



# Apiti Te Uki Ou

## Health and Safety Policy

CIAG # 5

### Akakoro'anga (Purpose)

Te Uki Ou School aims to ensure that our school provides a safe, supportive, and well-managed environment for all students, staff, and visitors. In line with our responsibility as a Cook Islands school, this policy guides our procedures for identifying and managing risks, promoting student wellbeing, and responding effectively to accidents, illnesses, and emergencies. Our aim is to create a learning community where every child can thrive, confident that their health, safety, and overall wellbeing are protected.

### Te au Kaveinga (Guidelines)

#### Teacher's responsibilities:

"In loco parentis" (in the place of the parents)

- Teachers are required to exercise the same rights and responsibility of a reasonable parent.
- Teachers have a duty of care to pupils placed in their charge. While those pupils are lawfully on the school premises for the purpose of instruction, responsibility of the teacher in charge continues even though the normal school time may have ended. Thus pupils staying on the school premises during lunch break or after school for sports matches remain in the care of the teacher.
- Organised school programmes for school visits and sports away from the school premises are also occasions when teachers retain responsibility for supervision and care.
- In all cases it is expected that the standard of supervision exercised by teachers should be in the manner of a careful parent.
- Should an adverse incident happen to a child, depending on the severity of the incident, the principal must be contacted immediately, who will contact the parents and Board President immediately. *This order will be followed whenever possible but if it is not possible due to the circumstances ring the police.*

#### Guidelines and Implementation:

##### 1. Access to Children

- 1.1 Parents are to inform the Principal if conditions between caregivers over access to children exist. A copy of a court order, if one exists, should be held at school.
- 1.2 In all instances where someone unknown to the school is to pick a child up, caregivers are to inform the school of this.
- 1.3 Caregivers are asked to notify the school if a child is using the school app or phone call..

##### 2. Getting to and from School

- 2.1 While the school is not responsible for children getting to and from school, the school will cooperate with parents to see that children behave in a reasonable manner.
- 2.2 Instances of unreasonable behaviour of children should be reported to the school.
- 2.3 Keeping a track of children entering and leaving school ensures that the school and parents are alerted, as soon as possible, of any unusual circumstances or mishaps that may occur en route.
- 2.4 An absentee sheet is sent around the classrooms every morning. Those absent are recorded along with an explanation of reason for being absent, if it is known. The sheet is then sent to the office for the Office Manager to check up on the whereabouts of unexplained absentees. Every attempt will be made to contact a parent/guardian using the contacts given by the family. However, in the first instance it is the responsibility of the family concerned to inform the school of absentees and the school is not ultimately responsible for absentees. All late students are to go to the office to inform the office secretary to input their attendance on the EDGE SMS.



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- 2.5 The Bus Monitors keep a daily checklist of children leaving school by bus, and reporting daily incidents to the Principal who oversees buses.
  - 2.6 Parents / Caregivers are asked to inform the school of any changes to a child's normal routine for entering and exiting school.
  - 2.7 Pupils are not allowed to leave the school grounds unless teachers are satisfied they are going home or elsewhere with parental or caregiver permission.
  - 2.8 Children will not be permitted to use school phones to make last minute changes to their normal routine (a teacher can override this ruling in special circumstances). We encourage families, in particular our students, to be organised and plan ahead.
  - 2.9 The school recommends that children under the age of 10 years are not permitted to cycle to or from school as the main road is not safe, with poor visibility, a narrow road and speeding traffic causing problems that younger students do not yet have the skills or awareness to cope with, and those students who cycle to school should wear a suitably fitted helmet but this is ultimately the parent's choice and responsibility.
  - 2.10 A helmet must be worn by students on motorcycles to and from school.
3. **Environmental Concerns**
- 3.1 The outside environment – grounds and equipment – is to be such that it is safe and enjoyable to use.
  - 3.2 The inside environment – classrooms and furniture – is to be maintained as a safe and enjoyable place to use.
  - 3.3 When hazards at school are identified, remedial action is to be taken in the first instance, by the Caretaker under the direction of the Principal and secondly, by the Board of Governors. If the problem cannot be rectified immediately then the area of the hazard is to be isolated until further advice and action.
  - 3.4 The Board of Governors are to see that safety standards are met in relation to playground equipment and buildings. An inspection is to take place once a term by the Principal
  - 3.5 The general cleaning of classrooms and rubbish pickup is carried out by the students under the supervision of teachers on a daily basis. This includes the correct disposal of rubbish and food scraps into the designated places i.e. burning rubbish, glass, plastic bottles, pig bucket, and non-recyclables. Aluminium cans are a rarity at school, but will be sorted by the Caretaker, should they appear.
  - 3.6 Cleaning and upkeep of the toilets, disposal setup and grounds is to be carried out by the cleaner, as set out in the cleaner's Job Description.
  - 3.7 The Preschool is responsible for its own cleaning and rubbish disposal.
4. **Animals at school**
- 4.1 Animals likely to be a health risk eg. those taking lunches or fouling the play area, are to be kept away from school. In the first instance we will attempt to chase any animal away verbally or by using water. This will not cause long-term damage and models a respect for life.



