



Contents

Statement of Beliefs

Actions

Education outside the classroom & Transportation of students.

Harassment

Administration of Medication

Healthy Eating

Dress Code

Significant and Special Behavioural difficulties

Emergency Procedures

Police Vetting (Updated –refer to NAG 6 Legislation)

A) Statement of Beliefs

The Health and Safety at Work Act 2015 will guide the Raumati Beach School Board. Refer to Health and Safety Legislation Policies

We will have management practices that:

- Provide a safe physical and emotional environment for students and staff
- Promote healthy food and nutrition for all students
- Comply in full with any legislation currently in force or that may be developed, ensure the safety of students and employees

Where the Board becomes aware of either:

- a. a hazardous or dangerous situation (including hazardous substances); or
- b. a situation where the Health and Safety at Work Act 2015 cannot be met;

It will do everything within its capability to rectify the situation or, alternatively, promptly report the situation to the Central South Property Advisor, Ministry of Education.

We believe:

Employees, students and visitors should be physically and emotionally safe while at school.

It is important to have a positive culture around health and safety where Board, staff and students have an awareness of, and are proactive about, health and safety practices.

It is important that all hazards are identified, recorded in a register, and then acted on in a timely

UPDATED: MARCH 2022

manner.

That it is important to ensure all steps are taken to eliminate, isolate or minimise identified hazards, and that those steps are in accord with legislation (e.g. hazardous substance storage).

That counselling is an important tool and will be made available to staff and students should the need arise. The

Board is part of the Employee Assistance Program (E.A.P). This service can be accessed by staff directly. Information about the program is on display throughout the school.

Employees and volunteers working at the school must be sufficiently qualified to work safely or are to be supervised by an experienced person. All safety procedures associated with the operation of plant and equipment are to be understood and used.

It is important for employees to have the opportunity to be fully involved in the development of safety procedures.

That teachers, when asked by the legal profession to provide information about students in their care will do so in a professional manner. Any opinions expressed will be those of a teacher commenting professionally on the student rather than in a personal manner. Staff may also contact parents if required to obtain information if they have any concerns.

That at times staff and other employees may be subject to periods or instances of unusually or unreasonably high stress levels in carrying out their duties. Generally, the Board expects such issues to be managed in a timely manner and at the lowest practicable level to avoid unnecessary escalation and inflammation.

Such instances may arise for different reasons such as distinct incidents (for example accidents or dramatic changes in personal circumstances) through sustained pressures over extended periods (for example increased workloads or ongoing issues with particular individuals, groups or circumstance). The Board further recognises that staff and other employees may be placed under undue or unnecessary stress as a result of actions from other members of the school or the wider school community. All such matters need to be addressed in a professional, and if necessary confidential manner to ensure that the necessary actions are taken to abate the situation.

B) Specific Actions:

Incidents involving alcohol, drugs or weapons will be dealt with under the appropriate procedures of the Behaviour Management section. This may result in the incident being referred to the Board, Police or another outside agency.

Any incident that is likely to cause significant emotional or physical trauma (e.g. death, suicide or severe accident) is to be regarded as a threat to the health and well-being of those associated or with it. In such cases the assistance of the Special Education & Support Service (SE&S) is to be sought.

UPDATED: MARCH 2022

Visitors to the school should report to the office and be advised of any health and safety matters that may affect them. If necessary visitors should be accompanied where there is a risk of injury.

The school medical Administration Staff will monitor the medical room at all times. Staff will check periodically to ensure children's welfare. If the administration staff is required at a special event, they will ensure that cover is provided so that the medical room and phone services can continue to operate.

The school will follow the advice and guidance of appropriate authorities when dealing with incidents. E.g. Police, Fire etc.

Corporal punishment and any form of physical and emotional abuse will not to be used at Raumati Beach School.

Dogs, with the exception of guide or working dogs, are **not generally** encouraged on the school grounds. The Principal may grant an exception when the visit is directly related to student learning / behaviour or part of an education / classroom programme or opportunity.

C) Sun Safe

Beliefs

We believe that it is part of our shared responsibility to ensure that students who attend Raumati Beach School are protected from skin damage caused by the harmful ultraviolet (UV) rays of the sun, which may lead to the serious skin cancer or melanoma in later life. The procedures, which follow, will be implemented particularly during daylight saving months. (Usually Labour Weekend – Easter)

Actions

As part of general skin protection the school will:

Utilize existing shade and, wherever possible, provide extra shade if possible at sporting and other outdoor events, e.g. : umbrellas, tarpaulins.

Ensure that there are shelters and trees providing shade in the school.

Ensure parents are encouraged to provide SPF30+ broad spectrum, water-resistant sunscreen for their children's use whenever necessary.

When appropriate, incorporate education programmes on the dangers of prolonged exposure to ultraviolet rays into the school's health programme.

Ensure that pupils and staff wear hats that protect the face, neck and ears when they are outside (e.g.: break, lunch, sport, carnivals, excursions and activities) during daylight saving months.

UPDATED: MARCH 2022

Encourage staff to schedule outdoor activities and sports events before 11.00 am whenever possible.

