

Oamaru Intermediate School

HEALTH AND SAFETY POLICY

Oamaru Intermediate School provides a safe, physical and emotional environment for students, employees, parents and visitors through complying with any legislation currently in force or that may be developed to ensure the health and safety of students, employees, parents and visitors.

In order to meet these requirements the Board of Trustees in conjunction with the principal and staff (management) develop and implement a set of procedures.

- 1.1 Sexual, Physical, Emotional Abuse and Neglect.
- 1.2 Harrassment (*sexual and other*)
- 1.3 Emergency Evacuation
- 1.4 Cybersafety
- 1.5 Accident notification
- 1.6 Administration of medication
- 1.7 Hygiene with blood or other body fluids
- 1.8 Drug use and misuse
- 1.9 Education Outside the Classroom Risk Management
- 1.10 Behaviour Management/Use of Restraint
- 1.11 Playground supervision
- 1.12 Sun protection
- 1.13 School Bus Transport safety
- 1.14 Truancy
- 1.15 Food & Nutrition
- 1.16 Interviewing Students by outside Agencies
- 1.17 Bullying
- 1.18 Lockdown
- 1.19 CCTV
- 1.20 Surrender and Retention of Property and Searches

Through the development of these Health and Safety procedures and practice, Oamaru Intermediate School ensures a safe, physical and emotional environment for students, staff and visitors.

Policy review date **5 November 2015** Next review date **November 2018**

Effectiveness Review

1. *This policy will be reviewed in accordance with the board's triennial programme of self-review.*
2. *The review will be conducted by members of BOT and staff to check the effectiveness of the procedures in place. Parents will be given the opportunity to comment on procedures.*
3. *The board will make its review report available to members of the school community after it has been received by the board.*

Chairperson

Principal

Date

Oamaru Intermediate School

1.1

Procedure for Sexual, Physical, Emotional Abuse and Neglect

Procedures:

- 1 Individual profiles already kept on children may include observations on social development. An at 'Risk File', is kept in the Principals office.
- 2 Keeping in mind children's welfare is paramount, parents may be consulted about changes in behaviour to try to identify a reason. It may be caused by a change in the family's home circumstances.
- 3 All information / discussions confidential to the staff involved. Data will be stored only in the At Risk File. This data is kept for the duration of the child's stay at school. It is forwarded at the discretion of the Principal.
- 4 Where a teacher is concerned about a child they discuss it with a member of the Senior Management team. If further investigation or action is felt necessary, the Principal is informed.
- 5 Following a referral, recommendations made by CHILDRENS YOUNG PERSONS & THEIR FAMILIES AGENCY are followed.
- 6 Whenever an interview is held with a child at school by CHILDRENS YOUNG PERSONS & THEIR FAMILIES AGENCY, a staff member whom the child has confidence in may be present if requested by the child. The welfare of the child must be first priority and wherever that is compromised the interview must be terminated. Any staff members attending such interviews would need to have the ability to make this judgement.
- 7 Immediate support for staff and the child concerned is sought from CHILDRENS YOUNG PERSONS & THEIR FAMILIES AGENCY
- 8 Any person may report to any agency with the power to act.

COMPLAINTS AGAINST STAFF INVOLVING ABUSE:

Once a helping agency is involved, e.g. Police or C.Y.F.S. the following procedures will be followed and will be in line with those set out in the Teachers Collective Contract re Complaints Against Teachers.

- 1 The Principal/Deputy Principal will inform the Chairperson of the Board of Trustees who may seek advice from NZSTA.
- 2 Both will then inform the staff member who will be advised to seek legal and, or union representation.
- 3 The school will inform the union.
- 4 The staff member will be suspended on full pay once an investigation has begun, in line with Section 3.3g of the Teachers Collective Contract. At this stage the rest of the staff is informed.* (*Counsellors can be made available to any staff.)

ABUSE OF STAFF BY PUPILS

- 1 Verbal or physical abuse of staff by pupils is unacceptable.
- 2 Staff will immediately refer such *incidents* to the Principal for *further action*.
- 3 Staff are to document any incident (time, date, description). Principal to document outcome and file.

