



Wild School - Health, Safety and Wellness Policy

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Health, Safety and Wellness Policy

A. Rationale

Wild School is committed to promoting wellness and wonder in children. At all times the health and safety of children, workers, volunteers, whānau and visitors will remain of paramount importance. WS will ensure the health and safety of all the above, by complying with relevant health and safety legislation and regulations. Practices and procedures are outlined below to protect and maintain safety in all workplaces. We understand that even in safe environments both children and adults can have accidents, therefore we have taken the reasonable steps outlined in this policy to minimise hazards and create a plan of response.

B. Definitions

Whakatipu Wild School has been shortened to WS in this document. WS includes any staff member or representative of the charity. Trustees of the Board are noted as separate entities.

Wellness is defined as “the active pursuit of activities, choices and lifestyles that lead to a state of holistic health.” (Global Wellness Institute)

PCBU is defined as a “person conducting a business or undertaking.” In the case of WWS, the PCBU is the Whakatipu Wild School Charitable Trust Board.

A **Hazard** is defined as an object, scenario, or conduct that has potential to cause harm, injury, illness, or death. Hazards can produce varying levels of risk, and can be short term, intermittent or permanent.

Risk is defined as a situation involving exposure to danger, harm or loss. WS works with the premise that to expand our abilities, comfort zones and skills we need to experience reasonable risk. Reasonable risk is where the positive growth outweighs the potential for harm. All persons are encouraged to extend their comfort zones, and we operate through a challenge-by-choice model.

A **Notifiable Event** is defined as the death of a person, or an illness, infection or injury of a severe or long-lasting nature. Notifiable events include injuries or illness that requires professional medical response or hospitalisation.

A **Worker** is defined as an individual (paid or unpaid) that carries out any work for the PCBU.

A **Workplace** is defined as any place that a worker interacts with.

A **Participant** is defined in this document as a child or adult that is enrolled or supporting in a session (so everyone present except staff).

C. Purpose

To comply with relevant legislation and standards at all times to ensure we provide a safe and healthy environment for children, staff, whanau and visitors.

To ensure that the holistic wellness of each child and staff member is promoted, protected and nurtured.



D. Promoting Health and Safety Sections:

All of our management and staff share responsibility to ensure we create, offer and promote a safe and healthy environment.

1. Whakatipu Wild School Charitable Trust duty of care

The Trust is the PBCU (Person conducting a business or undertaking), and takes responsibility for the duty of care to ensure:

- All effort is undertaken to create and maintain a safe physical and emotional environment for staff, participants and visitors.
- That all legal requirements are met for a safe environment.
- That significant hazards will be identified, and managed through elimination or isolation, in order to reduce their impact on children, staff and visitors. If hazards cannot be reasonably eliminated or isolated, their effects are minimized on children, staff and visitors.
- That policy, procedures and practice are communicated so that all staff, children, and visitors are informed and accept their responsibility to eliminate or minimise potential for harm through any workplace environment of WS.
- WorkSafe New Zealand is informed of all notifiable illness, injury or events.
- That staff, children, parents are consulted and can participate in contributing to the continuing improvement of workplace health and safety.
- That staff health is monitored and supported.
- That emergency planning is current and thorough.

2. Responsibilities: Staff duty of care

All staff have the duty of care to:

- Implement all of the health and safety policies of WS.
- Actively participate in hazard management, incident response and the promotion of health and safety.
- Take reasonable care with their own personal health and safety, and ensure they do not adversely affect the health and safety of other people.
- Comply with any reasonable directions given by the Trust for health and safety.

3. Responsibilities: Visitors, Volunteers and Contractors duty of care

All visitors/volunteers have the duty of care to:

- Familiarise themselves with and follow the health and safety policies of WS
- Report all hazards, incidents or accidents they see to management.
- Take reasonable care with their own personal health and safety, and ensure they do not adversely affect the health and safety of other people.

