allocated on the basis of student need.

**f)** The multi-cultural nature of the school will be recognised and students will be given the opportunity to express their culture in an appropriate form.

**g)** College practices and procedures will demonstrate that the school supports equally the gender, culture, lifestyle and abilities of all students and staff.

**h)** Students at all levels of ability are provided with an equitable educational experience.

**Reviewed July 2017**





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**SCHOOL PROCEDURE - 5.9 Physical Environment**

? Health and Safety Committee

**1. The Onsite Caretaker and Director of Finance and Property are responsible for:**

**a)** Identifying potential hazards, dealing and recording any that may occur with the date and hazard identified. The register is to be kept by the Onsite Caretaker and includes. the date the hazard is identified. the nature of the hazard. interim action to reduce the hazard planned action where the hazard cannot be rectified.

**b)** The Swimming Pool and chemicals associated with it

**c)** Informing any workmen of the hazards within the school and making sure that any workman sign on the register.

**d)** Maintain a Building Warrant of Fitness book e) Where a "significant hazard" is identified the Onsite Caretaker and Rector are to take all practical steps to eliminate it. If the hazard cannot be eliminated then all possible steps must be taken to protect people from the hazard.

. Hazard Notification Advice a) Where the College cannot meet the requirements of the Act or there is a potential hazard that cannot be remedied a "Hazard Notification Advice" is to be sent to the Ministry of Education's District Property Manager. b) The submission of a Hazard Notification Advice will provide indemnification from the Ministry of Education against fines imposed under the Act. c) If the College receives a complaint about health and safety immediate steps to investigate the complaint are to be taken. If the hazard cannot be rectified a Hazard Notification Advice should be issued to the Ministry of Education. 3.

Obligations of the College The College is obliged to ensure: a) All contractors working on the College site are to be advised of any hazards and reminded of their duty to report identified hazards. b) All students and employees of the College are to be appropriately trained in the safe use and storage of plant, equipment and hazardous material. c) All accidents are to be investigated and existing procedures reviewed. 4. Obligations of College Community The College Community has a responsibility to: a) Report damage to property, buildings, tools, plant and equipment. b) Perform work duties using safe work practices, c) Abide with all College Health and Safety procedures, d) Report all unsafe acts, practices and conditions. 5.

Environment Hazards Environment hazards are extensive and include but are not limited to; sanitary and hygiene, food and beverage supply, litter and rubbish, lighting, ventilation, heating, electrical safety, noise, Occupational Overuse Syndrome (OOS) and the effects of the sun.

Hazardous Material Only trained personnel may handle hazardous or dangerous chemical. Storage of hazardous materials will, at all times, be as per regulations. Students handling chemicals are to be supervised by staff trained in handling hazardous material.



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**SCHOOL PROCEDURE - 5.10 Crisis/Disaster Management**

The College has a crisis management team in place comprised of the College Principal and Executive Leadership team, the College Pastoral Network team and the College DRS and Chaplain. Other key staff e.g. Director of Boarding, Business Manager, Caretaker etc may be included in the team depending on the nature of the incident. All crisis management team members who are immediately available will convene as soon as possible in the event of a tragedy or crisis.

Depending on the crisis the Ministry of Education will be notified and advice sought and the MoE crisis team will be activated if required.

Subsequent actions will depend on the nature of the crisis but will include the following:

- a) The chair of the BoT will be advised as soon as practical of the crisis and kept updated.
- b) College staff understand that they are to refer all media interest and/or comment to the Principal.
- c) The emergency phone tree will be activated by the Principal if deemed necessary. [Link here](#)



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**SCHOOL PROCEDURE - 5.11 Emergency and Evacuation**

**Rationale: The College has plans and procedures for Emergencies that are clearly displayed, understood and practiced.**

The College is able to provide for the safety of its staff and students in the event of a major national/local disaster.

