

NAG 5

Each Board of Trustees is required to:

1. Provide a safe physical and emotional environment for students.
2. Comply in full with any legislation in force or that may be developed to ensure the safety of students and employees.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 5 N.A.G.5

POLICY TITLE 5.0 GENERAL POLICY ON HEALTH & SAFETY

RATIONALE

Wellington College Wellington College aims to provide a safe physical and emotional environment for students and comply with all current legislations which ensure the safety of students and employees.

PURPOSES

- To provide a safe and healthy learning and working environment for students and staff at Wellington College
- To preserve the long-term health of the Wellington College community by demonstrating care and concern for self, others and the environment.

GUIDELINES

1. The College will have written policies and written management procedures that are actively practised and regularly reviewed for compliance. Specific policies deal with:
 - Sexual, physical and emotional abuse
 - Protection from communicable diseases
 - Protection from identifiable hazards, e.g. weather, sun, road safety, emergencies, field trips, equipment, structures
 - Providing a healthy learning environment
 - Student conduct
 - First Aid
 - The Occupational Health and Safety Act and other Health and Safety legislations and their implementation at Wellington College.
2. Outdoor Safety Management System (OSMS) will be an essential part of EOTC (education outside the classroom) management procedures.
3. Management procedures will reference current legislation.

WELLINGTON COLLEGE POLICY STATEMENT

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POLICY TITLE 5.1 **SMOKE-FREE ENVIRONMENT**

RATIONALE

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

PURPOSES

- To ensure compliance with smoke-free legislation which requires that ‘the buildings and grounds of schools and early childhood centres become smoke-free from 10 December 2004’.
- To develop a plan of action to be taken in the case of non-compliance with the College’s smoke-free policy.
- To ensure that students do not smoke at or in any travel to or from College.

GUIDELINES

1. Smoking is not permitted within the College buildings or on the grounds at any time.
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 the smoke-free policy shall be resolved using the normal disciplinary procedures set by the Board of Trustees, commencing with a warning by the Headmaster or his Deputy.
4. The policy will be reviewed in consultation with staff at times requested by staff, parents, or the Board of Trustees.
5. The Guidance staff 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.

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POLICY TITLE 5.3 COMMUNICABLE DISEASES

RATIONALE

Wellington College is committed to the positive management of all communicable diseases.

PURPOSES

- To support and prevent unfair treatment of people suffering from communicable diseases.
- To ensure adequate measures are taken to prevent spread of a communicable disease within the College.
- To inform and educate College pupils about communicable diseases with a view to reducing risk of infection and spread of such diseases.

GUIDELINES

1. People with certain communicable diseases are usually fit for work and study, (e.g. HIV/AIDS, Hepatitis B & C).
2. Staff and students suffering from blood-borne or sexually transmitted communicable diseases such as HIV/AIDS, Hepatitis B and C do not pose a significant health risk to others in a College setting where appropriate and adequate procedures are maintained. Employment, enrolment and participation in the College activities will not be denied to these people.
3. The health status of any member of the College community will be kept private and confidential at all times within the terms of the Notifiable Diseases regulations.
4. Standard safety and hygiene procedures must be applied universally in the College at all times. The Guidance Department will regularly remind staff and students of these procedures.
5. The Health Education programme will provide an appropriate forum for answering questions and fostering discussion about communicable diseases.

7. Employees shall be given the opportunity to help in the development of emergency procedures that are required to meet the hazard management obligations the College has under the Act.
8. The Safety Officer shall be available to receive suggestions, information, and help on ways to identify risks to health and safety and to minimise such risks.
9. Every employee shall take all practicable steps to ensure the employee's safety, and the safety of other staff and the students, while at work at the College or in association with College activities, and that no action or inaction of the employee while at work causes harm to another person.
10. Employees shall be properly trained and where necessary supervised so that they do not harm themselves or others.
11. The Board acting through the Headmaster and the Administration Manager shall take all practicable steps to ensure that no action or inaction of any employee while at work harms any other person.
12. The Headmaster shall bring to the Board in February each year a report prepared by the Administration Manager and the Works Committee of the Board on the extent to which the Board's duties and obligations under the Health and Safety in Employment Act 1992 have been complied with during the previous year ended 31 December and the procedures to ensure compliance in the current year, from 1 January.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 5 N.A.G. 5

POLICY TITLE 5.6 CREATING A SAFE, NON-VIOLENT AND BULLY-FREE ENVIRONMENT

RATIONALE

In order to promote the College as a safe learning environment, the Board of Trustees recognises the needs for rigid enforcement of behaviour which is non-threatening and non-violent. All students and staff have the right to expect their place of work at the College and in all events associated with the College to be without fear of violence, whether physical, verbal, against property, or against self.