4. Workplace Safety and Managing Risk

4.1 Health and Safety training for staff

As all staff are inducted, they will be required to read the policies and procedures of WS. Information and training will cover identifying and managing common WS environment hazards, management of emergencies, evacuation procedures, risk assessment and recording, health and safety responsibilities of WS and the staff member, and how to use equipment in a safe way. WS and the staff member will sign a



record of the training provided, this will be kept on file. Some senior staff may undertake specialist training, and this will be delegated by management.

Health and Safety Training for staff will also be included in staff meetings, at least bi-annually. When new procedures are implemented, new equipment is used, or a new child/staff member has additional needs, as that occurs staff will have special training to ensure procedures are followed.

4.2 Recording Risk Analysis and Management for Sites

Prior to children entering a new WS environment/site, comprehensive Risk Analysis and Management documentation will be completed. The purpose of this document is for staff to identify hazards that may affect children, staff or the efficacy of the WS programme that is intended for that site. Every effort will be made to eliminate or minimise hazards, as far as is reasonable. For added assurance, the Risk Analysis and Management document requires two signatures from senior staff to allow the new site to be used by WWS with children.

If at any point the environment changes significantly, or a new hazard emerges (such as flooding, fallen trees, insect hives, machinery, animals, vehicular traffic, contaminated soil, air or water), the site will be reassessed. Any staff member that observes these changes/hazards must inform senior staff as soon as practical.

All risk assessment documents are viewable by parents, participants, and visitors to that site.

4.3 Recording of Daily Safety Checks

Prior to the commencement of a WS programme, and prior to any children or parents being onsite, a staff member will carry out and record the Daily Safety Check. The purpose of the Daily Safety Check is to ensure health and safety on that site, for that particular day. The check is designed to bring awareness of any new or arising hazards, and to minimise or eliminate them prior to children or other adults being onsite. If a hazard is significant (such as it poses serious risk), staff are required to inform management immediately to make a plan of action.

Staff will monitor for hazards and risk throughout the day. Intentional conversations will be modelled with children. When appropriate, children will be involved in making decisions about how to keep their environment safe.

All risk assessment documents are available to view by parents, participants, and visitors to that site.

4.4 Cleaning Procedures

As each WS site is unique, the following procedures may be tailored to suit the needs of each space. The general minimum procedures are as follows:



Staff are expected to use the cleaning kit supplied, as the need arises. The cleaning kit includes: disposable gloves, wet wipes, tissues, liquid sanitiser, disinfectant, water, and rubbish bags.

Staff are expected to 'clean-as-they-go' and maintain a hygienic and safe environment. Staff are expected to ensure the eating area is hygienic for children to eat their kai.

At the end of the day, staff are expected to ensure that all WS equipment is clean and in good repair. Clean according to manufacturer instructions, or as given through staff induction.

4.4.1 All blood and bodily fluids will be isolated immediately by staff. Where possible, they will be buried in a location not usually utilised, so they can decompose in nature.

4.4.2 For any situation where there is blood (such as cuts, broken skin or bleeding nose), staff members will assist by using the following procedures: use disposable gloves (and avoiding the other person's blood from making contact with any cuts or broken skin on the staff member), applying first aid as needed, isolating the situation so blood doesn't spread further, cleaning the area using disinfectant, removing disposable gloves and placing in a plastic bag to dispose of, washing hands thoroughly.

4.5 Hand washing

Staff will model safe hand washing routines at the start of each programme, to ensure that children can maintain hygiene throughout the day.

Due to the nature of WS, staff will use sanitiser or hand washing (with water, liquid soap and a towel) as they see best.

Where hand washing with water is used, soap and a towel to dry hands will also be supplied.

Staff and children will wash/sanitise their hands before touching or preparing any food, before eating, after using the toilet, after handling animals, and after engaging in messy play. Sanitiser will be available at all times for children and staff to use.

In cold or adverse conditions, staff will make an effort to ensure water is at a warm temperature for hand washing.

4.6 Kai/Food Safety, Hygiene and Cooking

In general, children and adults will bring their own kai/food. Families are responsible for providing their own packed lunches, morning and afternoon snacks. WS encourages healthy eating, and at times will share suggestions with families for nutritious meal options.

