

3.5 Example Health and Safety Policy: School Health and Safety

Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

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, government regulations, New Zealand standards, and approved codes of practice.

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 accidents, 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 the workplace health and safety system
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all accidents, incidents and near misses
- helping new workers members, trainees and visitors to the workplace understand the right safety procedures and why they exist
- reporting any health and safety concerns or issues to the Board or the principal immediately
- keeping the work place 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:

- following all instructions, rules, procedures while in the school grounds
- reporting all accidents, incidents and near misses to their teacher or a school employee
- wearing 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

Your participation is much appreciated.

Chair person _____

Date: ____/____/____

Next review date: ____/____/____

3.8 Example Health and Safety Policy: Worker Engagement and Participation

Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

- The purpose of this policy is to further support and improve health and safety in the workplace. It promotes engagement between the board, officers and workers. The policy provides all workers with a reasonable opportunity to be actively involved in the ongoing management of health and safety.
- This policy includes the roles undertaken by elected health and safety representatives and health and safety committees.

Health and Safety representatives (HSRs)

Function and Powers

The functions and powers of the health and safety reps are to:

- (a) represent the workers in the work group in matters relating to health and safety
- (b) investigate complaints from workers in the work group regarding health and safety
- (c) if requested by a worker, to represent the worker in relation to a matter relating to health and safety in the work group (including a complaint)
- (d) monitor the measures taken by the board that are relevant to health and safety
- (e) inquire into anything that appears to be a risk to the health and safety of workers in the work group arising from the conduct of the business or undertaking
- (f) make recommendations relating to work health and safety
- (g) provide feedback to the board about whether the requirements of the Health and Safety at Work Act 2015 and Regulations are being complied with
- (h) promote the interest of workers in the work group who have been harmed at work, including in relation to arrangements for rehabilitation and return to work.

Election of HSRs

- Elections for HSRs are held biennially, or as required in the event of a HSR vacating their role.
- Biennial elections allow HSRs to receive the appropriate training and to put in place the benefits of the training in their work group.
- Elections will begin at the start of each year with completion by no later than April unless the parties agree otherwise.
- A re-election of committee members will take place every two years, subject to the nominations received.

Training for health and safety representatives

The HSR training will be based on need and will reflect their function and powers.

- (a) All newly elected HSRs will be given two days training in the first year of their appointment.
- (b) The HSRs on the Committee will register for appropriate health and safety training in the first 2 months after being elected to the health and safety Committee. Each HSR may undertake further training as courses become available and the board budget permits.
- (c) Additional training for each following year will be 'as required'. This is determined by the health and safety Committees following discussion with the board. The training provided will ensure that all health and safety Committee members remain competent to fulfil the responsibilities of this role.
- (d) As part of the boards commitment to promote and maintain a safe and healthy working environment the board acknowledges that health and safety training will be included for all workers.
- (e) As part of the HSRs' continual learning the board will periodically coordinate and deliver active development and knowledge sharing.

NB: Refer to Health and Safety Policy Training and Induction for general worker training this training section may need revisiting once the Worker Participation regulations are in force from 4 April 2016.

Committees

An effective way to work on health and safety matters is through a health and safety committee.

Objectives

- encourage co-operation and collaboration in meeting the Board's health and safety objectives
- ensure there is a consistent, co-ordinated approach to health and safety on-site
- look for initiatives to ensure health and safety continuously evolves and improves the health, safety and wellbeing of workers
- provide accurate and timely information and advice to management and workers
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- to escalate unresolved issues to the relevant manager
- wherever possible and practical health and safety committees should represent all workers, including team leaders and managers, working at the site.

School leaders

Duties

- (i) Under this policy school leaders should:
- actively promote positive health and safety and adhere to their responsibilities
 - provide all workers with the opportunity to participate in health and safety
 - promote and encourage discussion on the election processes
 - where a HSR is elected:
 - » liaise with elected representatives
 - » provide support and ensure the representative/s has the resources, time and information to undertake the role
 - » allow for the representative to attend approved training
 - » where appropriate, act on recommendations made by the representative
 - where a recommendation is not adopted, discuss with the representative and confirm in writing the reason/s for the decision
 - where there is neither a HSR nor a committee, the manager will discuss with workers how their best interests in health and safety will be met.
- (ii) It is recognised that school leaders have the right to make health and safety decisions after consulting and considering any recommendations made by the site health and safety committee, and that they are accountable for all health and safety decisions made within their respective locations:

Where there is more than one school leader responsible for workers in the workplace, the school leader will work cooperatively with each other and the HSRs in order to identify and resolve the issues.

