



Rationale:

Schools are required to provide a safe physical and emotional environment for students, in accordance with MoE National Administration Guideline 5. (NAG 5)

Safety at school is a fundamental expectation of students, family, whanau and staff. A safe environment helps students to engage, learn and achieve more effectively.

Purpose:

To support the school's Health and Safety Policy Objective 9(b): *“Establish and maintain additional policies and procedures to (b) provide a safe physical and emotional environment for students through both proactive and retrospective programmes to prevent or manage harmful behaviours.”*

Scope:

This policy applies to all staff, students, family and whanau.

Definitions:

Safe School means the school is a place and community where students and staff feel physically and emotionally safe.

Restorative Justice is a voluntary process in which those affected by wrongdoing are brought together to hear each other and acknowledge the harm done, to identify needs and obligations, and to decide how to deal with these.

Guidelines:

1. All class teachers will promote the Safe School concept.
2. All staff will promote and demonstrate Safe School practices through role-modelling in their dealings with students and other staff.
3. Students, parents and staff will be regularly encouraged to report anything they consider to be contrary to maintaining a safe school.
4. School management will promote the safe school concept in staff meetings, assemblies and newsletters outlining both the procedures for reporting un-safe practices and the consequences of breaking school rules and policies.
5. The school will take prompt, decisive, exemplary action when any instances of violence [actual or threatened], substance abuse, verbal abuse, harassment and bullying, unfair discrimination, theft or damage to property are reported or observed. Refer to Behaviour Management Policy.
6. The school will endeavour to use restorative justice practices in the resolution of wrongdoing, wherever appropriate.
7. Firearms, knives, lasers and any other items that could be considered offensive weapons are prohibited, unless specifically required for a lawful purpose such as education, sports or cultural activity.
8. The Principal will ensure there are procedures in place to appropriately manage and control situations that could arise when offensive weapons are involved.

Related policies:

1. Sexual Harassment
2. Child Abuse
3. Complaint Procedures
4. Cultural Diversity
5. Drugs, Alcohol and other Mind-Altering Substances



6. Behaviour Management
7. Surveillance, Search & Seizure
8. National Civil Defence
9. Health & Safety

References or Sources:

1. National Administration Guideline 5
2. Arms Act 1983

Review details:

Review Date	Reviewed by
March 2017	ELL
Review cycle: 3 years	Due date for Review: March 2020

Management Contact:

Assistant Principal - Students