Oamaru Intermediate School

1.2

Procedure for Harrassment

1. The complainant clearly lets the person responsible for the harassment know that the behaviour is unwelcome and not to be repeated.
2. In the event of continuing harassment the complainant approaches either designated staff, school EEO support person, PPTA or NZEI staff liaison officer, counsellor, or field officer.
3. The case is documented by the complainant with the assistance of the supporting person or persons.
4. The person responsible for the harassment is confronted by one of the support persons and informed that the behaviour is unacceptable and must stop. Assurances should be sought that the behaviour will stop and that an apology will be made without delay.
5. If it is decided that further action will be taken, the harasser is informed and a complaint laid through one of the following avenues:
 - The principal and / or the Board of Trustees.
 - Personal Grievance through an Industrial Advocate of an NZEI or PPTA field officer.
 - Human Rights Commission through a field officer.

1.3

Procedure for Emergency Evacuation

Evacuation Procedures for Oamaru Intermediate School are listed in detail in the 'Emergency Evacuation' folder kept on the wall in admin office. All staff, teaching and non teaching should familiarise themselves with those procedures on appointment and keep abreast of any changes advised. A Senior Warden and Block Wardens are appointed with responsibilities detailed. Block Wardens are identified by wearing arm bands. Notices explaining evacuation procedures are displayed in all rooms. Trial evacuations are held and recorded by the Principal.

- ◆ Continuous, bell-ringing signals an emergency situation.
- ◆ Upon hearing the emergency bell, children leave what they are doing and make their way calmly to the evacuation assembly-point in the middle of the school playing field, unless told otherwise by a teacher. Eg: in the case of an earthquake children will be told to get under their desks and hold on to the legs.
- ◆ Children line up in alphabetical order.
- ◆ At the assembly point, each class teacher calls their roll. The names of any child found absent, but known to be at school, are immediately reported to the Senior Warden. Executive officer checks that visitors signed in to the school are accounted for, including relieving teachers and dental staff. The SENCO ensures that all Teacher Aides are accounted for. Property Manager ensures that any property or maintenance personnel are accounted for.
- ◆ Areas, such as toilets, are checked by Block Wardens to ensure that they are clear of children.
- ◆ The children and staff remain at the assembly area until told otherwise by the Senior Warden or other official eg: Civil Defence Officer, Fire Officer, etc.
- ◆ Parents are made aware that in an emergency situation, whether localised or civil defence-related, the school continues to be responsible for all children.
- ◆ A training programme to ensure all staff members are aware of school evacuation procedures is in effect. Procedures are reviewed annually and on appointment of new staff members.
- ◆ Senior Warden is responsible for gates being unlocked. All teachers have keys for the gates and if handy will take them to the assembly area as back up.

Oamaru Intermediate School

1.4

Procedure for Cybersafety

1. All students must read and sign a Responsible Use Agreement outlining the regulations and conditions under which computers and communication technologies may be used while at school or in any way which affects the safety of the school learning environment. The agreement must also be signed by a parent/caregiver.
2. Students will be supervised while using school facilities; the degree and type of that supervision may vary, dependent on the type of technology concerned, where the equipment is physically situated and whether or not the activity is occurring in the classroom.
3. All staff must sign a Cybersafety Use Agreement which includes details of their professional responsibilities and the limits to their own use of the Internet.
4. All staff provided with a school laptop will sign the school's Laptop Agreement contract.
5. Educational material on cybersafety will be provided by management to staff and students, and to parents/caregivers. As well, additional safety education will be delivered, where relevant, through teaching programmes.

Appendices

- a. Laptop Agreement Contract for Staff
- b. Cybersafety Use Agreement for Staff
- c. Cybersafety Use Agreement for Students
- d. Netsafe School Incident Response Flowchart
- e. Cybersafety Incident Register
- f. Management of Cybersafety

**SECTION B Oamaru Intermediate School
CYBERSAFETY USE AGREEMENT FOR STUDENTS**

1.4C

To the Student and Parent/Legal Guardian/Caregiver:

1. Please read this page carefully as it includes information about your responsibilities under this agreement.
2. Complete and sign the appropriate section.
3. Detach and return this section to the school office (a copy is included for you to keep).
4. Keep **Section A** for your future reference.

