



Child Safety

1. Background

1. This policy endeavours to ensure that the safety of the pupils is protected by establishing procedures to cover a range of potentially threatening situations.
2. Child safety includes the physical and the emotional safety of the pupils of the school.

2. Objective

- 2.1 To ensure the safety of all children at the School in the following or related situations:
 - 2.1.1 Non-custodial parent and Family Court orders
 - a non-custodial parent demands access to a child at school
 - a parent breaches access arrangements or a court order by entering the school
 - 2.1.2 Persons who are intoxicated or affected by drugs
 - an unauthorised or authorised person (e.g. parent, visitor, caregiver, stranger) who appears to be under the influence of a mind altering substance, while within the School, or
 - an authorised collector who appears to be under similar influence, attempts to remove a child from the School.
 - 2.1.3 Persons threaten violence or acts violently
 - a person threatens or appears to threaten staff and/or a child
 - a person acts violently within or around the school grounds
 - 2.1.4 Pupils require immediate isolation from an event
 - vehicle accident immediately outside school premises
 - serious accident/event near/within school premises
 - 2.1.5 Civil Defence or other emergency
 - earthquake, flood, etc
 - fire

3. Policy

1. The safety/needs of the children and staff will override the "Supervision and Collection of Pupils Policy" and the rights of otherwise authorised people to remain on the premises.
2. If a staff member reasonably suspects that the actions or presence of a person may compromise the safety of a child at the school, the first priority of a staff member will be to immediately minimise the risk to any child(ren).
3. The second priority of the staff member will be to inform the Head of Department or the Principal.
4. If the staff member and/or Head of Department reasonably suspects that there is a risk of danger and/or violence, having fulfilled the requirement to minimise the immediate risk of direct danger or violence to a child(ren), he/she will inform the School Office where staff will:
 - Call the Police,
 - Consult the Principal and/or Bursar and/or Head of Department as to further action.



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5. If the Principal and/or Bursar and/or Head of Department believe that it would be prudent in the circumstances to institute a lockdown, the procedure will be activated immediately.
6. In all circumstances, those staff members directly involved with the event will:-
 - Endeavour to calm the situation for all concerned.
 - Take reasonable steps to keep any children and adults safe.
 - Contact the Principal and School Office and/or Head of Department.
 - Remain with the child/children until the safety of the latter has been assured, if prudent and possible.
 - Assist the Principal and/or Head of Department to contact family members and/or the appropriate agencies to take care of any child(ren).
 - After the event, assist the Head of Department in the writing of a confidential report about the incident. This report will be filed in the appropriate child(ren)'s personal file.

4. Custody and Court Orders:

1. The School is obligated to comply with appropriate orders of the Family Court and will endeavour to accommodate custody arrangements as these affect the school. In doing so, the school will, where possible, take a stance in which the best interests of the child to experience school as a safe haven from inter-parental conflict will be respected.
2. In implementing this stance and subject to the directions of any court order about contact with a parent, a "no surprises" policy will be followed in which both parties in any split family will be aware of the actions of the other that involve the school e.g. visiting a child at school.
3. Where a Family Court Order preventing access to a child exists, relevant documents about this will be provided to the school and any appropriate content will be made known to staff in the affected department.
4. Where a parent appears to be in breach of a Family Court order while on the school premises, the teacher, Head of Department and Principal will be informed, and the most senior of these present will immediately inform the holder of the Court Order. Where possible, but without compromising the safety of the child concerned, a person breaching a Family Court order will not be permitted access to the child concerned. Where access cannot be prevented, a staff member will remain with the child at all possible.

5. Physical Restraint of Children

- 5.1 Physical restraint is the use of physical force to prevent, restrict, or subdue the movement of a student's body or part of the student's body. Physical restraint can only be used by teachers or authorised staff members.
- 5.2 The Act limits the use of physical restraint by teachers or authorised staff members in schools to situations where:
 - the teacher or staff member reasonably believes that the safety of the student or of any other person is at serious and imminent risk; and
 - the restraint used is reasonable and proportionate in the circumstances.
- 5.3 Wherever possible, the use of physical restraint is to be avoided. However, should physical restraint have been used, the following is to occur:
 - The welfare of the child is to be paramount. With this in mind, the child is to be supported, cared for and closely monitored to ensure that they do not suffer shock or other distress.
 - The staff member concerned is also to be debriefed and, where necessary, supported, cared for and closely monitored.