- a) Under the direction of the Deputy Principal emergency and evacuation procedures (refer disaster/ evacuation plan) will be practiced at least twice a year.
- b) The College has reasonable First Aid supplies stored on site which can be accessed in an emergency.
- c) The College maintains a physical database of all of its student's contact details and instructions in the event of a major disaster.

Refer to the Evacuation Procedure - E- staffroom [here](#)



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**SCHOOL PROCEDURE - 5.12 Food and Nutrition (Canteen)**

**Rationale:**

The school operates a school canteen to assist parents in providing healthy food alternatives to a home prepared lunch and to prevent the need for students to leave the school during the school day.

**Guidelines:**

The canteen exists as a service to supply students with healthy food at break times.

The canteen provides an opportunity for all students to be fed with healthy options on-site rather than accessing the local shops.

School rules will emphasise the importance of staying on-site until dismissed at the end of the day for all students except year 13.

The canteen endeavours to operate on a profit basis and should endeavour to meet its own costs. Margins for healthy food will be adjusted to encourage students to choose these options.

Parents will be encouraged not to send food to school that conflicts with the schools healthy food options through newsletters.

Students will not be allowed to leave the grounds to access takeaway food/drinks even with parent permission. With the exception of year 13 students who may walk to Zink and/or Raeward Fresh.

The canteen will continue to explore stock options through consulting students and School Leader promotions.

All food prepared or sold through the canteen must conform with local food by-laws and food handling regulations.

Staff who manage the canteen will be paid through the school payroll. Senior students may be engaged to assist with pressure times.

The stock of food available in the canteen will be reviewed regularly with canteen staff and other interested parties.

**Reviewed July 2017**



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**SCHOOL PROCEDURE - 5.13 Education Outside the Classroom**



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**SCHOOL PROCEDURE - 5.14 Smoke Free Environment**

**Rationale:**

**The College is required to comply with the Smoke-free Environment Amendment Act 2003.** In accordance with this legislation, staff and students are to be protected from exposure to tobacco smoke.

1. Smoking is not permitted within the College buildings or on the grounds at any time. This includes all forms of smoking and e-cigarettes. This applies to staff, students and visitors alike and at all times.
2. Students are not permitted to smoke at or while travelling to and from College or at any College-related activity.
3. Non-compliance with this smoke-free procedure shall be resolved using the normal disciplinary procedures commencing with a warning by ELT.
4. The Guidance Network Team will support students wishing to quit smoking, and because the programmes necessary to assist such students are outside their area of expertise, they will refer the students to the appropriate agencies

**Reviewed July 2017**



## Garin College - NAG 5 Health and Safety NAG 5

### SCHOOL PROCEDURE - 5.15 Student Welfare and Behaviour

#### Rationale:

The College seeks to maintain a safe, inclusive and supportive environment for its staff and student based on Gospel and Garin School Values as well as restorative principles.

#### Garin Values

- a) Generosity
- b) Aroha
- c) Rangimarie
- d) Integrity
- e) New Life

**a) 'Expectations'**. Clear and relevant goals and expectations are agreed with our College community. Students are encouraged to understand the reasons for these expectations and to learn to take responsibility for themselves in meeting them. Staff and students are allowed to make mistakes and see this as a chance to learn rather than a chance to judge or condemn, honouring our value of 'New Life.'

**b) Compassion.** We are focused on our students as individuals. We strive to respond to them on an individual basis. To do this we need to get to know them and recognise this is key to building strong positive relationships. We always try to understand what might be causing issues and work to address these issues on an individual basis rather than in applying a '1 rule fits all' approach. Honouring our value of 'Aroha.'

**c) Patience.** We 'walk along side of our students'. We encourage and support them to meet expectations and goals..." to be the best that they can be". We treat mistakes as an 'opportunity to learn.' Honouring our value of 'Rangimarie.'

**d) Dignity.** No member of the College community should be unsafe or feel threatened or scared or unwelcome. All students and staff are valued and treated with dignity and their differences celebrated. The rights of each individual – including the right to learn – are paramount.