Oamaru Intermediate School will:

- do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school or at school-related activities
- work with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to help keep themselves safe in cyberspace
- keep a copy of this signed use agreement form on file
- respond to any breaches in an appropriate manner
- welcome enquiries from parents or students about cybersafety issues.

Student's section

My responsibilities include:

- **I have read** this Cybersafety Use Agreement document carefully with my parent or caregiver
- **I will follow** the cybersafety rules and instructions whenever I use school ICT
- **I will also follow** the cybersafety rules and instructions whenever I am involved with privately-owned ICT on the school site or at any school-related activity
- **I will have no involvement** in use of ICT which could put me at risk, or other members of the school community
- **I will take proper care** when using computers and other school ICT equipment/devices. If I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- **I will ask** my teacher or my parents if I am not sure about something to do with this agreement.

I have read and understand my responsibilities, and agree to follow the Cybersafety Use Agreement. I know that if I breach this use agreement, there may be serious consequences.

Name of student: **Class:**

Signature: **Date:**

Section for parent/legal guardian/caregiver

My responsibilities include:

- **I have read** this School Cybersafety Use Agreement document and discussed the rules with my child
- **I have ensured** this use agreement is signed by my child and by me, and returned to the school.
- **I will support** the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- **I will contact** the Principal or School Cybersafety Manager to discuss any aspect of this use agreement which I might want to learn more about. I know I am welcome to do this at any time.

I have read this Cybersafety Use Agreement and am aware of the school's initiatives to maintain a cybersafe learning environment, including the responsibilities involved.

Name:

Parent/Legal Guardian/Caregiver (please circle which term is applicable)

Signature: **Date:**

Oamaru Intermediate School

1.5

Procedure for Accident Notification/First Aid Treatment

All students who are unwell or have minor injuries report to the school office and are seen by staff trained in first aid.

Parents are contacted when staff deem that a child is unwell and needs to go home.

- Has an injury/illness that requires further checking or treatment
- Whenever there has been a head injury
- Whenever a child has been dispatched to A & E either by ambulance or car
- Accidents involving moderate or serious injury are recorded in the accident register.
- Accidents or injury occurring away from school are reported to the school office (or Principal after office hours). Parents are contacted from there.
- Police will contact parents in the case of fatality or serious injury in the case of an accident in which they are involved.

The Critical Health Issues Register lists the names of all students with high risk health issues and their management plan. This register is signed by all teaching staff to indicate that they have read the information and hangs in the office.

Staff who are injured at school should notify the Principal.

Oamaru Intermediate School

1.6

Procedure for Administration of Prescribed Medication

1. All parents, guardians and staff are aware of Board of Trustees procedure towards drug administration.
2. A Medication Statement is signed by the parent/guardian and the administrating staff member(s). (**See statement below**)
3. No drugs administered until a statement is signed.
4. All drugs administered are documented in a register at the time of administration.
5. It is the parent/guardians responsibility to inform the school of any change of medication.
6. It is the parent/guardians responsibility to ensure an adequate stock of medication is available at the school.
7. All drugs are to be in a Pharmacy bottle or Pharmacy labelled container with the correct instruction clearly marked. Staff follow instructions on the bottle. If dosages are changed a new labelled container must be supplied.
8. All drugs are stored in the secure medicine cabinet at all times.
9. Appropriate staff training is provided as necessary.
10. In emergency, the nearest medical facility will be used and the parent/caregiver will be informed as soon as possible.
11. Any pupil asking for unprescribed medication e.g. Panadol will not receive it without consent from the parent/caregiver being obtained. If parents are not contactable the principal may give permission.

Medication Statement

Date _____

Pupil's Name _____

Parent/Guardian Name _____

I _____ (parent/guardian, request that the staff listed)

administer the drug(s) listed below to _____.

The drugs listed have been prescribed by the child's Doctor and the instructions for administration are clearly marked on the drug container, by the Pharmacy.

I will notify the school of any changes in doses and supply a new proper container for the drugs.