Making the Policy work

Issue resolution

- (i) Any matter that concerns a worker about their health and safety should be raised with that worker's immediate manager. This can be raised by that worker, or a HSR.
- (ii) If the manager cannot resolve the matter to the worker's satisfaction, the HSR will be approached if they are not already involved.
- (iii) The manager, worker and the HSR will work together to get a satisfactory resolution.
- (iv) If a satisfactory resolution cannot be reached with the manager, the worker, HSR, or worker representative may look to the options below to resolve the issue.
- (v) Operational matters, including workload or work process, should be raised with the relevant manager as appropriate.
- (vi) Building facilities matters should be raised with the board.

(vii) Policy concerns should be raised with the principal.

(viii) Managers involved should make every effort to find satisfactory and timely resolutions.

Right to refuse dangerous work

The board recognises a worker may cease or refuse to carry out work, if the worker believes carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.

In this event the following steps will be taken:

- (i) The worker will advise their manager immediately.
- (ii) The worker and manager will attempt to resolve the matter as soon as practicable.
- (iii) If the matter is not resolved the worker may continue to refuse to carry out work, if the worker believes on reasonable grounds that carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.
- (iv) If the matter cannot be resolved, a WorkSafe regulator will be contacted.
- (v) The worker will perform any other work within the scope of their employment agreement the employer reasonably requests.

Provisional Improvement notices

An HSR who has received the appropriate training may issue a provisional improvement notice (notice) to a person if the rep reasonably believes that the person is contravening, or is likely to contravene, a provision of the Act or regulations. The notice may require the person to—

- (a) Remedy the contravention; or
- (b) Prevent a likely contravention from occurring; or
- (c) Remedy the things or activities causing the contravention or likely to cause a contravention.

The health and safety rep must not issue a notice to a person unless he or she has first consulted the person.

The health and safety rep must not issue a notice if an inspector has already issued a notice in relation to the same matter.

If a notice is issued, the HSR must provide a copy of that notice to the manager as soon as practicable.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers

Signatures

Signed: _____ Date: _____

Signed: _____ Date: _____

3.10 Example Health and Safety Policy: Risk Management

Policy and Procedures

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

Risk Management is the cornerstone of the Health and Safety at Work Act 2015. It allows the Board to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this policy is to explain how we manage risks effectively in the school environment and work carried out by the school.

Scope

This policy applies to and is to be followed by all of our workers and others in the workplace. This includes all managers, workers, contractors, temporary workers, volunteers and visitors.

The board will consult, co-operate and co-ordinate with other workplaces on matters when there are overlapping Health and Safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist on other workplaces.

The board will keep a risk register and record information from the risk management process. For each identified hazard the following information will be recorded:

- the harm the hazard could cause
- the likelihood the harm would occur
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented – by whom and by when
- review date

How do we manage health and safety risk effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The below four steps describe how we do this.

Step 1: Identify the risks

Start by identifying all potential sources of harm or illness in the workplace. This includes places where a worker is likely to be while at work. Health and Safety Risks can be identified in many ways. You can come across them while you are working, identifying a risk through a work group review, guessing what they might be before starting a new work task, or going onto another workplace. For remote workers, this means identifying risks before going to other workplaces.

As health and safety is everyone's responsibility, you can take reasonable steps to eliminate or minimise the risk yourself. Make sure that you are not putting yourself or others in harm's way. You will still need to report the risk.