#### 2. Managing Student Behaviour

**a) Talk about what the problem is:** This might take the form of a "chat" which allows a teacher and student to address a particular issue that is relatively minor (e.g. lateness, ill-

equipped, silly comments, off-task etc.) “Chats” may be very brief – 30 seconds – at the end of a lesson perhaps with a similar reminder at the start of the next lesson. They might be a 2-3 minute conversation at the start of a break. The idea is to address the issues one-one in a non-confrontational manner. We need to persevere with students (patient and quietly relentless). Often a student might require many “chats” or reminders to get them into line and keep them there. Teachers will record on KAMAR when necessary.

**b)** If there are repeat behaviours this requires a more formal situation, where the teacher and student will meet to address an issue. A teacher will require this when they need to:

- Address a student’s attitude or behaviour which is hindering the learning environment of the class and themselves **or**
- Literally catch-up on academic course work that the student has missed due to lateness, not doing homework or not being focused in class etc. The emphasis on this is a positive outcome for the student, the class and the teacher.

The reasons for any issues are addressed, appropriate behaviour/attitude agreed on and/or the student spends time attending to their academic work. Teachers will record this on KAMAR if necessary.

### **c) Referral**

In cases of persistent misbehaviour a referral should be made to the Dean: Year Level, Māori or International or one of the Executive Leaders.

### **d) Managing student behaviour in class**

It might be necessary to diffuse a situation by issuing a ‘think sheet’ to a student. Student and teacher discuss to a satisfactory conclusion.

If a satisfactory conclusion is not obtained then the ‘think sheet’ and referral is passed to ELT. A restorative meeting is set up between the student, teacher and ELT.

### **e) Serious Wrongdoing**

Issues around student and staff safety (e.g. violence, substance abuse, bullying), serious defiance or on-going disobedience need to be passed on directly to Deans, HODs and/or the ELT and are covered by other procedures detailed below. Any referring teacher will be notified of the outcome via KAMAR.

### **f) Restorative Practice**

Deans and/or ELT might decide that a student is causing enough harm to the College community or to the reputation of our community that they need to undertake some appropriate form of action in order to go some way to restoring the harm that is occurring. This may be done individually or in a group. It will be clear to the student why they have been required to undertake this action and the aim is not punitive but rather to provide an opportunity for the student to ‘make good’ and learn.

## **3. Serious/Dangerous Classroom Behaviour**

**Rationale:**



To provide an immediate response to a serious class-room incident and to ensure that actions are taken to restore a positive relationship between the student and those affected by their actions.

**1. Serious Classroom incidents would include the following:**

- Where a teacher feels that a student's actions are posing a serious and immediate health and safety risk to either them or the students under their care. For example fighting, acts of violence or physically threatening the teacher or another student
- Serious defiance or outright refusal to comply with reasonable requests
- Abuse of a teacher or another student
- Concern that the student is under the influence of alcohol and/or drugs

**a. Immediate Action**

The teacher should notify the main office immediately and an ELT member will be contacted and will arrive at the classroom and remove the offending student.

When a student has been identified as having severe behaviour a Crisis Behaviour and Management plan is in place and would be activated and follow the steps within to ensure student and staff safety at all times.

**b. Follow-up Actions**

- The offending student will be immediately interviewed/assessed by the member of the ELT: The student will NOT be sent back to the teacher's class but, depending on that assessment, might be sent to their next period etc.
- The member of the ELT will discuss the incident with the teacher as soon as is practically possible and follow-up actions will be decided upon.
- Follow-up actions will always include a meeting between the student and the teacher, with a member of the ELT present. The student will not be returned to that teacher's class until the meeting has occurred and restoration is established.
- After discussion with the teacher and the student other follow up actions might also include:
  - i. Meeting with the student's parents/caregivers (which may include the teacher)
  - ii. A referral of that student into the 'guidance system' which might include: the Social Worker, counselling, anger management, peer support
  - iii. A professional learning conversation with the teacher and HoF if there appears to be a learning issue involved. The HoF might then involve SENCo and/or the Specialist Classroom teacher and/or the Deputy Principal, if they deem it appropriate
  - iv. All actions will be documented in KAMAR by the member of the ELT Team. The teacher will always be kept informed of the actions being taken around that incident.
- Serious or repeat behaviours may activate the Suspension and Stand downs procedures according to section 14 of the Education Act 1989