DRUG

DOSE

Time (to be given)

1 _____

2 _____

3 _____

Signed _____ (Parent/Guardian)

Oamaru Intermediate School

1.7

Procedures for Hygiene with Blood or other body fluids

1. Avoid contact with blood if your hands or lower arms have open cuts or unhealed wounds.
2. Use disposable gloves and wash thoroughly with soap and water after removal of gloves. If disposable gloves are unavailable at the time wash your hands and lower arms and any other bodily parts in contact with or splashed by blood, thoroughly with water and soap after handling blood.
3. Place any cotton wool, gauze, etc that has had contact with blood in a plastic bag and seal it for disposal.
4. Wipe down the benches or other bloodied areas with cold or tepid tap water and then with household bleach (eg Janola) freshly diluted 1 to 10 with water.
5. Wash carpeted areas with water and soap.
6. Wash scissors or other instruments thoroughly in cold tap water to remove any blood, then instruments can be effectively sterilized by boiling for at least 10 minutes or by soaking them for 30 minutes in household bleach diluted 1 part to 10.

1.8

Procedure for Drug Use and Misuse

Health Education classes inform students of the effects of drug/substance misuse and encouraging them to make good choices.

On request of the Principal/BOT Chairperson a Police Drug Dog may carry out a random search through school facilities and school resources.

1. Any student caught using, possessing or under the influence of harmful drugs, alcohol or solvents at any time while under the school's jurisdiction will be referred to the principal and may be stood down. In all circumstances parents and caregivers will be notified as well as appropriate authorities.
2. Any student caught smoking or possessing cigarettes, cigars, and/or tobacco while under the school's jurisdiction will be referred to the principal who will notify the parents in writing and stand-down may be considered in certain circumstances. A second offence will be considered as continual disobedience and may result in suspension.
3. Any student caught in possession of or under the influence of any of the substances above will be given appropriate support and guidance that will be negotiated with the family/guardian.

1.9

E.O.T.C. Risk Management

1. All trips outside the school grounds require a Risk Analysis and Management Plan.
2. Students require permission from parents to participate in E.O.T.C
3. All RAMs are filed in the school office prior to departure.
4. Parents and students involved are informed of Risk Management procedures where applicable.
5. All RAMs relating to high risk and overnight activities will be approved by the B.O.T. Chairperson.

Oamaru Intermediate School

1.10

Procedure for Behaviour Management/Use of Restraint

1. A Positive Behaviour for Learning School Wide Programme gives clear guidelines to staff around expectations, procedures and routines.
2. Each teacher has a current management plan on file including a matrix of behaviour expectations identified minor/major behaviour and a flow chart of follow-up.
3. Involvement of parents at an early stage will provide information about changes in family circumstances or explanatory information not readily available from the child.
4. The informal assistance of Health Nurse, Youth Aid Officer, or R.T.L.B. at an early time may assist in early resolution of problems.
5. Regular discussion at staff meetings on 'pupils causing concern' focus staff on successful behaviour management outcomes.
6. The Board of Trustees is kept informed via the principal of discipline issues.
7. The supervised Time Out' system is utilized for reflection on behaviour.
8. Ministry of Education Guidelines for Stand-Downs, Suspensions, Exclusions and Expulsions are followed.
9. All staff will follow procedures to ensure consistency across the school.
10. At no stage will physical force be used as a means of punishment.
11. **Physical Restraint will only be used, in accordance with Ministry of Education guidelines developed related to section 139AC of the Education Act, where preventative techniques have not been effective.**
 - a. Physical restraint can only be used by teachers or authorized staff members.
 - b. The teacher or authorized staff member reasonably believes that the safety of the student or of any other person is at serious and imminent risk. The physical restraint response must be reasonable and proportionate in the circumstances.
 - Use the minimum force necessary to respond to the serious and imminent risk to safety.
 - Use physical restraint only for as long as is needed to ensure the safety of everyone involved.
 - c. Call the police when a student cannot be managed safely and the imminent danger to staff or themselves remains, after all alternatives have been explored.
 - d. The physical and psychological state of the student being restrained should be continuously monitored by the person performing the restraint and other people present.
 - e. The staff member concerned must complete and sign an incident report which will be kept on the student's file after the principal has signed it.
 - f. All incidents of physical restraint must be reported to the Ministry of Education and the employer.
 - g. Parents will be informed of any incident involving physical restraint of their child by the Principal or person acting in that role.