PURPOSES

- To state and uphold the fivefold Non-Violent Conduct Rule of:
 - No physical violence
 - No verbal violence
 - No violence to property (including theft)
 - No violence to self (including use of harmful and/or illegal substances)
 - No text bullying.
- To provide an orderly environment.
- To enhance the tone of the College in order to facilitate the achievement of best learning outcomes for students.
- To encourage respect for all members of the College community.
- To assist all members of the College community to feel safe and secure, experiencing no fear or threat in the workplace.

GUIDELINES

1. Non-violent behaviour is to be regularly and consistently reinforced and encouraged in simple and appropriate language.
2. Speakers and learning situations are to be used to promote a non-violent environment at the College.
3. Where appropriate, students exhibiting signs of violent behaviour are to be referred to the Guidance staff for behaviour management modification.
4. The breaking of any part of the non-violent conduct rule will be met with decisive action.
5. The positive consequences of adherence to the non-violent conduct rule will be stressed regularly.
6. A policy of courtesy, consideration for others and co-operation with others will be stated regularly, upheld by affirmative action by staff, and will be expected at all times, for all and between all members of the College community.
7. Incidents of bullying will be referred to Senior Management, in the first instance and then to the Headmaster who may convene the PJAC if deemed necessary.

8. Senior Management and Guidance Department including Guidance Counsellor, Deans and Form Teachers are to make students aware of schools attitude to bullying and the strategies to be followed if incidents of bullying arise.

9. The College will discourage the consumption of foods high in fat, sugar or salt.
10. Food will be prepared in a smoke-free environment.
11. Students (except Year 13) will not be permitted to leave school grounds during the school day to purchase food or beverages.

WELLINGTON COLLEGE POLICY STATEMENT

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POLICY TITLE 5.8 ACCIDENTS

RATIONALE

Under the Health and Safety Act, the College is required to provide a safe and secure environment for staff, students and visitors at all times. Its procedures and practices should be such that, should an accident occur, clear guidelines are available for appropriate action. Such guidelines must ensure that a safe environment is again secured as effectively and quickly as possible and that people are protected from sustaining further or continued exposure to risk.

PURPOSES

- To have a recognised procedure for attending to accidents with adequate facilities to attend to accident victims.
- To ensure all precautions are taken to anticipate possible hazards and thereby to avoid accidents.
- To restore a safe and healthy environment as soon as practicable following an accident.
- To provide a recognised procedure for informing the College administration, First Aid Officer, family of victims, and other appropriate people with minimum loss of time and credible professionalism.
- To ensure that immediate and accurate long-term records are kept of an accident, with accounts of witnesses in writing.
- To publish facts and memoranda to staff and students about the potential hazard(s) revealed by the accident and appropriate ways to avoid a recurrence of the event leading to the accident.

GUIDELINES

1. All accidents must be reported to College Reception as soon as possible.
2. A suitably trained staff member who shall be nominated as the College First Aid Officer shall be available at the College.
3. Any person injured in an accident, but capable of moving should be brought or sent with a suitable escort to College Reception. If the injury is such that the injured person cannot or should not be moved, Reception should be informed immediately and the First Aid Officer shall attend to the injury at the site it occurred.
4. Reception, by the speediest means available, will inform the parents and/or family of the victim of the accident/injury.
5. The First Aid Officer will follow First Aid procedures with regard to the most appropriate medical action in the circumstances.
6. The Administration Manager will hold and keep up to date a Register of Accidents, to a standard suitable for reference by any authorised person or judicial enquiry.
7. Management of classrooms and grounds should be such that the environment is accident-free, with the Headmaster and senior management making such rules as are appropriate for the protection of the students.

By way of exception to guidelines 7 and 8 above, the College will not notify parents or caregivers if in the circumstances the Headmaster determines that it is inadvisable to do so. An example of such circumstances is where the Headmaster suspects that such notification might lead to harm to the student in question.

9. The College's response to theft will be proportionate to the nature of the offence in question, taking into account the value of the property taken, the general behaviour of the student involved, the likelihood of repetition, and other relevant circumstances.
10. The fact that theft is a serious offence that may entail serious consequences for perpetrators does not exclude the possibility of the College providing full and appropriate programmes that endeavour to rehabilitate offenders.

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POLICY TITLE 5.12 DRUGS AND ALCOHOL

RATIONALE

Wellington College is committed to ensuring an alcohol and drug-free learning environment. Drug use by young people has been shown to be a health risk that can result in injury, problem behaviours, and failure to achieve educational potential.

PURPOSES

- To document Wellington College's agreed position on and accepted procedures for dealing with alcohol and drug-related issues.
- To promote and maintain a College environment in which the well-being of all College community members is paramount.
- To increase the knowledge and understanding of students and College staff about alcohol and drug issues.
- To provide education, guidance and support for family/whanau about alcohol and drug issues and referral agencies.