**Reviewed July 2017**



**Rationale:**

**The College provides an environment for staff and students that is free from sexual harassment.**

**a)** The College will ensure students are aware of Guidance Network Team and the role they provide for students to ensure for safety and confidence of disclosing or reporting harassment.

**b)** A climate of trust is maintained within the College that encourages the individual to feel comfortable about sharing concerns with an appropriate person.

**c)** Staff and students are clear over how to make a complaint of sexual harassment. A staff member is nominated as the sexual harassment complaints person for staff.

**d)** In the event of a sexual harassment complaint being lodged, the Principal will be notified, and the complaint investigated by the sexual harassment complaints person.

**e)** The complainant will be required to document their complaint in writing. This may be done with the assistance of the sexual harassment complaints officer. The College, through the sexual harassment complaints officer: will respond to the complaint promptly and sensitively, provide support and general advice, give information on the courses of action which might be taken.

**f)** In all matters the principles of natural justice shall apply. In this respect the individual(s) accused of harassment will be informed of the complaint and provided with the written complaint. They will be given opportunity to respond before any action is taken. All parties will be informed of their rights and the support which can be called on.

**g)** If the complaint is found to have substance the matter will be referred to the BOT as an employment issue.

**Reviewed July, 2017**



**Garin College - NAG 5 Health and Safety  
NAG 5**

**SCHOOL PROCEDURE - 5.17 Sexual and Physical Abuse**

**Rationale:**

**The College is concerned in ensuring the safety/well-being of its students beyond the College's physical environment.**

1. The College adheres to legal requirements around reporting instances of serious abuse.

**a)** All staff are aware of indications of abuse through observed changes in students' behaviour, attendance, achievement and appearance. This is done through occasional staff meetings and through discussions at Deans meetings.

**b)** Where any form of physical/sexual abuse is suspected or is reported, the Assistant Principal - Pastoral Care and/or the Principal must be notified and kept updated. Depending on the situation, if the matter is suspected it will be investigated by the appropriate people on Staff to determine if a notification should take place. If a notification is made, this will be reported to an outside agency of support (Ministry for Vulnerable Children - Oranga Tamariki.) Students are to be made aware that there are situations where counsellor/social worker - student confidentiality may be overridden by the requirement to disclose information in circumstances of current abuse, personal safety or the safety of others.

**c)** Where abuse is confirmed the Principal will be informed and the Assistant Principal - Pastoral Care will liaise over the College's response. The purpose of this response is to assist the student and to ensure their safety. **This response might include:**

- Reporting to agencies which have statutory responsibility including Ministry for Vulnerable Children - Oranga Tamariki and the Police.
- Meetings with family/whānau as long as the student's safety is not compromised.
- Referral to specialist counselling services.

**2. Complaints against Staff involving Physical or Sexual Abuse**

a) refer complaints procedure

b) The Principal will inform the Chairperson of the Board of Trustees

c) The Principal will inform the staff member of the complaint and advise them to seek legal and/or union representation.

d) The staff member(s) will be suspended on full pay once an investigation has begun.

**Reviewed July 2017**



## Garin College - NAG 5 Health and Safety NAG 5

### **SCHOOL PROCEDURE - 5.18 Search, Surrender and Retention**

#### Searches, Surrender and Retention of Property

##### **Rationale**

Garin College Board of Trustees complies with all relevant legislation and regulations concerning requirements for the operation of the school.