1.11

Procedures for Playground Supervision

1. Students are encouraged to be active during breaks and make use of the equipment available.
2. Teachers are rostered on playground duties at interval and lunchtime.
3. Teacher patrol all areas of the school monitoring behaviour and ensuring the safety of students in the playground.
4. Teachers respond to "incidences" applying the school's assertive PB4L discipline procedures where necessary.
5. At Risk students may be allocated a specific area to remain in allowing closer supervision.
6. Students who pose a safety risk to others will be removed from the playground.
7. Parents are kept informed of misbehaviour by timeout sheets being sent home to be signed or by direct phone call.

1.12

Procedure for Sun Protection

To establish a school environment that protects pupils, staff and visitors from prolonged exposure to the sun through the development of suitable shade areas.

- 1 During Terms 1 and 4 the wearing of hats is encouraged for all pupils at Oamaru Intermediate School while playing in sun exposed areas.
- 2 Shade areas will be made available for children who do not have hats.
- 3 Staff will be positive role models, wearing hats.
- 4 Sunsmart awareness is promoted and where appropriate is incorporated into curriculum topics of work.
- 5 When planning Education Outside the Classroom programmes shade issues will be taken into consideration.

1.13

Procedure for School Bus Transport Safety

1. The appointed bus controller co-ordinates systems, reviews practices and follows up on any concerns.
2. Children assemble in an allocated area after school.
3. All children travelling on a country buses will be listed and a daily roll marked of those going home on their bus.
4. Children travelling on the town bus assemble and wait as a group for their bus to arrive.
5. Children and parents are informed of student safety and behaviour as outlined in the MOE School transport fact sheet 7, 8.
6. Children travel from OIS to WBHS on a single bus where they catch their separate buses.
7. Once on the buses the safety of students is the responsibility of the bus driver.
8. In the case of an accident police notify the parents of serious injury or death, the principal (school) notifies parents of students who sustain injuries following Accident notification.

Early departure from school

- If for any reason children need to leave school prior to the normal time e.g. buses leaving early because of floods parents will be contacted to ensure some one is at home or to make other arrangements.
- Children assemble and a roll call is taken which notes their presence at school, contact made with parents and outcome.
- Only those children whose parents are informed leave on an early bus.
- The bus roll is marked as usual.
- Children whose parents have not been contacted remain at school until parents are able to collect them or other arrangements are made for their care.

1.14

Procedures for dealing with Truancy

- 1 Classroom attendance is recorded electronically. Because Classroom Attendance registers are regarded as legal documents, it is imperative that they are fully and accurately recorded daily.
- 2 The school will establish routines to detect patterns of absence and methods of accurately recording these.
- 3 Reasons for absence will be recorded.
- 4 In dealing with suspected truancy the assistance of ECASE personnel (Truancy Officer) will be sought.
- 5 A formal warning letter will be sent by courier to caregivers prior to any legal proceedings being instituted.
- 6 Efforts will be made to meet and discuss the matter with caregivers as soon as attendance problems are noted.
- 7 The Board of Trustees Chairperson will be kept informed of progress in each case where legal action is impending and involved in an interview if appropriate.

1.15

Procedures to promote healthy Food and Nutrition practices

1. Through the delivery of the Health Curriculum students will be encouraged to take increasing responsibility for their own health, including consumption of food and drinks.
2. As part of Food Technology curriculum students will learn about the nutritional aspects of food.
3. A range of healthy food choices will be made available in the canteen.
4. Oamaru Intermediate School and the canteen contractor will consult at regular intervals concerning the provision healthy food.
5. The school-wide preparation, packaging and storage of foods will be hygienic, and procedures of the highest standards will be followed.

Oamaru Intermediate School

1.16

Procedures for Interviewing Students by outside Agencies

It will sometimes be appropriate for the school to refer matters to the Police/CYFS or for Police/CYFS to pursue matters at school. For the protection of students these interactions need to follow strict guidelines.