Encourage staff and parents/visitors to act as role models to the school by:

- ~ wearing appropriate hats and clothing for all summer outdoor activities
- ~ using a SPF30+ broad spectrum, water-resistant sunscreen for skin protection
- ~ seeking shade whenever possible.

Regularly reinforce the Shady School Aims in a positive way through newsletters, parent meetings, student and teacher activities

Ensure that the Raumati Beach School Uniform has a sunhat as part of the compulsory requirements

When enrolling their child, parents will be:

- 1 Informed of our Sun Safe Practices.
- 2 Requested to ensure they purchase an approved uniform hat and place it in their child's bag during summer months.
- 3 Reminded that parents are encouraged to provide SPF30+ broad spectrum, water-resistant sunscreen in their child's bag during summer.
- 4 Asked if their child has any allergic reactions.
- 5 Encouraged to practice sun protective behaviours themselves.

D) Threatening or Intimidating Behaviour from a member of the public

Beliefs

We believe employees, students and visitors should be physically and emotionally safe while at school. Threatening or intimidating behaviour, (including behaviour that may be perceived as threatening or intimidating) to staff by a member of the public will be taken seriously and acted upon quickly. This behaviour may occur either in person, over the phone or online.

Actions

safety procedures management

UPDATED: MARCH 2022

1. *The threatened staff member will inform their Team leaders and Kaitiaki immediately*
2. *Kaitiaki will listen to the victim to assess the level of threat based on what needs to be done to make the victim feel safe.*
3. *Kaitiaki response options:*
 - a. *If safe, Kaitiaki to communicate directly with the perpetrator to discuss their behaviour.*
 - or*
 - b. *Kaitiaki to report the incident to the Community Constable taking their lead for what should happen next.*
4. *Kaitiaki will inform the Board Chair of the incident and what actions have been done*
5. *Kaitiaki will inform the victim of what actions have been done and take any further action needed to make the victim feel safe on school grounds.*

E) Harassment

Belief

At Raumati Beach we believe all members of the school community (employees, volunteer workers, students, contractors and visitors) have the right to work in an environment free from unwelcome verbal or physical conduct of an abusive nature by employers, co-workers or any other person who shares the school environment. We support procedures for dealing with complaints of harassment and encourage all members of the school community to respect the freedoms and rights of others.

Actions

1. Meet with designated “contact” person - usually the Principal
2. Make it clear to the offender the behaviour is unacceptable and must stop immediately. What may be acceptable to one person may be totally unacceptable to another. If behaviour persists:
3. Make a complaint directly with the Principal or Chairperson. (As with the Complaints Procedure any complaint dealing directly with the Principal should be made directly to the Chairperson).
4. Following a written complaint, a sub-committee of the Board will investigate the complaint following the processes set down in the Complaints Policy with full records kept. This will be done IN-COMMITTEE.
5. Advise the complainant and the subject of the complaint should be advised to seek support from the Union or preferred support person.
6. Following the findings of the investigation, and the subsequent report to the Board, appropriate action will be determined by the Board. This may be: *an absolute assurance the behaviour will stop and an apology made. It may also include a formal warning process being entered into and followed.*
7. Continuing instances of such behaviour could subsequently result in termination of employment.
8. Affirmative action will be taken when patterns of behaviour develop.
9. Board of Trustee members and staff must not act in such a way as to invoke a complaint of harassment.

UPDATED: MARCH 2022

10. All employees will be informed that harassment at Raumati Beach will not be tolerated and that serious consequences (including dismissal) exist for those against whom a complaint is made.
11. The Principal should be consulted if a member of staff is subjected to such behaviour.
12. The Board of Trustees (Chairperson) should be informed if a complaint of harassment has been made.
13. Procedures as outlined in Employee Award documents will be followed in dealing with a complaint of harassment

N.B. All complaints are to be treated sensitively and in complete confidentiality. Measures must be taken to ensure victimisation of the complainant or subject does not occur.

Harassment of pupils by an employee or another member of the school community is addressed as a disciplinary matter under the relevant Employment Contract.

F) Administration of Medication / student welfare

There are implications for the Board when a student's access to education is dependent on taking prescribed medication during school hours, or when this is necessary for the school to maintain a safe physical and emotional environment. Rights and duties will need to be balanced so that policy and actions comply with the law and also meet the needs of the school community. The Board notes its requirement to comply with the Education Act 1989 and the Human Rights Act 1993 that ensure a student's right to access to, and receive, education.

Belief

At Raumati Beach School we believe it is important to support students & parents keeping their child safe and healthy. This at times may involve extra care through administering medication or assisting a student who has required extra assistance due to injury. As an integral part of their pastoral care duties, some school staff members may accept nursing/parenting roles such as administering antibiotics or providing medication for headaches. Other examples that may be encountered are requests from

UPDATED: MARCH 2022

parents or guardians for administering medication for asthmatics, diabetics and children with Attention Disability Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD) Allergies, during school hours.

The Aim of these procedures are to prescribe the requirements necessary to meet the schools obligations for the administration of prescribed medication by school staff, parents or guardians or other appointed personnel.