The School endeavours to provide a safe physical and emotional environment for students and staff. Parents, students, staff and the public have a legitimate expectation that the school environment will be free from illegal and/or potentially harmful or injurious items against the school policies or rules.

In order to achieve this, the School may, in accordance with the Education Act 1989, conduct searches and seize property.

Students are protected under section 21 of the New Zealand Bill of Rights Act 1990 which provides that “everyone has the right to be secure against unreasonable search and seizure, whether of the person, property, correspondence or otherwise”. Therefore, all searches must be reasonable and necessary in order to maintain a safe environment.

##### **Purpose**

The purpose of this procedure is to:

- Provide a fair and dignified process.
- Provide the guidelines for searches, surrender and retention of property.

##### **Guidelines:**

- The Ministry of Education “Guidelines for the surrender and retention of property and searches’ (January 2014) shall be followed. [Guidelines for the surrender and retention of property and searches’ 2014 -](#)
- Where possible, Section 2 of the MOE Guidelines shall be reviewed prior to undertaking a search, surrender or retention of property.
- Searches are only permitted where there are reasonable grounds to believe that a particular student has an item that is harmful. Blanket searches and searches for non-harmful items are not permitted. It is unlawful to search a student’s person.
- Search and seizure will be carried out only by the Principal or Deputy Principal and a teaching staff member of the same gender as the student. Searches required during off-site activities, without access to the Principal or Deputy Principal need to be conducted at the teacher’s discretion, and with reference to the spirit of this policy.

##### **Retention and disposal:**

- All due care will be taken with items retained, but staff and the school cannot be liable for these items.

- The Act provides guidelines for when items seized may be disposed of. Items shall only be disposed of by the Principal. Note that this includes the deletion of seized items such as texts, videos or photos from electronic devices.

**Records:**

- In the event of any retention, the Principal shall be advised and will prepare a written record in accordance with 'Education (Surrender, Retention, and Search) Rules 2013', Rule 10.
- In the event of any search, the Board must be advised in writing at the next scheduled Board meeting. The report shall be in accordance with 'Education (Surrender, Retention, and Search) Rules 2013', Rule 11.
- Records shall be retained for a minimum of 7 years.

**Police involvement:**

- The Principal will determine if it is appropriate to contact the Police in case of any item seized or where Police or another agency involvement is required in relation to providing a safe physical and emotional environment.
- The School will not retain or destroy unlawful drugs, but hand these over immediately to the Police.

**Key considerations:**

- The New Zealand Bill of Rights Act 1990 prohibits unreasonable search and seizure.
- The Human Rights Act 1993 protects people from discrimination, including where a person is treated unfairly or less favourably than another person in similar circumstances because of age, race, colour or disability.
- Personal information may be involved or generated after the search or surrender of an item. The School's privacy procedures and the Privacy Act 1993 shall be followed.
- These procedures do not limit the School's rights to search any part of its own property (including digital property).
- The School's discipline and behaviour management practices shall also apply.
- This procedure does not limit staff's ability in emergency situations to take action in accordance with Sections 41 and 48 of the Crimes Act 1961.



## Garin College - NAG 5 Health and Safety NAG 5

### SCHOOL PROCEDURE - 5:19 BYOD Network Guidelines

#### **Rationale:**

**The College is concerned in ensuring the safety/well-being of its students learning in a BYOD environment.**

The following document is signed by all students enrolled in the College

### **Garin College “Bring Your Own Device” (B.Y.O.D.) and Network Guidelines**

#### **Purpose:**

Garin College uses technology as one way of enhancing the skills, knowledge and behaviours students will need as digitally connected and responsible citizens in the global learning community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to these skills, Garin College will allow approved personal devices on our wireless network within school grounds for students who follow the responsibilities stated in the “Appropriate Use of ICT” (see below).

Garin College provides the appropriate infrastructure to support the use of students’ devices on the school’s wireless network. Students are expected to attend with an appropriate device but a temporary device may be provided for the day if students’ devices are unavailable (ie being repaired).