Procedures

1. Consent is needed from the Principal (or the person acting in that role) prior to any agency interviewing a student at school.
2. Management may refer any serious incident to the police. Management will inform the police of any incident concerning drugs. Other than in extraordinary cases, the student's parents or caregiver will be notified first before contacting the police.
3. If the police are interviewing a student about an offence in which she/he may have been involved, the parents or caregivers shall be notified of the interview first and shall have the opportunity to attend with their child. If parents or caregivers are unable to be contacted and management consider that the child's safety is at risk, the interview may proceed.
4. If parents are unable to accompany a student in a police interview a member of the staff/management will do so.
5. Parents have the right to refer any issue (eg. assault) to the police, over and above any action the school may take.
6. The school has the right to take action on any issue (eg. shoplifting while in uniform) that has initially been referred to the police, over and above any action the police may take.
7. In the case of Child Youth and Family Services it is not a requirement to have parental consent prior to an interview.
8. If it is not appropriate to have parents/caregivers attend the interview, an advocate for the child will be present eg. principal, class teacher, if the child wishes this.
9. The child should be interviewed with his/her consent.

Oamaru Intermediate School

1.17

Procedures for dealing with Bullying

1. Students are informed through assemblies and parents through newsletters of the school's zero tolerance of bullying.
2. OIS promotes the "No Blame" approach in dealing with bullying.
3. Students will be encouraged to report all instances of bullying, violence, harassment, or intimidation including aspects which result from text messaging or online interaction.
4. Parents are informed if their child bullies.
5. Students are involved in DARE, KOS and Positive Behaviour programmes to enable them to take an active role in responding appropriately to bullying.
6. Students involved in bullying may have their access to the playground limited or withdrawn for a period of time.
7. Serious offences may result in stand-down, suspension or exclusion.

Oamaru Intermediate School

1.18

Procedures for an Emergency Lock-down

The school needs a mechanism in place to lock down all classrooms during school time to keep students indoors and under direct supervision of teachers should there be an incident where there would be danger or risk to students outside the buildings.

1. Upon the discovery of a danger or risk, the principal and management team will be informed immediately and will contact emergency services as appropriate.
2. The school bell will be rung in a pre-determined signal (5-8 successive long pulses on the bell) to alert all staff and students. The pool will be phoned to ensure those present are aware.
3. The school's intercom system will also be used asking staff to ensure students are indoors and all doors locked. An email or text to staff will be sent if possible to inform staff of the situation.
 - i. **Seat students on the floor against walls** – out of sight from windows and doors. Lock every door you can see including block outside doors and close curtains **if you feel it is safe to do so**. Students in the West block (R3-6) will be directed to the cloak bays.
 - ii. **Reassure students, prevent texting** as we do not want parents/others arriving at school to see what is going on. It could be unsafe for them too.
 - iii. **Keep people quiet and still**, talk in whispers – movement and noise attract attention.
 - iv. **Mark a written roll of who is with you** – ready to hand in when the lockdown is lifted.
 - v. **The lockdown remains in place even if the fire alarms are activated.** (Evacuate only if there is evidence of smoke or fire nearby. If this happens **keep the group together but do not join with others, and do not assemble as in a fire drill**. Select somewhere where there could be cover from the actions of an armed intruder).
 - vi. If any emergency requiring a lock down occurs **between classes or intervals/lunchtimes move students indoors (the closest block)**. Convey following statement to the students when the bell is ringing. **“We have an emergency in the school grounds. There is a problem. The emergency services have been called. Please go inside immediately. Move now. It is not safe outside. Go to the nearest building/classroom quickly”** etc.
 - vii. All staff and students are to remain in secure lock down until a member of the management team personally visits the room to give the all clear. At this point all students and staff are to move to the hall so a consistent message can be given to the whole school.

All this is obviously governed by where any incident is taking place. We hope these instructions never have to be followed.

Oamaru Intermediate School

1.19

Oamaru Intermediate CCTV policy and procedures

Introduction

The purpose of this Policy/(procedures) is to regulate the management, operation and use of the closed circuit television (CCTV) at Oamaru Intermediate School.

This Policy follows Privacy Act 1993 guidelines.

1. Objectives of the CCTV system

- a) To provide monitoring for the safety of students school.
- b) To protect the school buildings and their assets.
- c) To monitor students working unsupervised in the timeout room.

