

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: HEALTH & SAFETY
PROCEDURE: Keeping Ourselves Safe

RTLB will use their professional judgement about their professional work with teachers, schools, students and their whānau when considering their personal and professional safety.

Guidelines

1. RTLB will notify the RTLB Cluster Manager and/or the RTLB Practice Leader if going to be absent from the workplace during work hours.
2. RTLB will notify the RTLB Cluster Manager and/or the RTLB Practice Leader if travelling out of town on work business.
3. RTLB working in RTLB hubs will sign in and out of the host school in the RTLB Sign-In books:
 - Record name, date and time of arrival when arrive at the host school.
 - Record departure time when leaving the host school premises.
 - Record intended destination(s) next to the departure time.
4. RTLB will ensure an online calendar is updated daily, and is shared with the RTLB Cluster Manager and RTLB Practice Leader.
5. RTLB will communicate clearly with teachers, schools, students and their whānau, and record in writing significant conversations.
6. When working with individual students, RTLB will ensure another staff member in the school knows the location, and where practical the door to the room is kept open.
7. To ensure the personal and professional safety of RTLB undertaking a home visit:
 - Check with the teacher /school to ensure personal safety when visiting whānau at their home.
 - If any issue is raised concerning personal safety, an appointment will be made to meet at an alternative venue.
 - Whānau/caregivers will be notified in writing, by email or phone contact, prior to the first home visit.
 - RTLB will inform a colleague and/or RTLB Practice Leader of when this is to occur, and if deemed necessary another RTLB, school staff member or other suitable person may accompany the RTLB.
 - RTLB will carry a mobile phone for access and safety.
 - RTLB may terminate the meeting at any time should safety be compromised.

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8. RTLB will not transport students in vehicles unless accompanied by a parent, caregiver, or other appropriate adult such as teacher, teacher aide, or family member.
9. In the case of challenging behaviour of students that may result in serious harm to self or others, refer to the Ministry of Education's *Serious Risk Assessment and Management Practice Guidelines October 2007* available in hard copy in each RTLB hub.
10. RTLB may be called upon to support school and/or whānau when a traumatic incident occurs either within a school, or specifically involving an individual student:
 - the Ministry of Education trauma team is the first point of call to be recommended to schools,
 - any support that may be requested of an RTLB will be discussed with the RTLB Cluster Manager and/or the RTLB Practice Leader first.
11. RTLB will take reasonable steps to ensure their own personal safety when working out of school hours. This may include:
 - letting others know where you are and how long you will be there,
 - following the procedures of that site,
 - ensuring you work in a locked room.
12. RTLB will take personal responsibility for their own vehicle insurance, and ensuring their vehicle is road worthy.
13. RTLB using vehicles owned or leased by Rotorua Lakes High School will notify the RTLB Cluster Manager as soon as possible of mechanical and/or maintenance required for the vehicle to remain roadworthy.

REVIEW: This procedure will be reviewed according to the Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

DATE CONFIRMED: 25 October 2016