- I. **Students have a right** to receive prescribed medication in school hours if this enables them to access education.
- II. **Staff members have a right** to choose whether or not to take responsibility for administering prescribed medication to a student. An exception to this is when the role is specified in an employee's job description.
- III. **The Board has a duty** to maintain a safe physical and emotional environment.
- IV. **The school has a duty of care.** At RBS should a student suffer an injury or have a medical event that is deemed by staff to be concerning or serious and a child cannot be safely moved (eg Broken limb, seizure, loss of consciousness due to injury) an ambulance will be called.

Actions

1. The Principal / Office Manager is to ensure that all parents or guardians and staff are aware of the school's procedures concerning the administration of medication.
2. Parents or guardians wishing staff or other persons to administer prescribed medication to students during school hours are to provide the School with a written statement / Medical approval form that it is acceptable for a non-medical staff member to hold responsibility for administering the medication. This statement needs to be sighted by the office, before a staff member agrees to take responsibility for administering prescribed medication.
3. Staff should not administer non-prescription medicine (e.g. for headache etc) without first obtaining the permission of the student's parent or guardian. This may be verbally obtained by telephone if necessary. Each instance of administering such medication should be included in the Register.
4. Each time the medication is administered a register is to be signed. It is the parent or guardian's

UPDATED: MARCH 2022

responsibility to inform the school of any change in the student's medical circumstance.

5. Staff members who elect to administer medication to students are to receive appropriate information and or training if required. By law, the medical practitioner's directions must be included on the label of all dispensed medication. It is essential that the person administering the medication follow these directions.
6. All reasonable care with security must be taken where medications and drugs are held or administered on school premises. Storage must be safe and secure at all times. The amount of medication held at the school is to be strictly controlled. Depending upon the type of medication, the School may impose restrictions, for example a limit of holdings, or require a regular delivery by the parent or guardian in person
7. The school also requires Parents to fill in an Asthma Plan for all students requiring the use of inhalers on a regular basis. This form is available from the office. Inhalers will be locked in the Medical Room cupboard unless there are exceptional circumstances.
8. It is the School policy to call an ambulance in response to seizure
9. The requirement of **midazolam requested by parents** is done in consultation with
 - a) Care plan states the duration of time of seizure before child needs midazolam
 - b) Amount of Midazolam is confirmed in the care plan.
 - c) Actual administration of Midazolam is done by responder in consultation with dispatch.
 - d) Support person to also witness medication drawn and administered.
 - e) Parents have responsibility to follow up with school if there are any changes to medications amounts; weight;

G) Healthy Eating

Belief

At Raumati Beach School we will encourage parents to be aware of the importance of providing healthy food to eat and discourage the consumption of foods that are high in fat, salt and sugar.

We believe that large quantities of chippies, confectionery and fizzy drinks are inappropriate items for school lunches. The development of good eating habits is fundamental to pupils' health. When purchasing food at school, the healthiest choice must be the easiest choice for children. The school food system, where possible, will support MOE guidelines.

Actions

1. Food will be prepared in a smoke-free, hygienic environment.
2. An efficient and viable food service will be offered when possible.
3. There will be good liaison between the school and the food service provider.
4. Food sold in our school will reflect the National Nutritional Goals. It will also reflect the

UPDATED: MARCH 2022

food pyramid.

5. Consumption of water will be encouraged as an alternative to cordials, fruit juice and soft drinks.
6. All food sold for fundraising should be viewed against the desire to achieve a balance and alternatives to sweet items be encouraged.
7. School will provide a 'sandwich' (bread, butter and spread - readily accessible in the fridge) or other suitable food, for those children without lunch.
8. The school is NOT Nut free. However we recognise we have a number of students who have allergies to nuts. (Some severe) The school will ensure parents of students who are in the class of a child with allergies are informed. They will be asked not to provide food that contains traces of nuts. The school has a responsibility to keep students safe and recognises that while not having nut products available for students can cause an inconvenience, the health of a student does take precedence over the rights of another child who wishes to have nut products.
9. If a student has been diagnosed with a severe nut allergy and has been provided with a Teacher Aide through High Health Needs. (MOE Funding) The teacher aide will as part of their job check lunch boxes for nut products. These will be removed and returned to parents after the school day is finished.
10. Parents whose children are in a room with a student who has severe nut allergies will receive information from the school in writing.

H) Dress Code

Belief

Aim

Raumati Beach School believes that it is important that students are dressed appropriately while at school. That clothing, jewellery and makeup do not distract from daily learning. Our school uniform enhances student safety, through increased visibility, especially with regard to trips off school grounds, the uniform also provides a level of consistency in dress that helps enhance the school image and culture.