2. Statement of intent

All information, documents and recordings obtained and are protected by the Privacy Act. Cameras will be used to monitor the school entrance and withdrawal room for security and safety purposes.

The addition of further cameras to the system or a change of area monitored will only happen with knowledge of the B.O.T. and adjustments made to this policy. Parents will be informed.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. CD images/disks will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. CD images/disks will never be released to the media for any other purpose.

Warning signs, as required under the Privacy Act have been placed at all access routes to areas covered by the school CCTV.

3. Operation of the system

The system will be administered and managed by the Principal in accordance with the principles and objectives expressed in this policy.

The day-to-day management will be the responsibility of Senior Management Team and the Property Manager during out of hours and at weekends.

The ICT systems operator (New Era) will be involved in maintaining hard disc space and system maintenance logs.

If required the systems licensed security installer may be called upon for assistance.

The CCTV system will be operated 24 hours each day, every day of the year.

4. Liaison

Liaison meetings (to monitor and maintain the system) may be held with staff representatives, ICT systems operator (New Era), the Schools Management team who are directly involved in the support of the CCTV system.

5. Monitoring procedures

One monitor in the main office by which pictures will be continuously recorded.

The principal and deputy principal have access to monitor both cameras on their computers. The Property Manager is able to monitor the main entrance camera only. Each user has an individual logon.

Image storage procedures

The images are stored on the Hard Drive. If images are required for evidential purposes, the following procedures for their use and retention must be strictly adhered to:

The images need to be transferred to a disk which must be sealed, witnessed, signed by the controller, dated and stored in

- A locked safe until collected.
- Each disk must be identified by a unique reference number.
- The disk should be new or cleaned of any previous recording.
- If the disk is archived at a later date, the reference number must be noted.

Disks may be viewed by the Police for the prevention and detection of crime or identification of a missing child.

A record will be maintained of the release of disks to the Police or other authorised applicants. A register will be available for this purpose. Viewing of disks by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned through the principal. Should a disk be required as evidence, a copy may be released to the Police. Disks will only be released to the Police on the clear understanding that the disk remains the property of the school, and both the disk and information contained on it are to be treated in accordance with this policy.

The school also retains the right to refuse permission for the Police to pass to any other person the disk or any part of the information contained thereon. If a Court requires the release of an original disk this will be produced from the safe, complete in its sealed bag. The Police may require the school to retain the stored disks for possible use as evidence in the future. Such disks will be properly indexed and properly and securely stored until they are needed by the Police.

Applications received from outside bodies (e.g. lawyers) to view or release disks will be referred to the Principal. In these circumstances disks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order.

6. Breaches of the policy (including breaches of security)

Any breach of this policy will be initially investigated by the Principal, in order to take the appropriate action and inform the board.

Any serious breach of this policy will be immediately reported to the BOT Chairperson and an independent investigation carried out to make recommendations on how to remedy the breach.

7. Assessment of the scheme and this policy

Performance monitoring, including random operating checks, may be carried out by the Principal/ICT Systems operator.

8. Complaints

Any complaints about the school's CCTV system should be addressed to the Principal.

Complaints will be investigated in accordance with the schools complaints procedures and with reference to this policy.

9. Access by the Data Subject

The Privacy Act 1993 provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made to the Principal.

10. Public information

Copies of this Policy will be available to the parents from the School Office.

11. Summary of Key Points

- The CCTV will be reviewed every three years.
- The CCTV system is owned and operated by the school.
- Liaison meetings may be held with the Police and other bodies.
- The Hard Drive may only be viewed by Authorised School personnel, and the Police.
- Images required as evidence will be properly recorded on a disk from the Hard Drive, witnessed and packaged before copies are released to the police.
- Disks will not be made available to the media for commercial use or entertainment.
- Disks will be disposed of securely by incineration.
- Any breaches of this policy will be investigated by the Principal. An independent investigation will be carried out for serious breaches.
- Breaches of the policy and remedies will be reported by the Principal to the Board.

Oamaru Intermediate School

1.20

Guidelines for the Surrender and Retention of Property and Searches

These guidelines are summarised in accordance with those issued under section 139AAI of the Education Act 1989 and comply with the New Zealand Bill of Rights Act 1990 and the Human Rights Act 1993.