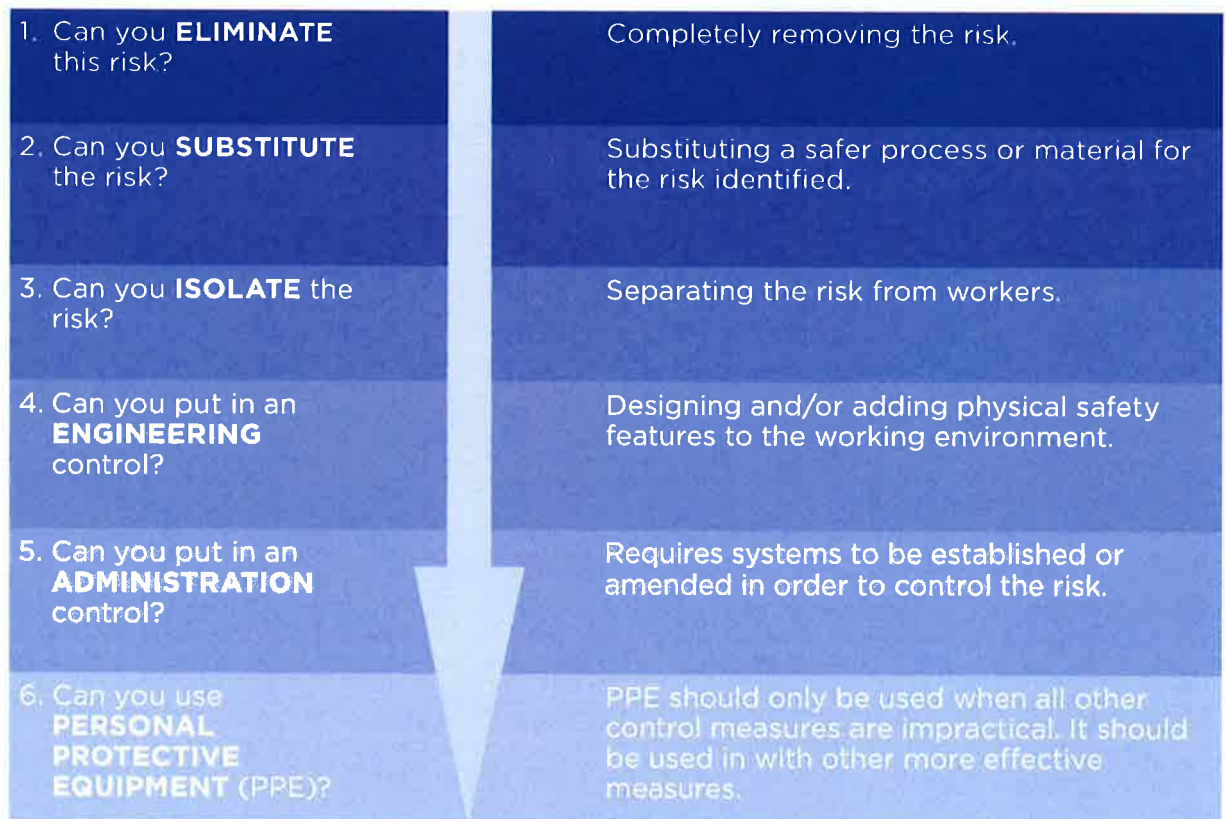
Step 2: Assess the risks

If a risk has been identified, but you are unable to safely eliminate or minimise the risk yourself, you will need to escalate this to your one up manager.

Managers need to assess the level of risk that has been escalated. A risk assessment takes into consideration factors such as the frequency of exposure to the risk, the likelihood of harm, and previous incidents involving that risk.

Step 3: Control the risks

Now that the risk has been assessed, the manager and affected workers need to determine what control is needed to manage the risk. The below table describes the steps to work through to control the risk.



Step 4: Monitor and Review the risks

Once the controls have been implemented, the controls must be regularly monitored and reviewed to ensure they are effective. The manager is expected to do this in consultation with workers. The regularity will depend on the risk rating.

The principal collates all risk registers on a monthly basis for board reporting.

Roles and Responsibilities

Everyone has a part to play in managing risk effectively.