Actions

Section A: School Uniform:

1. Raumati Beach School has a **compulsory school uniform**. All students attending RBS are required to wear this.
2. A copy of the uniform procedures and requirements will be given to families at enrolment. (Contained within the school prospectus) An agreement to abide by the school uniform

UPDATED: MARCH 2022

- procedures is included in the Enrolment Form to be signed by parents and/or senior students.
3. New students will be allowed a period of two weeks to arrange purchase of the school uniform. This may be extended if delivery is delayed
 4. Students must wear the correct uniform to and from school. Correct uniform will also be worn on all school outings and all sporting events, except when teachers advise otherwise. The school does not have uniform shoes, but does expect that students wear shoes that are appropriate for activities which include sport / PE.
 5. All items of uniform MUST be clearly named.
 6. Where a student is not wearing the correct uniform, a standard letter will be sent home to the parent by the Principal or Deputy Principal (A), to enquire whether there is a problem.
 7. A standard letter will also be sent home if the uniform is not in a tidy and respectable condition.
 8. The Principal / Deputy Principal /Assistant Principal(s) may elect to follow letters with a meeting with the parent where it is considered necessary.
 9. Where a student refuses to wear the correct uniform, the matter will be treated as a behaviour issue, and dealt with under existing Behaviour Enhancement procedures.
 10. The Board of Trustees will review all matters pertaining to the school uniform from time to time, and at least annually through the Principal.
 11. The uniform must not be altered in any way with the exception of hemming and other fitting adjustments.
 12. As of 2009 the uniform was made compulsory for all students at Raumati Beach School.
 13. Consistent non-wearing of uniform by students may lead to them being excluded from school activities or representation which take place outside of the school environment.
 14. The School respects that parents may have a contrary viewpoint when it comes to the wearing of uniforms. However the wearing of uniform by pupils is not negotiable except under extreme circumstances as accepted by the Board. (eg – a pupil needs to wear a certain item of clothing due to a verified medical condition or religious beliefs.)

Section B: General:

1. For reasons of safety and "safe-keeping" jewellery may not be worn at school. Watches, "Medic-Alert" bracelets, plain ear studs, or "taonga" necklaces (inside tops/shirts for safety) may be worn.
2. Makeup, fingernail polish, glitter, tattoos and such decoration may be used only on "Dress-Up" days, "Wacky Week", or at special events, such as performances and the Year 8 Graduation Ball.
3. Hair is to be clean and well presented.
4. School sun hats must be worn outside during Terms 1 and 4 as specified by the Principal.
5. Exemptions to this Dress Code must be applied for through the Principal. The Board of Trustees realises the need for cultural and religious awareness, and medical necessity, when granting exemptions.

I) Students with Significant and Specific Behavioural Difficulties statement to refer to diverse learners about specific way we deal with students

Belief

UPDATED: MARCH 2022

Children with significant and specific behavioural difficulties require a learning environment that recognises their specific needs as well as the needs of other school members. Such children may be under the supervision of the Resource Teacher Learning Behaviour (RTLB), a psychologist or other outside agencies.

Action

1. Where a child is under the supervision of RTLB, a psychologist or other outside agency for significant and specific behavioural difficulties the school will normally be guided by any recommendations of those agencies.
2. Children will have an Individual Behaviour Plan (IBP) developed with the counsellor involved or the LSC / Teacher / Parent.
3. It is desirable that the IBP incorporate positive as well as negative behavioural considerations linked to respective positive and negative consequences.
4. The IBP is to be dynamic to suit the changing needs of the student.
5. Students will be worked in accordance with their IBP with the aim of returning to the school mainstream functioning under school behaviour guidelines.
6. Students who have an IBP must still come under the same guidelines for behaviour, with respect to Health and Safety i.e. a student with an IBP can still be stood down or excluded if their behaviour warrants such action.
7. Plans are usually coordinated by the LSC, however Kaitiaki may become involved when cases are deemed to be extreme or beyond what normally would be expected.
8. The school will endeavour to meet the needs of the student and the desires of the parent / guardian whenever possible. The school must always take into account the risks to other students and staff. If there is an increased risk to safety then the school will take steps to ensure that these are mitigated. This may involve the stand down or suspension of a student until issues such as funding, support and safety can be addressed.

L) Emergency Procedures

Belief

The school believes it is important that we are prepared to act in emergencies. Regular drills assist staff and students to make decisions in emergency situations. The school has plans in place to deal with; Fire, Earthquake, Lock Down and Tsunami. These will be reviewed after any event that requires an evacuation to

Section A: FIRE

Section B: EARTHQUAKE

Section C: WIND / ELECTRICAL / SWARM

UPDATED: MARCH 2022

Section D: LOCKDOWN

Section E: TSUNAMI

Action (General)

Raising an alarm/signalling a school evacuation/signalling a school lockdown:

In the event of a **fire** and/or the need to **evacuate the school**, the school fire/evacuation alarm system will be activated. The alarm is signalled by the continuous ringing of electric bells, along with a siren and an automated voice instructing people to exit the buildings.

Signalling a lockdown – The alarm for a lockdown, is **five short** bell rings, then repeated after a short interval of around 30 seconds.

- Please note that ‘bells’ may be the electric bells, a hand-bell or hanging bell.
- The Office Team Leader (or other office support person) is designated to ring emergency services.
- Teachers should properly prepare their classes, so that in an emergency there is no panic or confusion, and if buildings need to be evacuated, they are done so in a prompt and orderly manner. This will require class discussion, instruction and practice sessions, so all pupils and teachers know exactly what to do.