An important component of B.Y.O.D will be education about appropriate online behaviours. We will review cyber-safety rules with students and will offer reminders and reinforcement about safe online behaviours. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is a privilege. When abused, privileges will be taken away.

#### **Device Types:**

For the purpose of this document, the word “devices” will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, eReaders, printer and workstations.

<https://sites.google.com/a/cloud.garincollege.ac.nz/byod/home>

#### **Lost, Stolen, or Damaged Devices:**

Each user is responsible for his/her own device and should use it responsibly and appropriately. Garin College takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Insurance and warranties for the computers will be the responsibility of families. Please check with your insurance policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

**Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the GC BYOD network to access the internet.

**Garin College Appropriate Use of ICT**

Garin College students are expected to be safe and responsible in their use of devices and are guided by the school's values, which are: **Generosity, Aroha, Rangimarie, Integrity and New Life.**

When using information & communications technologies (ICT) at Garin College I will always be a good digital citizen. This means that:

**I will be a confident and capable user of ICT.**

I know what I do and do not understand about the technologies that I use. I will get help where I need it. I will ensure that the use of ICT at school is related to the curriculum and education-related learning activities. Devices may not be used for non-instructional purposes while in class. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum. The internet is provided for the education of and the improved delivery of curriculum material(s).

I accept that Garin College is authorised to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the acceptable use guidelines. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.

I will avoid allowing ICT-related distractions to detract from my learning or the learning of others at school.

I will be responsible for bringing my computer to school every day, fully charged. I will complete updates at home, including antivirus updates, and provide a mouse. I will also take care of my device and will be committed to learning how to use my computer in my own time, so that I am ready to use it as a tool for learning when in lessons.

I understand that each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

I will keep my passwords secure and not share any of my accounts. I will always log off or lock my device when it is not in use.

**I will always use ICT to communicate with others in positive, meaningful ways.**

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people and I will not use ICT to harass, bully, demean or hurt others. This includes the recording of and/or publishing images of staff, students or others without specific permission and knowledge of all parties involved. I understand Garin College may monitor traffic and material sent and received using the college's network.

I will not visit sites that show pornographic, racist or violent images or content that is generally degrading and socially unacceptable. I will not download, store or transfer such images or files. I also understand that accessing inappropriate sites will be dealt with through the college's discipline policy.

I understand all email will make use of customary greetings and salutations and is for the sole use of the individual student who is responsible for all traffic generated by that account. Information sent via email shall be constructive, informative or inquiring in the interest of both the sender and receiver.

**I will think carefully about whether the information I see online is true.**

I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it

**I will be honest and fair in all of my actions using ICT.**

I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help. I will not plagiarise, ensuring that I properly reference the work of others. The network is not to be used for personal gain or illegal activity. This includes the downloading of music, video, game or software files that would infringe the Copyright Act 1994, and amendments. The streaming of data for personal entertainment is not acceptable. Garin College's network filters will be applied to a device's connection to the internet. I will not attempt to use incognito mode, use proxies or any other ways of trying to hide my activity or bypass any filters put in place by the college.

My behaviours and actions will be ethically acceptable and I will not bring myself or family, school or community into disrepute.

**I will always respect people's privacy and freedom of speech online.**

I understand that some information is private and will not be distributed to other parties at anytime. This includes forwarding of information sent by another party.

I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them. I will protect the privacy, confidentiality and the dignity of individuals by not disclosing, using, distributing or publishing information about individuals in any way that may cause them harm. I will not use the identity, accounts, passwords or confidential details of other people.

Neither will I use ICT to photograph, video or record people in the school context, or publish or distribute those recordings, without the express permission of the supervising teacher, student or other person. I will take responsibility for reporting inappropriate usage of ICT in the school community.

**I will help others to become a better digital citizen.**

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

**I will be able to speak the language of digital technologies.**

When people talk online, the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.