Workers - (Employees, temporary workers, contractors, volunteers)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to their manager, including those that have already been eliminated
- seek support from the Health and Safety Representative on health and safety risk matters if required
- comply with this policy and procedures in the workplace
- comply with any reasonable instruction in relation to risks given by the board or the PCBU they are visiting
- inform others of known risks
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk

School leaders

- ensure workers and others know about health and safety risk processes and procedures
- ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area
- hold and maintain the risk register for the work group
- inform 'others in the workplace' of any known risks and controls in place
- assess risks that are reported to you
- consult with workers on the most effective controls to manage the risks
- regularly review and monitor risks and the controls that are in place

Health & Safety Representatives

- represent workers on health and safety risk matters
- promote the interests of workers who have raised health or safety risks
- monitor risk controls under taken by the Board
- investigate complaints from workers about health and safety risks
- after first consulting with the relevant manager, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- direct workers to cease work if they believe the work would expose them to a serious risk

Officers - (Individual board members including the principal)

- know and keep up to date with risks associated with the board's operation
- ensure resources and processes are in place to control risks
- ensure processes are in place for receiving information on risks, and for responding to that information
- ensure health and safety risk processes and resources are in place and being used
- monitor the health and safety risk performance of the board

Others - (Visitors, Students, Parents etc)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with any reasonable instruction in relation to risks given by the board

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers

Signatures

Signed _____ Dated ____/____/____

Signed _____ Dated ____/____/____

3.13 Example Health and Safety Policy: Injury and incident's management and reporting

Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

Incident management is a key intention of the Health and Safety at Work Act 2015. Incident management requires a school wide approach with clear points of accountability for reporting and feedback. The purpose of this policy is to:

- outline the principles of incident management
- standardise the incident management process
- ensure consistency in definitions
- outline roles and responsibilities for incident management

Scope

This policy applies to and must be followed by all of our workers and others in all school workplaces. This includes all managers, workers, contractors, temporary workers, volunteers and visitors.

The Board will consult, co-operate and co-ordinate with other workplaces on matters when there are overlapping Health and Safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist on other workplaces.

How do we manage incidents effectively?

The principles of accountability, obligation to act, and collaboration should be applied at each step of the incident management process. The six steps include identification, notification, classification, investigation, action and evaluation.

Step 1: Identification

It is important for all workers to recognise when an incident or near miss has occurred. Workers need to act immediately to make sure those who are involved are safe and that the workplace poses no further risks. You may need to apply first aid. First aiders are available to provide immediate assistance to anyone who has suffered an injury or illness while at work.

Step 2: Notification

Workers must notify their one up manager when an incident occurs. The board uses the incident notification form to document incidents. Managers are required to investigate incidents lodged by their workers to ensure local action is taken. ALL incidents and near misses must be reported.

Step 3: Assessment

Managers need to assess the level of incident that has occurred. When a 'Notifiable Injury or Illness' and/or 'Notifiable Incident' happens, WorkSafe NZ must be contacted. This is called a Notifiable Event.

The site must be kept preserved to allow WorkSafe NZ to inspect it. Examples of a notifiable incident include; harm that causes hospitalisation for 48 hours or more, amputation of a body part etc.

Step 4: Investigation

The investigation of incidents is an essential component of incident management.

All incidents, including notifiable events, must be investigated to identify the causes. Following the investigation, corrective actions to prevent similar incidents and accidents happening again are identified and implemented as soon as possible after the event.

Step 5: Action

Actions are developed for each recommendation. Actions may be in the form of putting in place risk

controls. HSR, the affected worker, and others in the workplace may be consulted with about the action. Accountability for each action will be given to a person in the work group. Progress on the implementation of actions is monitored regularly. Mechanisms for monitoring include risk registers, team meetings, health and safety committees and aggregated information collated by the principal or the HSR. The HSR or principal collates this information to generate reports and analyse incident data to identify trends, risks and initiate, monitor and/or evaluate system improvements.

Step 6: Review

The review step monitors whether the actions taken have been successful in preventing further incidents. Actions that have been made must be regularly monitored and reviewed to ensure they are effective. The manager is expected to do this in consultation with workers.

Roles and Responsibilities

Everyone has a part to play in managing incidents effectively.

