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# 2021 Health and Safety Report to the Board

Our Health and Safety Policy has been fully reviewed this year as per the Board of Trustees Governance Strategy Triennial Self-Review Programme.  
Each term we reviewed a specific section.

## Pastoral Care and Wellbeing

**Child protection** paperwork has been revisited every term at a staff meeting. As part of the induction process staff receive a copy of the documents and this is discussed within the first few days of employment.

**Cybersafety** information was circulated to families in the school newsletter to ensure that they had access to the internet filtering that is used at school.

John Parsons spoke to students and staff in November 2021.

**Health and Wellbeing - Hauora** was a focus for this year.

**Positive Behaviour Support** systems are robust and functioning well. Incident statistics are reported to each Board Meeting. Robyn Laidlaw was employed in Term 3 as a Behaviour specialist and has been working with student, staff and families to improve long term outcomes.

## Student and Staff Health

**Drug, Alcohol and Other Harmful Substances** systems are in place and there have been no incidents.

**First Aid and Sickness** systems are in place and functioning well. We have supported 2 workplace staff injuries from 2020 with long term ACC recovery plans into 2021. There have been 4 short term non-work related ACC supported leave. We have held 2 First Aid Courses this year, January and December. Teaching staff have current First Aid certificates and many support staff also attend the training. 2 Teaching staff attended course during the year.

**Communicable Diseases** has been an area of focus with our Covid-19 response. Documentation has been updated as the new levels evolved. Covid-19 QR codes are displayed at all sites.

Vaccination mandates have been actioned for staff and students.

We follow the guidance issued from Ministry of Education Bulletins.

## Health and Safety Requirements for School Leaders

**Education Outside the Classroom.** All RAMs have been signed by Principal and BOT Chairperson. We have had one camp in Term 1. Many EOTC events have been curtailed because of Covid restrictions.

**Health and Safety Legal Requirements** systems in place and reviewed.

**Privacy of Information** has been reviewed to ensure that the Covid vaccination status of staff and students is recorded according to the Privacy statements from Ministry of Education.

**Prevention of Harassment** systems in place but there have been no incidents.

**Surrender and Retention of Property and Searches** systems in place but there have been no incidents.

## Emergencies and Traumatic Incidents

**Crisis** systems in place and followed as a result of a student death mid year..

**Emergency Evacuation** systems in place and working smoothly. The Magnetic Door systems were upgraded in Term 2 break and this has resulted in some glitches that have now been restored.

**School Closure** systems in place and there have been no closures due to weather. We have had a government directed closure of property during Covid-19 lockdown period.

## Managing Risks and Hazards

**CCTV** systems in place. There has been an instance where we have had after-school teenagers identified when vandalising school property, they were not identified. Caretaker will phone police if this happens again.

**Environmental Hazards** checks are completed and any repairs dealt with promptly. Building Warrant of Fitness is up to date.

**Swimming Pool** has had new air conditioning unit and changing rooms installed. The water quality meets the standards. New staff has been trained informally to maintain pool testing in Term 4 under the guidance of myself.

**Transportation** systems have been reviewed with the purchase of 1 additional van. Parking has been reconfigured. Wheelchair capable vans (1 has been sold) are not currently being used for transporting students in wheelchairs. A new compliant van has been ordered and expecting to arrive in 2023. Van checks are complete termly so that WOF, service and registration is up to date.

Gillian Ellison