Evacuation: General information. Pupils must leave school buildings by the quickest and safest route.

- 1 Decide the exit to be used.
- 2 Pupils put chairs in then move quietly to places - single file.
- 3 Walk in an orderly way - no rushing, no pushing.
- 4 Children in toilets - go around outside of the building.
- 5 Move to assembly area¹ - check roll and account for all children in your class.
- 6 Teachers should remember to take their class grab bag (red backpack located near classroom exit). The office will update the emergency grab bag at the beginning of each term to ensure that it contains an up to date class list etc.

During a break time:

Fire: If possible, children to make their way to the assembly area **via the outside perimeter** of the grounds

Earthquake: move away from buildings, trees and powerlines. DROP, COVER and HOLD until the shaking stops. Follow the instructions of Duty Teachers.

Lockdown: Students and teachers to return immediately to their classroom.

Discuss these scenarios with your class so they are clear on what to do. Teachers will immediately go to their evacuation area / class as instructed.

RAUMATI BEACH SCHOOL EMERGENCY PROCEDURES 2018.

Section A: FIRE

If YOU discover a fire, do not attempt to deal with a fire yourself. First see to the safety of any students, then raise the alarm. (Check location of alarm bells.)

Notify Principal and/or Deputy Principal(s).

¹ Assembly area is the front court. The exception is after a long and/or strong earthquake-due to the risk of a Tsunami, the school will assemble over at Kapiti College on their netball courts.

UPDATED: MARCH 2022

The Principal (or nominated staff member) will call 111 emergency services. The Deputy Principals will coordinate the checking process.

Alarm: The alarm is signalled by the continuous ringing of electric bells, along with a siren and an automated voice instructing people to exit the buildings.

Evacuation assembly area: Front court

Procedure

On activation of alarm:

1. Staff will decide the safest **EXIT** to be used.
2. Pupils move quietly to exit.
3. Teachers don fluoro vests, take class grab bag (red backpack) hanging by exit, turn off electric's and close classroom doors.
4. Teachers check toilets etc. on way out.
5. Staff and students to **WALK** in a calm and orderly manner to the assembly area, using the safest, available route. Under no circumstances are staff or students to re-enter buildings!
6. Students gather around their teacher as roll is called. All students must be accounted for.
DAY RELIEVERS should ask the neighbouring class teacher to assist in identifying pupils where necessary.
7. Team leaders to notify Principal/Deputy Principal(s) when all children are accounted for.
8. Principal/Deputy Principal(s) to don orange fluoro vests and take mobile phones.
9. In the Principal's absence the Acting Principal will assume the duties of the Principal.
10. Admin Team leader to call 111-Emergency Services

Fire DRILL/Trial Evacuation:

- The school fire/evacuation alarm system will be activated by the DP.
- DP to notify the fire service 10 days prior to any fire drill, using the form located at the back of the procedure folder.
- DP to notify the local fire station that we will be carrying out a fire drill/trial evacuation.
- Admin team leader to contact Main security to let them know alarm activation is drill only
- Admin team leader to call 111 emergency services and confirm fire alarm activation is a drill.
- **Staff and students to follow procedure as above.**

Teacher Aides and visitors evacuate with the class they are in at the time, or go directly to the assembly area.

Section B: EARTHQUAKE

Most injuries in an earthquake are caused by falling objects or debris, like furniture, wall hangings, glass, and building materials, rather than collapsing buildings. The vast majority of buildings will remain standing during a large earthquake, allowing people to exit safely.

If you are **indoors**, move no more than a few steps, then Drop, Cover and Hold. Stay indoors until the shaking stops and it is safe to exit.

If you are **outdoors**, move away from buildings, trees, and power lines, then Drop, Cover and Hold until the shaking stops.

Safe places are:

- Under a strong table or desk
- In a clear space outdoors

Unsafe places are:

- Near windows or free standing furniture
- Next to the exterior walls of a building, due to falling debris

As earthquakes occur at any time and without warning, it is essential that staff and students know what to do in the event of a significant earthquake.

Evacuation assembly area: If an earthquake is long (the shaking continues for a minute or longer) and/or strong (you cannot stand up or walk without falling over), the school will evacuate to higher ground (the netball courts) at Kapiti College.

Procedure

If an earthquake occurs, teachers are to instruct students to DROP, COVER and HOLD until the shaking stops

Children get under the desk or table, OR drop to their knees with backs to any windows.

Clasp legs of furniture to stop it moving away.

Bury face in arms, close eyes.

Stay until teacher decides that it is safe to move

If an earthquake is long (over one minute) or strong (you cannot stand up) then when the shaking stops:

- 1) assess well-being of students and
- 2) assess dangers/hazards such as broken glass, furniture or objects that have fallen over, blocked exits
- 3) take red backpack and exit the building using the safest exit
- 4) evacuate students to the netball courts at Kapiti College. **Do not wait for an alarm or to be told to evacuate.**

UPDATED: MARCH 2022

Earthquake DRILL:

To signal an earthquake drill, bells will be rung intermittently but continuously for approximately one minute.

