

Students walking to and from external activities of any Grade level require the same level of supervision (1:8) as they would at the activity. Students walking to and from water-based activities require 1:8 supervision while walking, but then 1:4 supervision while in the water.

Staff and parents supervising walking groups of students are expected to spread themselves throughout the group to ensure all participating safety. A staff member needs to be at the front and back of any walking group so that they can be easily located in the event of an emergency.

FINANCE

Class teachers are responsible for the receipt of all income, and the teacher in charge is required to produce final balance sheet within one calendar month following the camp.

All participating pupils are expected to pay the full cost of the camp fee. Applications for financial assistance will be considered on merit by the Principal and will be treated as confidential. Fundraising for camps to defray costs is to be encouraged.

BEHAVIOUR

Students involved in Education Outside the Classroom activities are expected to show the same level of respect and responsibility as they would at school. Unless otherwise specified, all school rules (i.e. uniform, helmets, fizzy-free, etc.) remain in place throughout EOTC activities.

Students who find themselves unable to maintain expected levels of respect and responsibility can be excluded and removed from EOTC activities. Students removed from activities in progress are *not* eligible for a refund.

NON-PARTICIPATION

Pupils not attending on the request of parents will be assigned to another classroom during the camp period. However, they will participate in pre-camp and post-camp studies within their class.

Like all state sector employers, our Board of Trustees is required to be a 'good employer' as set out in the State Sector Act 1988. Allandale School's Personnel Management Policy – Section 10 provides further details.

- Regular emergency drills are carried out.
- Children should be well versed in emergency procedures, including earthquake drills.

Earthquake Procedures

Continued emphasis must be given to the purpose of an earthquake drill as there is no warning of an earthquake and prompt action can save lives.

- The word 'earthquake' should be used to indicate the beginning of the drill.
- Children should get under a desk/table if nearby or, otherwise drop to knees with backs to windows, knees together clasp hands firmly behind the head, covering the neck, bury face in arms, protecting the head, eyes closed tightly and holding on to something solid.
- Children should stay in these positions until instructed to move.
- Children in the toilets should report to the nearest classroom.
- Children outside should report to the field beyond the netball court. (This instruction also applies during school intervals).
- On the spot, instructions must come from the teacher in charge of the class.
- The priority must be to evacuate those who are able to move before endeavouring to aid those who may be trapped (e.g. by fallen debris).
- Remain in your current location unless there is a safety hazard. Once all is deemed clear, a bell will ring. Evacuation is then as for fire.

Note: If the earthquake is severe, children may need to sit down until conditions settle.

Fire Procedures

- Evacuation signalled by a continuous ringing of the alarm bell (electric or hand).
- Confined fires may necessitate individual teachers evacuating classes before any bell indication.
- Teachers should bring their emergency rolls (if able to be obtained safely).
- Teachers are responsible for the safe conduct of the children to the assembly area.
- All classes will gather, in class lines, on the field next to the netball court.
- Teachers should immediately check their rolls and report to the most senior staff member present.
- The Principal is responsible for ensuring that the emergency kit is brought to the field.
- Children will only be released during emergency procedures to the actual parent/guardian of the child concerned (unless a signed note from the parent/guardian, requesting the release of the child, is produced).

Other information

- Procedures such as turning off power (earthquake) and closing doors/windows (fire) should be undertaken by staff if practicable at the time.

Teachers' Responsibilities in a Fire

On hearing warning signal (continuous ringing of alarm bells):

- Evacuate occupants from your classroom areas (including toilets, storerooms, library etc.) via the nearest safe exit and assemble on the field beyond the netball court, clear of all buildings.
- Note location of persons remaining in premises, including disabled.
- Report to the Principal and advise the status of evacuation.

Principal's/Deputy Principal's Responsibilities in a Fire

On hearing warning signal (continuous ringing of alarm bells):

- Ensure that Fire Service has been called. Dial 111.
- Report to assembly area (grass area next to netball court, clear of all buildings).
- Receive status report from teachers.
- Advise Fire Brigade, on arrival, of the situation.

Lockdown Procedures

A lockdown of the school will be implemented anytime students need to be contained and protected inside school buildings, for example:

- A chemical spill, which could put students and staff at risk of toxic inhalation if allowed outside.
- A person on or near the school site who could pose the risk of a hostage situation.
- An unarmed or armed intruder inside or around the surrounding area of the school.

In all these cases, the police would request a school lock-down to prevent putting students and staff in danger, separating them from the risk.

The lock-down may also help prevent confusion and make it easier for staff to account for all students as it is simpler to determine if a student is missing when the students are at least standing still. When the 'lockdown' signal is given, staff will go to their classroom doors, listening, and then looking for a sign of imminent danger. If it's safe to do so, they will take in any students not already in a classroom, then close and lock the doors and turn off the lights – If Red alert.