GUIDELINES

1. Detection and incidents are to be first reported to the Headmaster who will investigate.
2. Reasonable efforts must be made to notify the parents or caregivers if there is a serious concern.
3. Incidents of seizure of illicit drugs may be reported to the Police in accordance with the Standard Operating Procedure.
4. Search and seizure will be carried out in accordance with the law.
5. Students found in possession of or under the influence of alcohol and/or drugs may be suspended.
6. The College will assist with advice, guidance, and referral to support agencies as appropriate.
7. Students, staff and parents shall be informed of the policy.
8. The College will have a comprehensive alcohol and drug education programme.
9. The College will educate staff about alcohol and drugs, signs of substance abuse and the procedures to be followed.
10. The College community will be involved in parent and community health programmes wherever possible and, if appropriate, could include parent awareness programmes and ongoing interaction with key community groups.

- clearly stated educational objectives and expected learning outcomes for the event
- staff/volunteer competence assessment
- a venue/facility safety check
- outside provider check and contract process
- adult volunteer preparation
- transport safety procedures
- planning tools (checklists or RAMS)
- accident / incident recording and analysis
- parental consent and health profile process (for all involved)
- a student contract (where appropriate)
- equipment usage, repair and replacement logs (for school's own EOTC equipment)
- swimming competence and aquatic safety procedures (where appropriate)
- emergency procedures, and
- review processes (programme, systems).

WELLINGTON COLLEGE POLICY STATEMENT

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POLICY TITLE 5.15 UNEXPECTED DEATH ASSOCIATED WITH THE COLLEGE

RATIONALE

When a member of the College community dies the family and friends of the deceased have their own grief and trauma to deal with, while at the same time there are requirements relating to the continued operation of the College. Acknowledgement of a death is essential for a healthy resolution of the trauma experienced by family and friends of the deceased. The College administration needs to have processes established which assist members of the College to deal adequately with both the acknowledgement of the death and its associated trauma.

PURPOSES

- To provide guidelines for action following the death of a member of the College community.
- To encourage peer support among students when bereavement occurs.
- To encourage peer support among staff when bereavement occurs.
- To support and extend practical sympathy to the family and friends during their bereavement.

GUIDELINES

1. The Headmaster will visit the bereaved family as soon as possible after the death, possibly accompanied by another staff member.
2. The Headmaster will convene an initial meeting of staff and possibly family members to share information and make plans for the procedures necessary for the College community to appropriately support and identify with the bereaved.
3. The Headmaster informs staff at a full staff meeting of the death and may give directions as to how staff should advise the students and respond to their grief.
4. The College will be aware that students most affected by the death are not always those who knew the dead person best. Those who have had major losses, have family problems, or who are unstable in some other way find school bereavement especially hard to cope with and will be given due care and attention by Guidance staff.
5. Depending on the circumstances the College may recognise the death at a full Assembly of the College, led by the Headmaster. The College will also determine if there are ways in which it might assist the family at such funeral or final ceremony as the family plans for the deceased.
6. Outside professional agencies may be called in, if considered necessary by the Headmaster. This may include the provision of temporary additional pastoral resources for the College.
7. As far as possible the College will maintain normal routines, thereby encouraging a feeling of stability and minimising the internal disruption caused by the bereavement.
8. Student actions such a writing/drawing about their feelings, bringing or sending flowers and cards, visiting the bereaved family should be discussed and facilitated by Form Teachers and Guidance staff as appropriate.

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POLICY TITLE 5.18 INTERNATIONAL STUDENTS

RATIONALE

The Wellington College International Student Programme was set up to enable international fee-paying students to receive a quality New Zealand education in a positive and supportive environment throughout their time at the school.

PURPOSES

- To keep pace with increasing internationalization in education.
- To prepare College students for living in an internationally integrated world.
- To provide International fee-paying students with a quality New Zealand education in a safe and supportive environment.
- To generate income that will benefit all students.

GUIDELINES

1. The Board of Trustees will maintain a ceiling on the number of International fee-paying students in the College.
2. The Board will approve marketing ventures to ensure maximum use of the reserved places.
3. The College will adhere to the Code of Practice for the Pastoral Care of International students.
4. Adequate resourcing will be provided to ensure appropriate support for International fee-paying students. Quality services for International fee-paying students will be maintained through provision of classes in English for Speakers of Other Languages (ESOL), employment of a Homestay Manager, and provision of pastoral care.
5. Wherever possible, International fee-paying students will be enrolled on the basis that they fit within the established academic culture of the College.
6. The Board will guarantee the fees of all International fee-paying students in the event that the International Programme cannot continue.