Teachers should use the word “**DROP, COVER and HOLD**” to indicate the beginning of drill for their classes.

The following is the drill to be practised in the classroom -

- **DROP** down onto your hands and knees. This position protects you from falling and allows you to move if necessary.
- **COVER** under a sturdy table or desk. If there is no shelter nearby, cover your head and neck with your arms and hands.
- **HOLD** on to your shelter (or to your head and neck) until the shaking stops.

If you use a wheelchair, or are otherwise unable to Drop, Cover and Hold, brace yourself as best you can, and try to find a way to protect your head and neck.

EVACUATION NOTES FOR TEACHERS

EVACUATION: If an earthquake is **long** (lasting for over one minute) and/or **strong** (you cannot stand up), then evacuate buildings as soon as the shaking stops. Do not wait to be told. Otherwise, evacuate only if the building you are in presents an immediate danger. Any other decision to evacuate is to be made by the Principal or Deputy Principals (or Acting Principal).

When evacuating buildings

- * Turn off appliances.
- * Close all doors.
- * Teachers take grab bags.
- * Don't forget pets.
- * Safe distance is 20 metres from building or other dangerous structures.
- * Arrange to practise carrying an injured child (stretcher).
- * Practise using both doors (if the room has them) and going both ways
- * Children should put on shoes (undone) and jerseys/coats.

An essential part of any evacuation drill is to ensure that every pupil has reached safety - this can only be known after a full roll call.

Section C: OTHER EMERGENCY PROCEDURES

Storm Force winds

Store rubbish bins, outside furniture, play equipment or other movable objects. Stick tape across large windows. Stay in the strongest part of building. If there is a possibility of the roof lifting - open windows on the side sheltered from the wind.

UPDATED: MARCH 2022

Electrical Storm

Keep away from metal / electrical fixtures, aerials, trees, power lines.

Bee/Wasp Swarm

Children are to be removed from the vicinity and bee-keeper or exterminator notified. (Office to phone)

Section D: LOCKDOWN

Procedure

If a situation should arise where it is safer to keep children inside school, the decision to 'lockdown' the school will be managed by senior staff, usually on the advice and/or direction of the Police.

If there is a need for a lockdown, *five short* bell rings will be heard, then repeated after a short interval (around 30 seconds). This means we are locking down the school for a potentially dangerous intruder or situation. A lockdown would be used anytime students need to be contained and protected inside school buildings. Returning to their own classroom, wherever possible, will help prevent confusion and make it easier for staff to account for all students.

Staff should take the following steps if students are already in class:

1. Secure and lock all external doors
2. Turn out the lights and draw curtains or blinds
3. Keep students out of sight by taking them to a place in the room with the least visibility and away from windows and doors, sitting them on the floor if necessary
4. Staff will endeavour to create and maintain a calm environment. Students should be silent so as not to attract attention.
5. Stay in the lockdown position until an "all clear" announcement is made by a member of Senior Staff (do not leave room for unknown voices calling 'all clear').
6. **Do not, under any circumstances, let students out into cloak-bays or toilets.**
7. Avoid using mobile phones (unless contacting the office) as it could cause unnecessary disruptions and/or panic outside the school. Turn to silent or vibrate mode.
8. Staff make a list/take the roll of those students in their secured area. Contact office via email or phone with list of students/staff/persons who are in your immediate area. If no contact can be made with the office, remain in the lockdown.
**Email office@raumatibeach.school.nz or phone:
0275729281 (Julie Moody)
0276978130 (Katie Scott)**

Numbers for Mike and Julie : 0275257708 (Mike), 0272942732 (Julie)

9. Admit any 'stray' students into your class if they appear to have no room or are wandering. No one else will be allowed into the classrooms unless the staff member in that room knows their identity. Ensure the office knows of any extra students/staff in your room.
10. Any parent helpers or visitors in the room should be told to stay.
11. Check for injuries and await instructions from a member of senior staff or the police.

Staff should take the following steps if students are NOT in class:

- If a lockdown alert is sounded during morning break, lunchtime or in the period before school, students and teachers need to go to their own classroom if possible. If this is not possible then students will need to go to the nearest room with a staff member in it and remain there until they hear the "all clear" announcement.
- Once in the room, the staff member should follow steps 1 – 11 above

UPDATED: MARCH 2022

Support staff should:

- Go to the nearest possible classroom or building.
- Make contact with the office via email or phone: **email office@raumatibeach.school.nz or phone: 0275729281 (Julie Moody) 0272942732 (Julie Morris)**
- Assist office staff with designated tasks.

Office staff should:

- Lock admin and external doors. Close blinds and curtains.
- Office staff need to log on to email and monitor phones.
- Ensure the Police have been notified if they were not part of the decision to ‘lockdown’.