- In the event of a critical incident requiring 'Lockdown', the person witnessing the incident must try to notify the school office so that the alarm can be raised. The office staff member receiving the incident call will inform the Person in Charge.
- The person-in-charge will determine the need for a 'Lockdown' and announce sound the appropriate alarm at the time of the incident.

- An Emergency Lockdown will be announced by intercom or other voice communication. The announcement will state the following:

“We are having a RED Morning/afternoon”

- or
- or

Red = Lockdown

Orange = Cause for concern, stay inside

Green = Good to go

“This is not a fire drill.”

“Everyone is to stay in the room, remain seated and to keep calm and quiet.” Depending on Colour alert.

- The person in charge or delegated person shall immediately contact the Police and provide as much information as possible.
- If the ‘Lockdown Alarm’ is sounded before school, during morning tea or lunchtime students are to move directly to their classroom as long as it is safe to do so.
 - **Teaching staff are to stay in, or move to, their classrooms immediately.**
 - **Support staff are to move promptly to the playground areas and direct students to their classrooms if it is safe.**
 - **The caretaker is to lock all perimeter gates if it is safe to do so.**
 - **The person in charge should stay in or move to, the office area to facilitate the communication process.**
- If outside, students should proceed to the nearest classroom.
- Staff need to be mindful that students from other classrooms may seek sanctuary in their classroom.
- As soon as possible lock the classroom and other doors.
- Close and lock windows. All doors and windows will be closed and locked by staff.
- Close curtains.
- Turn off the lights and all computer monitors.
- Staff and students should stay away from windows and doors, and remain low to the ground.
- Everyone is to remain quiet.
- Staff with mobile phones should ensure they are turned on and should check them frequently for messages.
- No one is to answer the door under any circumstances.
- Staff should take a headcount and obtain the name of each individual in the room. When practical, email or text the list of all students, staff, and anyone else in the room to the office (learnalot@allandale.school.nz), this list should include any missing students’ names.
- Students and staff should stay where they are until official notification is provided by the person in charge or an identified police officer that the lockdown is over.
- When the all-clear is given, teachers walk their classes to the netball court and line them up in an orderly fashion. They are to bring their roll with them and take the roll to ensure that all students are accounted for. Once the person in charge has checked all registrations, students and staff can return to their classes.
- Where the lockdown lasts an extended period or extends beyond regular school hours, the person in charge or designated serious incident co-ordinator should notify parents via local media and with the assistance of local police.
- In conjunction with local police, the person in charge or designated serious incident co-ordinator should arrange for parents to pick students up from school at a designated safe area.

Medical Emergencies

- Minor injuries to children will be dealt with, by the office staff who are the schools identified first aiders, in the medical room.
- More severe injuries will be referred to the child’s e parents/caregivers and medical advice sought from a doctor.
- If there is any doubt, an ambulance will be called.
- Parents/caregivers should be notified of any injuries to the head of their child.
- Details of accidents/injuries must be recorded in the Accidents Register, located in the Sick Bay.

- Allandale School has an “Administering Medication Policy” which includes the requirement to record any medication administered at school and a parental request form to administer medication at school. Usually, this is done through the school office.

Blood Borne Viruses

- Details of health issues will be sought from parents at enrolment or when the disease is confirmed and stored on the school computer.
- Information about the specific detail of the child's illness will be restricted to the Principal.
- Administration staff and the child's classroom teacher, or on a 'need to know' basis.
- Staff will get training about the handling of blood through their first aid training.
- Gloves and other such equipment required to support this policy will be provided and disposed of safely.
- Blood is to be cleaned from all surfaces using appropriate cleaners and procedures.
- Staff will carry a necessary 'first aid' kit on duty.
- In keeping with regulations, and immunisation register will be kept.

Pandemic Planning

- Should we suffer from a pandemic the school will take advice from the Ministry of Health, the Department of Labour and Civil Defence as the situation determines. The school holds supplies of water, masks and other pandemic supplies in the stationery cupboard.
- Should we need to close due to Covid 19, we will follow our Covid 19 policies and procedures.

Please refer to our Feedback Policy on specific procedures for giving feedback at Allandale School. This policy is included in Appendix A.

Staff often have delegated responsibility for spending school money. There are strict procedures to follow to ensure that there is a clear audit trail.

Payments

- The principal will authorise all purchases.
- All invoices are received by Principal, date-stamped, coded and signed by the Finance Manager before payment. Invoices are recorded onto a monthly creditor list.
- Finance Manager checks addition, extensions and GST calculations.
- Finance Manager copies relevant invoices for budget holders.
- Finance Manager sends invoices off to service centre for payment.
- Service centre prepares monthly reports.
- School-based cheques signed by two people.

Receipts

- The Office Manager keeps a receipt book, and a receipt is issued for all cash receipts over \$5.00.
- All cheques are restrictively stamped.
- Office Manager prepares a deposit slip.
- Finance Manager prepares cash book entries.

Order Book

- The school order book is held in the school office.
- **All orders must** be recorded in the order book.
- Finance Manager checks invoices against order book.