**I understand that I may experience problems when I use technology but that I will learn to deal with them.**

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

If I have an issue with a device I know that I can seek help from Garin College's IT Technicians. If I have an issue with text, cyberbullying or any harmful digital communications, I can follow this link for 'next steps': <http://bit.ly/2sf0ohn>

**Students and Parents/Guardians acknowledge that:**


We understand that these guidelines for appropriate use are to be followed when using any technology whilst at school or whilst on any school activity. We are aware that this may include the use of a device that the school does not own.

We understand that the student will abide by the above guidelines. We further understand that any violation is unethical and may result in the loss of access to school ICT services including the use of the internet, school owned devices or any personally owned device used at school, as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

\_\_\_\_\_ Signature of Student  
\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Parent/Guardian  
\_\_\_\_\_ Date

Reviewed July 2017

	Garin College - NAG 5 Health and Safety	NAG 5
<b><u>SCHOOL PROCEDURE</u></b> - 5:20 Visitors to the School		

**Purpose** - To outline the role and responsibilities of visitors to the College and to provide process for the college in managing visitors.

**Process** - The College is required to implement and maintain health and safety management systems to ensure that no one in the school grounds is harmed or causes harm to others.

**Signing In** - All visitors to Garin College, during the school day must report to main reception and sign into the school, and sign out again when they leave. This is in order for the school to know, at any given time, who is on site. Any staff member who meets a person in the school who is a visitor, but has not signed in, should escort them to the main office to sign in.

**Exemptions** - Visitors outside of school hours, such as families coming to watch sports games are not required to sign in but are required to abide by common rules as determined by the school and government regulations eg smoke free environment.



**Garin College - NAG 5 Health and Safety**  
**NAG 5**

**SCHOOL PROCEDURE - 5.21 Subject to Court Order**

**Purpose** - In order to protect and uphold court orders these procedures are in place at Garin College.

**Procedures -**

1. Students whose parents have notified and supplied a copy of the court order pertaining to their child will have this order placed on student file and on student management system.
2. Pertinent information in regard to maintaining a court order will be shared with staff as permissible by the parent and to ensure the provision of the order while the student is on the school grounds or in the supervision of the school eg education outside the classroom.
3. Contact with a student at school will be subject to relevant court orders and instructions from legal guardians.
4. The provision of information about a student is subject to the need to preserve the student's privacy in terms of the Privacy Act 1993 and may have implications for any staff, (office or teaching) in regard to sharing verbal information of a student or written reports where a court order is in place.



**Garin College - NAG 5 Health and Safety**  
**NAG 5**

**SCHOOL PROCEDURE - 5.22 Reporting Health and Safety Concerns**

**Purpose - In order to maintain the highest standard of Health and Safety within the workplace reporting of concerns is a key mechanism to achieving this.**

**1. Feedback mechanism for workers to raise health and safety concerns in relation to Property, Plant, Equipment, Environment**

Observe your teaching spaces, work spaces and school grounds. Report all safety concerns regarding Property, Plant, Equipment and environment by Email to our Business Manager Ron Van Drunen at [ronvandrunen@cloud.garincollege.ac.nz](mailto:ronvandrunen@cloud.garincollege.ac.nz) cc to Tracy Stock - [tracystock@cloud.garincollege.ac.nz](mailto:tracystock@cloud.garincollege.ac.nz) . Immediate action will be taken to rectify or isolate for follow up planning and action. Data in relation to incidents and actions will be reported to Health and Safety Committee (HSC).

**2. Feedback mechanism for workers to raise health and safety concerns in relation to your personal, physical, emotional well-being**

Advise the Principal through email or personal meeting, you may bring a support person, or speak to your Health and Safety Rep (HSR), seek their advice and advise the HSR if you would like them to bring the matter to Principal's attention. General holistic statistical data (not personal) in relation to concerns and actions will be reported to HSC.

**3. ACC Claim - All workplace injuries to staff must be recorded via the injury and incident form.**