Checklist for Lock down Procedure		
Personnel	✓	Implementation
Principal/DPs		Ring school bell 5 short rings. Repeat after 30 seconds.
		Alert Emergency Services – dial 111. Inform of situation at hand.
		Carry out instructions from Police/Emergency services.
		Follow School procedure for Lockdown.
		Make “All Clear” announcement when situation is safe and over. Police and/or Senior staff can also assist with this task.
Teacher		If Lockdown occurs during a break time – Quickly return to your own classroom as this is where your students will return.
		If Lockdown occurs during class time and you are already inside - stay in that room with the pupils you are currently teaching.
		If Lockdown occurs during class time and you are teaching outside – quickly gather students and go to shelter in the nearest building.
		Secure/Lock all external doors and windows (admit any ‘stray’ students into your room if they appear to be wandering, confused or unsure).
		Turn out the lights and draw curtains/blinds.
		Keep students out of sight by taking them to a place in the room with the least visibility and away from windows and doors.
		Create and maintain a calm and quiet environment.
		Take a register or make a list of the students, additional staff and any other adults in your secure area.
		Contact office via email or phone with a list of students/staff/persons who are in your immediate area. If no contact can be made with the office, remain in the lockdown. Email office@raumatibeach.school.nz or phone: 0275729281 (Julie Moody) 0272942732 (Julie Morris)
		Stay in the lockdown position until a member of Senior Staff makes an “All Clear” announcement.

UPDATED: MARCH 2022

		Avoid using cell phones to make contact outside of the school as it could cause unnecessary disruptions or panic in the community. NEVER SEND A STUDENT OUTSIDE TO CHECK
Teacher Aides and Caretaker		Report to the office if safe to do so. Otherwise go to the nearest possible classroom.
		If in the office – assist office staff with duties such as; answering the phone checking names of school list of students present and in which area of the school.
		If in the classroom – assist the teacher as instructed.
		Never allow someone you do not know to enter the building after a lockdown has been initiated
Office Staff		Secure/lock admin block windows and doors. Close curtains and blinds where possible.
		Monitor email messages.
		Monitor the phones. Accept only emergency calls related to the lockdown. Inform all other callers that you are awaiting an emergency call and you need to keep the line free for this purpose.
		Notify parents that the school is in lockdown. This is to be done via School Emergency Messaging System. https://www.messagemyway.com/ Julie Moody in the office will be responsible for sending this message. If Julie is not available, then the responsibility will be delegated by either the Principal or DP.
		As teachers notify you of who they have in their rooms with them, check off children and staff on a school wide list, also noting which areas these people are in. NB: Some teachers/staff may not be able to contact you if they do not have access to a phone or email.
		Stay in lockdown until a member of senior staff or the police makes an “All Clear” announcement.
		Never allow someone you do not know to enter the building after a lockdown has been initiated

RTC EMERGENCY PROCEDURES

Emergency Procedures

Background Information

If a smoke detector is set off:

UPDATED: MARCH 2022

1. Mains Security will know that the alarm has been triggered. They will try and contact us on 902 7905. If they are unable to contact us they ring the Fire Brigade.
2. Once the Fire Brigade have been called you cannot cancel. Everyone must stay outside till the Fire Brigade give the all clear.
3. The Fire Brigade will turn off the alarm. If the alarm has gone off then #3 will give details where the alarm was triggered.

FIRE EVACUATION PROCEDURE

1. Exit students from the building.
2. Foods teacher to take cordless phone.
3. Hard materials teacher to check toilets.
4. Electronics teacher to check staff room.
5. If not urgent, Lead teacher call Main Security and follow instructions below.
6. Otherwise MAINS SECURITY will contact the Fire Service.

If we do not need the fire brigade:

1. To turn off the alarm use the current pin number AND telephone Main Security (902 7111),
2. If you are unable to deactivate the alarm Mains Security will advise.

If a fire is detected:

1. Break glass on fire box to evacuate building. Located in Soft Materials, Soundstage, Electronics, Main Foyer and Laundry at the back of the Foods room
2. Telephone 111 for Fire Brigade.

In each Room

1. There is an evacuation procedures chart
2. Evacuation diagram
3. With each class teachers ensure the students are aware of the procedures to exit the rooms.

EARTHQUAKE PROCEDURE

1. Drop Cover Hold.
2. Stay in this position until all clear is given to evacuate (by Pip).
3. Teachers to collect rolls as leaving rooms and evacuate as per chart.
4. Jo (foods teacher) to take cordless phone.
5. Andy (hard materials) to check toilets and grab emergency bag.
6. Pip or Sarah (STEAM) to check staff room.
7. Meet at muster area above carpark.
8. We are out of the tsunami zone so will not evacuate the area. After completing the roll and checking the safety of rooms we would return to rooms.
9. Client school involved will be contacted and advised of situation.
10. If schools can't be contacted the chart should be followed.
11. If students have cell phones with them they will be encouraged to text their parents to say where they are.
12. **When all students have been released to their school or parents the RTC staff are required to assist at RBS**

Emergency bag contains – Radio, batteries, pack of gloves, first aid kit, high vis vests, copy of emergency procedures, lollies!!