Workers – (Employees, temporary workers, contractors, volunteers)

- take reasonable care of their own health and safety
- ensure their actions or omissions do not affect other's health and safety
- immediately report any incident to their one up manager
- report any risk or hazard to manager to prevent injuries occurring
- cooperate with the incident management policy and it's procedures in the workplace including investigations of incidents
- participating in the implementation, monitoring and evaluation of actions following an incident investigation
- comply with any reasonable instruction given by the board or the PCBU they are visiting
- encourage fellow workers and others visiting the workplace to notify identified incidents

Managers

- view all incident investigation forms submitted by workers as soon as practicable
- reporting notifiable incidents to WorkSafe NZ via the school's principal
- investigate all incidents submitted by workers who report to them, undertake actions in a timely manner, and documenting these
- consult with Health and Safety Representatives, the affected worker, and others in the workplace during investigations and actions
- delegate actions to relevant workers who may also need to review them
- monitor and review the effectiveness of actions taken

Health & Safety Representative

- represent workers on matters relating to health and safety incidents
- investigate complaints from workers in the workplace
- monitor the incident management approach undertaken by the board
- promote the interest of workers who have raised health and safety incidents
- if requested by the manager, participate in incident investigations

First Aiders

- take reasonable care of their own health and safety
- identify themselves to workers and others in the workplace
- provide immediate assistance to anyone who has suffered an injury or illness while at work
- ensure that the workplace has adequate first aid resources
- ensure that first aid can be provided for the risks that are apparent within the workplace
- keep their qualifications up to date
- attend training or refresher courses as required

Officers – (principal and individual board members)

- know and keep up to date with incidents that are associated with the school's operations
- ensure resources and processes are in place to prevent incidents

- ensure processes are in place for timely information on incidents
- ensuring health and safety processes are actually implemented
- monitoring the health and safety performance of the school

Others in the workplace – (Visitors, Students, Parents etc)

- take reasonable care of their own health and safety
- ensure their actions or omissions do not affect other's health and safety
- comply with instructions given by the board or another PCBU
- immediately report any incident to their one up manager

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers

Signatures

Signed: _____ Date _____

Signed: _____ Date _____

3.15 Example Health and Safety Policy: Induction, training and information

Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose:

To provide new workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy work place.

Health and safety is everybody's responsibility. Effective health and safety management requires the involvement of all school workers.

Induction

Workers: all new workers must have a school induction arranged by their principal/manager. This will include the identification of:

- Risks and hazards within their work area
- appropriate risk control procedures; and
- the risk register which will be provided to be read and signed by the worker; and
- relevant school Health and Safety policy and procedures for reading; and
- emergency procedures (sight first aid cabinet, fire alarms and fire fighting equipment, emergency exits); and
- an introduction to the area Health and Safety Representative and First Aiders.

The principal/manager is responsible for ensuring the workers induction checklist is completed.

Health and Safety Training

Compulsory health and safety training for all workers includes:

- fire warden
- computer health and safety
- harassment and bullying prevention
- other training as directed by the principal, necessary to ensure risks associated with specific work are managed in a safe manner.

Optional training available, relevant to specific work areas and/or potential hazards:

- First Aid (to be approved by principal). All workshop and technical workers should be trained First Aiders. Also, overage can be provided in an area by other full-time workers.
- Back Care/Manual Handling
- CPR
- Defensive Driving
- Hazardous Substances: Workers who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations:
 - » this includes chemical safe handling training (2.5 hour course)
 - » Approved handler training (4 hour ERMA course).

Contracted workers

Induction:

The principal/manager will:

- provide Health and Safety induction, as appropriate, including:
- hazards and controls within their area and scope of work
- a walk-through of emergency procedures
- relevant school Health and Safety policies and procedures

Service, maintenance and construction contractors

The appropriate manager will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on Contractor Health and Safety.

Criteria for Health and Safety Trainers

To ensure our workers and external trainers have appropriate qualifications and experience to teach Health and Safety in their field of expertise. It is the responsibility of the Principal to check the following:

- Qualifications of the trainer
- Industry Experience
- Current competency and registrations
- Person specifications for the role are described in the position description/profile and expectations for each worker

Monitoring

- Completion of training is reported and recorded
- Principal or nominee monitors renewal/refresher needs for First Aid and Fire Warden training

Review and assessment

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment needs to determine whether:

- Programmes are effective and still appropriate
- Any updates are required
- Further topics should be added.