5.4 Every use of physical restraint shall be reported within 24 hours of occurrence, as follows:

- An Incident Report Form is to be completed using the e-forms available on the Schools student management system. (A paper copy of this e-form is attached as Appendix 1 to this Policy.)
- The Ministry of Education is to be notified, using the form at Appendix 2 to this Policy. (scan and email to physical.restraint@education.govt.nz)
- The Board of Trustees is to be notified.

5.5 Further detailed information on Child Restraint is available at:

<https://www.education.govt.nz/assets/Documents/School/Managing-and-supporting-students/Guidance-for-New-Zealand-Schools-on-Behaviour-Mgmt-to-Minimise-Physical-....pdf>

6. Evacuation:

6.1 Refer to the evacuation procedures in the Health & Safety Policy. For information about closure of the School, refer to the Closure of the School Policy.

7. Isolation:

7.1 There may be instances where there it is prudent to keep all pupils inside and away from the School boundaries. Events involving serious trauma, for example traffic accident or playground accident, where injured or deceased people may be visible, may have significant adverse psychological impacts on pupils. In such cases, it may be determined that it would be better that the pupils be kept away from / out of view of these incidents. In these circumstances, the Lockdown procedure below may be implemented to isolate pupils from the event.

8. Lockdown

8.1 Refer to the Lockdown Policy.



Physical Restraint Incident Report Form

| | | | |
|--|--|--|--|
| Report completed by | Date of incident | Date of report | |
| Name of student | | | |
| Date of birth | | Gender M <input type="checkbox"/> F <input type="checkbox"/> | |
| Ethnicity | | | |
| Time restraint started | | | |
| Time restraint ended | | | |
| Name/s of staff member/s administering restraint | | | |
| Trained in safe physical restraint? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Other staff /adults who witnessed | | | |

| Place where restraint occurred | |
|--------------------------------|---------------------|
| Classroom | Toilet block |
| Corridor | Administration area |
| Assembly hall | Other (identify) |
| Outdoor area | |

| Behaviour directed at | |
|---|--|
| Staff member – name | |
| Student – name | |
| Self | |
| Property – describe the serious and imminent risk to the safety of self or others | |

| Reason restraint was considered necessary | |
|---|--|
| Serious and imminent risk to safety – describe | |
| Actual injury – describe and attach injury form | |

| Signatures | |
|-----------------------------------|--|
| Principal or Principal's delegate | |
| Staff member involved | |
| Other staff (witnesses) | |

Incident of Physical Restraint Form (for MOE)

| Information for the Ministry of Education and the Employer | | | |
|--|--|--|--|
| Completed by | | | |
| Date of Incident | | Date of Report | |
| School name & number | | | |
| Student's National Student Number (no name) | | Date of Birth | |
| Gender | | Year Level | |
| Ethnicity | | | |
| First time the student has been physically restrained? | Yes / No (delete one) | The student was physically restrained more than once during the day? | Yes / No (delete one) If yes, how many times? |
| The student has an Individual Behaviour Plan? | Yes / No (delete one) | Physical restraint was a part of the plan? | Yes / No (delete one) |
| Were parents notified? | Yes / No (delete one) | | |
| Was anyone injured? | Yes / No (delete one) If yes, describe | | |
| Was the staff member who applied the restraint a teacher or authorised staff member? | Yes / No (delete one) If no, provide details | | |
| Role of staff member who applied the restraint | Teacher / Other (delete one) If Other, describe role: | | |
| Did the staff member who applied the restraint receive any training prior to the incident? | Yes / No (delete one) If yes, what training? | | |

Why was the use of physical restraint considered necessary?

Serious and imminent risk to the safety of the student or any other person – describe

Any other comments

Required Action

Complete the form above and email it to the Ministry of Education at <mailto:physical.restraint@education.govt.nz> Provide a copy to the employer (board of trustees, sponsor of a partnership school kura hourua, or manager of a private school)

Note: The information in this form may be the subject of requests made under the Privacy Act 1993 and the Official Information Act 1982.