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- 4.2 Animals who persist in coming around school may be caught, tied up and their owners asked to collect them. The owners are reminded that this is a courtesy gesture on the part of school.
- 4.3 If an animal's owner cannot be found or contacted the school has the right to ask an appropriate person to intervene, or in the case of dogs, the Police to remove the offending dog/s.
5. **Health and Safety Education**
  - 5.1 Good health and safety practise is a part of the Health Curriculum and will be planned for and covered in the classroom programme.
  - 5.2 Through the Health Education Programme the School is to develop attitudes and behaviours in children that promote healthy & safe living, and provides them with strategies to deal with threatening and/or dangerous situations.
  - 5.3 The school is to actively promote road safety.
  - 5.4 The school is to involve the Police Department in putting into place safety programmes.
  - 5.5 The School is to actively involve the Public Health Nurse in monitoring the health and welfare of children at school.
  - 5.6 To encourage healthy eating and drinking habits that will promote learning, Apari Te Uki Ou does not allow junk food to be consumed by children, except for on special occasions e.g. parties, junk food day, fairs etc. Regular fluid intake is encouraged and **water only** is allowed inside the classroom. Refer to the staff manual.
  - 5.7 Each class is to have a set of class treaty or rules which are easily understood by the children and which are discussed with them. These are displayed and reinforced by staff as part of our positive discipline class behaviour programme. See Behaviour Management policy.
  - 5.8 Teachers understand, convey and follow the Behaviour Management procedures set in Apari Te Uki Ou's policy.
  - 5.9 The school values aims to create a culture of good character traits within the school community. As part of Apari Te Uki Ou's Health Programme the fortnightly celebration assembly introduces a virtue and this is reinforced and practised within the class programme and encouraged outside of school also.
6. **Education Outside The Classroom (EOTC)**

Through the Physical Education and Outdoor Education programmes children are to be encouraged to observe safe practices in recreation and sport. Refer to the policy – Education outside of the Classroom.
7. **First Aid & Medical Conditions**
  - 7.1 In caring for hurt or ill children, the school is to provide a quality of care similar to a careful parent. Refer to the staff manual.
  - 7.2 An up to date list of children who have medical, health issues or allergies will be kept and communicated to staff by the Office Manager.
8. **Emergency Preparedness**
  - 8.1 In cases of natural disasters, the school will adhere to the Apari Te Uki Ou Emergency Preparedness Policy and procedures.



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8.2 In cases of infectious diseases, the school will follow the guidelines as set out in the Pandemic Action Plan (attached).

### 9. Children having negative impact on others

9.1 The Principal may stand-down or suspend children from school whose behaviour is such that they present a danger to other children, either through their own actions, or because of the role model they present. The MOE guidelines for this process will be adhered to at all times.

9.2 The decision to stand-down or suspend a child will not be taken lightly and will only be made when all other avenues to change the undesired behaviour have failed. Refer to the Behaviour Management Policy.

9.3 Parents will be made aware if their child is causing concern. Parents can be expected to attend an interview at school to discuss their child.

9.4 Children may be excluded from school who are not clean enough or who may have a communicable disease. A list of infectious diseases and infestations, and required action follows this policy.

9.5 In an attempt to keep on top of a common infestation that is spread at school i.e. head lice and nits, the school Health Nurse and / or selected adults will do a full school check near the beginning of each term.

9.6 Resulting from this:

9.6.1 A notice of advice will be sent home with infected students that will request that the matter be dealt with immediately.

9.6.2 The Principal will be given the list of infected students and will follow up, when the students return to school, to see that the problem has been attended to.

9.6.3 If the problem still persists the Principal will follow up with a phone call to home alerting the family to the notice that went home and offering advice or assistance if family are unsure of what to do.

9.6.4 If the matter is still not attended to the school will as a last resort treat the problem at school after a call to inform parents / guardians that this step is being taken.

9.7 Infectious skin problems such as Tinea, Ringworm, Impetigo and Scabies must be dealt with as soon as noticed. If a problem isn't being treated the school may ask for a child to be kept at home until the skin has healed. The Health Nurse will be called upon to do regular checks for these also.

### 10. Health Providers

- The Health Department provides health care and education programmes to all children in conjunction with the schools.
- A free dental service is also provided to all children via the schools.
- From time to time other Health Care providers and specialists are brought in for examinations, counselling assistance & support, education programmes and consultations.

#### Guidelines

10.1 All Healthcare providers must have the approval of the school Principal who is responsible for checking their authenticity and planned programmes.

10.2 Parents/ Guardians will be informed ahead of time of Healthcare programmes.

10.3 Written permission must be gained for every child before being seen by a Healthcare provider for examinations, treatment, inoculations, dental work, observations or counselling.





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- 10.4 Sex education programmes are optional. Permission must be gained from parents/guardians and if not granted the parent/guardian has the right to withdraw their child from school or an alternative programme may be provided during that time.
- 10.5 The school and parents/guardians must have access to healthcare records relevant to them. Parents must be informed of any concerns that show up.
- 10.6 The school will do their best to check that the appropriate people follow up areas of concern.
- 10.7 Full names, DOB and class details must be checked carefully to ensure that mix-ups don't happen.
- 10.8 Teachers must have written notification of any special circumstances e.g. a child not having permission, health concerns that may affect learning, allergies and other health conditions.

<b>Date of Last Review:</b>	November 2025	November 2025
<b>Signed:</b>		
	<b>Gina Bamber</b> Chairperson Board of Governors	<b>Liz Cribb</b> Acting Principal Apii Te Uki Ou