SURRENDER

(Steps 1 and 2 on the chart deal with the criteria for search aspects of the legislation.)

If a staff member has grounds to believe that a student has an item / device that is

- likely to endanger safety
- likely to detrimentally affect the learning environment
- harmful

they will give the student the opportunity to surrender the item.

(Steps 3 and 4 on the chart deal with the criteria for the surrender aspects of the legislation.)

Where there is a refusal to produce, reveal or surrender an item, staff will need to consider whether to:

- initiate a search or
- apply the school's usual disciplinary or behaviour management practices (which may also be applied at any time).

SEARCHES

(Steps 5, 6 and 7 on the chart deal with the search aspects of the legislation.)

Conducting a search

The teacher upon forming a belief on reasonable grounds that a student has an item or device that is harmful, may require a student to:

- remove any outer clothing, except where the student has no other clothing, or only underclothing
- remove any head covering, gloves, footwear or socks
- surrender a bag or other container.

Note that outer clothing includes a coat, jacket, jumper or cardigan – and that socks does not include tights or stockings.

If during the search for a harmful item or device, an item or device that is likely to detrimentally affect the learning environment is found, then the staff member may retain it. An item that is likely to endanger safety may also be retained if it is believed that it could detrimentally affect the learning environment. The retention steps in the chart then apply

Whether an item is found or not, the clothing or footwear or bag or other belongings must be returned to the student immediately.

Restrictions and limitations

A search will be carried out in a manner that gives the student the greatest degree of privacy and dignity consistent with the purpose of the search.

Unless impracticable, a search will be carried out by a teacher who is of the same sex as the student, and in the presence of the student and another staff member who is of the same sex as the student. One of the teachers will be a senior teacher.

Unless impracticable, a search will not be carried out in the view of any person other than the person carrying out the search, the student and another teacher.

It is unlawful to search a student's person.

A teacher cannot use physical force against a student, other than in an emergency situation where staff are acting to defend themselves or the safety of others.

A record of all searches, using the format below, will be kept for the minimum period of seven years. This covers the period for the statute of limitations for civil matters.

Record of Search

Date of Search	
Name of Student	Present during the search? Yes/No
Name of staff member who conducted search	
Name of staff member who witnessed the search	
Same sex staff and pupil involved Yes/No If no explain Search conducted providing privacy for student Yes/No If no explain Physical force was used Yes/No If yes explain	
Signature Teachers	Principal

RETENTION

Steps 8, 9, and 10 on the chart deal with the retention aspects of the legislation.

When acting under the Rules, the following have to be considered:

- the health and safety of people
- the apparent value of any item or device retained
- the person believed to be entitled to the possession of the item or device concerned.

Actions

Having had an item surrendered, or having retained an item as a result of a search, a senior staff member will decide whether the item should be retained or disposed of.

Retaining and Storage

Reasonable care must be taken of the item. The teacher:

- keep the item or device in his or her possession; or
- give the item or device to another teacher or to another authorised staff member; or
- arrange for the item or device to be placed in secure storage.

If an item/device is to be retained overnight or longer it must be held in secure storage. "Secure storage" means any container (drawer, safe) or area (office) which is locked and which cannot be accessed without authority.

Returning or Passing On

When deciding to return an item or device to a student or to pass it to another person or agency, the following considerations need to be borne in mind:

- the health and safety of people
- the apparent value of the item or device concerned
- the person believed to be entitled to the possession of the item or device concerned.

If it is appropriate to return the item to the student from whom it was taken, the item or device must be made available to the student as soon as practicable.

In some circumstances, it could be appropriate to pass the item or device to another person (such as a parent or caregiver or the person believed to be entitled to possession of it), or to an agency.

Keeping an item, in itself, should not be used as a form of punishment.

Disposal

An item may be disposed of if the principal considers it appropriate.

An item that has been retained may not be sold as a form of disposal.

Record of Retention following surrender or search

Name of item/device	
Date on which the item /device was retained	
Name of student from who item/device was taken	
Name of teacher who took item/device	
Date on which the item/device was returned	
Date on which item was disposed of	
Manner of disposal	
Signature Teachers	Principal