After a Major Event

UPDATED: MARCH 2022

School	Emergency Contact	Evacuation Point (at their school)	Our Instructions
RBS	Mike - 027 525 7708 Julie - 027294 2732 If unable to contact by phone a staff member would walk across to the top field at the college and report to Mike or Julie	Kapiti College Top Field	We will keep all students with us at RTC until they are collected and signed out by parents/caregivers or nominated emergency contact.
RSS	Martin Hett 027 863 9426	RSS top field	We will keep all students with us at RTC until they are collected and signed out by parents/caregivers or nominated emergency contact.
KKS	027 781 8315 office1@kenakena.school.nz	30 Arnold Grove.	We will keep all students with us at RTC until they are collected and signed out by parents/caregivers or nominated emergency contact.
WS	902 6544 cell phone: 027 452 2618	Waikanae School top field	We will keep all students with us at RTC until they are collected and signed out by parents/caregivers or nominated emergency contact.
PBS	Jess Ward - 027 303 4243 Vicky Wilson - 027 552 7241	Mazengarb Reserve	We will keep all students with us at RTC until they are collected and signed out by parents/caregivers or nominated emergency contact.
PS	Emergency mobile number is Steven on 027 426 0543	Our school evacuation point is the Tennis Court on the back field. Our Tsunami evacuation point is the Statue of Mary.	We will keep all students with us at RTC until they are collected and signed out by parents/caregivers or nominated emergency contact.
OLOK	Viv Conroy 027 534 3759 School - 027 298 6780	School courts or field, Milne Drive. Tsunami evacuation point is SH1 Expressway overpass	We will keep all students with us at RTC until they are collected and signed out by parents/caregivers or nominated emergency contact.
KPS	04 2985606		
Mahinawa RBS	Sally 027 505 1272 Raewyn 027 509 696 Sue (Principal) 027 233 081	Kapiti College top field	We will keep all students with us at RTC until they are collected and signed out by parents/caregivers or nominated emergency contact.
Mahinawa KPS			

Please note that in the event of a large earthquake and or tsunami we would need to assess and evaluate the situation constantly before making decisions. The Marae at Kapiti College has got catering equipment including cooking facilities using Boardtled gas. We have emergency food and water supplies on site for 60 students for 3 days.

Please note the above table is updated in February of each year.

UPDATED: MARCH 2022

Section E) TSUNAMI

A tsunami is a series of waves caused by a large offshore earthquake. Tsunami can come from as close as the Cook Strait, or as far away as South America.

Coastal areas of the Wellington Region are vulnerable to Tsunami from a local Earthquake, which could arrive within ten minutes.

RBS Tsunami Risk

Raumati Beach School is situated in the KCDC “Yellow Zone” for tsunami risk. This is the lowest of the coastal risk areas; **it is at risk only in what is termed an “extreme event”**. The Red Zone in this area covers only the area around Marine Gardens, which faces directly onto the seafront. Orange Zone extends as far inland as Margaret Road, except for a strip along the line of Wharemauku Stream as far as Weka Road.

Tsunami Scenarios

There are essentially two main scenarios:

1. A small locally caused event. This could be the result of a shallow earthquake very close to us. Because of the nature of the seafloor in the local area, it is extremely unlikely that it would cause a large wave or series of waves, and would therefore be unlikely to cause significant damage. It is also likely that the initial earthquake in this category would be felt at the school.
2. A distant major event. This could be caused by a very large earthquake in (for example) the Papua-New Guinea/Coral Sea region. This has the potential to create a much larger tsunami – but it would have much farther to travel, and even at tsunami speeds there would be time to broadcast a warning and undertake an orderly evacuation.

Procedure

While the likelihood of an event of this nature happening is very small, the school acknowledges the need to have a plan in place.

UPDATED: MARCH 2022

If we experience a long (more than a minute in duration) or a strong (you cannot remain standing) earthquake, it may be the only warning of a potential tsunami. In this case, once the shaking has stopped:

1. assess well-being of students and
2. assess dangers/hazards such as broken glass, furniture or objects that have fallen over, blocked exits
3. take red backpack (grab bag) and exit the building using the safest exit
4. evacuate students to the netball courts at Kapiti College. **Do not wait for an alarm or to be told to evacuate.**

Tsunami waves may arrive hours apart and the first wave may not be the biggest. Wait for official information and do not return to Tsunami zones until the all clear is given. This may take up to 24 hours.

Tsunami can also be caused by large earthquakes overseas, such as in Chile or Peru. These tsunami will take hours to reach New Zealand. In this case, the school will follow the official warnings and advice from the Civil Defence.

APPENDIX A: Tsunami Risk

- The near environment is protected somewhat by the higher ground along the northern part of Rosetta Road.
- The Paraparaumu-Raumati coastline is partly protected by the presence of Kapiti Island; this can be seen in normal conditions with the much smaller swell and surf compared with further north e.g. Waikanae and Pekapeka.
- This bay faces directly toward the east coast of Australia –a low-risk area for major earthquakes. The nearest high-risk zone is the Papua-New Guinea region, which does not face directly toward us
- Known major fault lines in the greater Wellington region –the Wellington and Wairarapa lines- are to the east of the Kapiti Coast, where –while they have the potential to produce devastating land damage- they will not cause a tsunami.