

Northcote Intermediate School

Child Safety, Welfare and Protection Policy

Purpose

The physical & emotional safety of students is paramount.

Relevant Legislation/Regulation

NAG 5

Guidelines

Absence and lateness

On receipt of class absence lists in the morning, office staff will cross-check lists with any phone calls received from parents explaining absences and will then endeavour to contact parents of those children with unexplained absences.

Patterns of absence or lateness will be investigated and appropriate action taken.

Supervision of students during school hours

Children will be discouraged from being at school before 8.00am and after 3.15pm due to lack of available staff supervision.

A staff duty roster is in operation during break times to maintain a constant staff presence.

After arriving at school students may not leave the grounds unless they have permission to leave.

Parents/guardians/caregivers or authorised personnel who wish to collect their children during school hours must sign a pass out register at the office.

Between the time children leave home and arrive at school (and vice versa) the responsibility for child safety is shared by the school and the parents/caregivers.

Road Safety

Road safety rules are taught and reinforced in class programmes regularly.

Road Patrol Monitors and duty teachers supervise the pedestrian crossing outside school 25 minutes before and 15 minutes after school.

Class programmes

Appropriate aspects of 'keeping ourselves safe' are taught.

Accidents, illness and emergencies

Children who are feeling sick must be accompanied either by a teacher or another child to the sick bay. Where a child is too sick to stay at school or has an injury requiring medical attention, the Principal or deputized person must be consulted. The Principal and parents must be informed of all serious accidents.

Staff shall be encouraged to gain First Aid Certificates. The person in charge of sick bay shall hold a current First Aid Certificate. Staff will be informed of any health problems of pupils in their care and appropriate action/medication.

The school has effective procedures for earthquake and fire emergencies. Emergency drills are held at least once a term where practicable.

Abuse and neglect

Staff, including the school counsellor, will take all instances of reported or suspected child abuse or neglect seriously. Suspicions or disclosures must be reported to senior management as soon as is practicable.

Appropriate action, including referral to outside agencies, will be made by the Principal or delegated staff according to mandatory reporting procedures.

When more information is required of a child, an interview will be undertaken by senior management personnel experienced in this area.

The nature of the child's difficulty will determine whanau involvement.

Staff professional development, on signs of abuse and responding to disclosure, will be carried out as appropriate.

Reviewed July 2014