Individual training needs can be reviewed, in consultation with worker, when professional development and job training plans are updated.

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers

Signatures

Signed: _____ Date _____

Signed: _____ Date _____

3.16 Example Health and Safety Policy: Personal Protective Equipment

Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

The purpose of the Personal Protective Equipment (PPE) Policy is to protect our workers from risks we have in the workplace. PPE is not a substitute for more effective control methods. It is considered when all other means of hazard and risk control are not satisfactory or possible. It will be used with other controls unless there are no other means of control.

Scope

This policy applies to and is to be followed by all of our workers and others at the school. This includes all managers, workers, contractors, temporary workers, volunteers and visitors.

The Board will consult, co-operate and co-ordinate with other workplaces on PPE that is to be used. For that reason, this policy can also be applied where an adequate PPE policy does not exist on other workplaces.

Standards

- our people must have access to PPE when it is required
- PPE must meet the relevant AS/NZS compliance standards -
- equipment provided must fit the person correctly for example;
 - » hard hats fit and adjusted correctly
 - » foot and eye wear must be the right size
- our people must be trained in using the PPE
- PPE must be maintained in good condition and available for use when needed.

Roles and Responsibilities

We will provide the right tools to get the job done safely.

Workers – (Employees, temporary workers, contractors, volunteers)

- wearing PPE properly as required
- attending the required training sessions
- properly caring for, cleaning, maintaining and inspecting PPE as required
- following the board's PPE policies and rules
- informing the manager of the need to repair or replace PPE

Managers and school leaders

- conducting workplace and activity hazard and risk assessments
- determining the presence of hazard and risks which need PPE
- selecting and purchasing PPE and making it available to our people
- reviewing, updating and conducting PPE hazard and risk assessments whenever
 - » a job changes
 - » new equipment is used
 - » there has been an accident
 - » a person or manager requests it
 - » or at least every year
 - » maintaining hazard and risk assessment records
- providing training, guidance and help to our people on the proper use, care and cleaning of approved PPE
- ensuring that PPE training certification and signed evaluation forms are in the person's PPE and training records
- maintaining records of PPE issued and training undertaken
- ensuring that our people properly use and maintain their PPE

- ensuring that our people follow the board's PPE policies and rules
- notifying the management team and Health and Safety Representatives when new hazard and risks arise, or processes are added or changed
- ensuring the immediate disposal and replacement of defective or damaged PPE
- periodically re-evaluating the suitability of previously selected PPE
- reviewing, updating, and evaluating the overall effectiveness of PPE use, training and policies

Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers

Signatures

Signed: _____ Date _____

Signed: _____ Date _____

3.20 Example Health and Safety Policy: Others

Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

OTHERS VISITING A SCHOOL POLICY

Rationale

For the safety of visitors and the school's students and workers, the school must be able to identify who is on the school site. The Principal must be informed of any interviews of students by visitors from outside agencies.

Purpose:

1. To identify all visitors to the school.
2. To ensure Administration Workers are aware of who is in the School throughout the day for security and emergency purposes.
3. To provide clear guidelines on identifying visitors.

Process:

1. Signs requesting visitors report to the school office are posted around the School and the Administration block is clearly marked.
2. On reporting to the office, visitors are requested to sign in with the date and time of their arrival and receive a visitors label to wear whilst in the school grounds.
3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or his delegated representative.
4. Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
5. Workers members are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
6. Any contractors working at the school site must do so under the supervision of the Property Manager.
7. All parents helping in classrooms must sign confidentiality forms before commencing.
8. The Principal must approve any non-workers members' attendance at school with the exception of parent helpers.
9. Prolonged or regular attendance of non-teaching workers, will necessitate a Police Vet being carried out. All visitors in contact with students must be under direct supervision at all times.
10. Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo).
11. The school will work with outside agencies (e.g. Police, CYFS, court-appointed lawyers) and will take advice from them on the procedures for the conduct of interviews with students. The rights of the child and the protection of the child are paramount. Where possible parents will be involved in the process.
12. If a teacher is needed to be present at an interview, the Principal will delegate the teacher to be present.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Review:

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers

Signatures

Signed: _____ Date _____

Signed: _____ Date _____