Children are required to bring their own water bottle. Water bottles must be filled, named and suitable for the outdoor environment. (While fresh water will always be available as



a refill, we require parents to send their children with enough water to get through the entire session.)

Lunchboxes and water bottles will be kept in a hygienic location, away from any tactile play.

Children will eat and drink only from their own lunch boxes and water bottles.

Staff and children will sanitise/wash their hands before every kai/food.

Staff will model and ensure that all children are seated while eating. This serves two functions: to enable people to be mindful while they are eating, and to lessen the risk of choking.

During meal times, all children will be actively supervised. Staff will actively encourage a relaxed and peaceful atmosphere during meal times, with the primary focus on eating.

Staff will be made aware of children with allergies. For each programme a list of children, their allergies, and the appropriate response, will be attached to the Risk Analysis and Management documents.

If a child is deemed severely allergic, or is very young and maybe not fully comprehending the concept of allergies yet, staff will facilitate the following: call a group discussion, explain the allergy at a child-appropriate level, and make a plan with the whole group to keep that child safe. (Options might include having that child sit next to an older buddy during eating times, or everyone else being extra mindful of not sharing food with that child, or a creative plan that the children decide upon.)

Outdoor cooking over a fire is an essential back-country skill. At times, WS will plan simple outdoor cooking. All learning experiences will be well documented, planned in advance, approved and signed by a Lead Educator. In most cases, families will be involved in the process, and at times may be requested to bring simple ingredients for cooking. Any allergies will be taken into account, and planning will reflect this. Safe child participation will be required for outdoor cooking. A record of any cooking, including ingredients, will be kept for at least three months. Refer to Safe Campfire Procedures below.

4.7 Safe campfire procedures

Safe campfire skills can be essential for survival. Children will be instructed about the risks and dangers associated with fires, and closely supervised whenever a flame is alight. Staff will have safe campfire training in their induction.

Campfires will always:

- be lit only when permitted (to comply with local area fire restrictions)



- be lit in a designated fire pit of non-flammable material (soil, sand, bricks. Not river stones)
- be lit away from overhanging branches or foliage that could catch alight
- have trip hazards cleared from the area, leaf litter and flammables to also be cleared
- have fuel stored outside the fire circle
- remain a small and manageable size
- be lit when there are appropriate items to extinguish the fire safely (see below)
- be lit by a staff member (but can be supervised by a designated adult once lit)
- be completely extinguished and cooled (or isolated from children's access) by a staff member
- occur in the vicinity of the first aid kit, and staff with knowledge in first aid for burns.

Prior to lighting a campfire, a staff member will ensure that:

- The weather forecast has been checked (to avoid lighting fires in windy or gusty conditions)
- There is adequate available water within reach to extinguish the fire. If water is not available, the staff member will ensure there is another option to safely extinguish the fire (a shovel and dry sand or soil, snow, something appropriate to smother the flames).
- They have communicated with each adult present that a fire is going to be lit. Each staff member needs to agree that the fire will be lit, as (an adult will need to remain with the fire until it is extinguished).
- They have demarcated a 2m fire circle on the ground (using sticks, rope, or drawing on the earth). The staff member will explain that the zone outside the circle is the safe zone, where children will remain to keep themselves safe.
- The fire rules have been shared with participants (stay outside the fire circle, children are permitted one at a time inside the fire circle but need to be beside an adult, everyone must walk in the proximity of the fire, when making or cooking on the fire children will be in a kneeling position to avoid overbalancing and tipping forward).

At all times when a fire is lit, staff will:

- Encourage children to move to a non-smoke side of the fire.
- Keep a calm, peaceful atmosphere. Staff will monitor the behaviour of all children and discretely communicate between staff members. If at any stage a child or situation needs focused adult attention, the fire will be extinguished to ensure supervision remains appropriate for the group.

4.8 Sun Safety

The following requirements are in place during summer, aligning with Terms 1 and 4 at schools:

- All children are expected to bring and wear hats (protecting the face, ears, neck).
- Staff will model appropriate sun safe behaviour by wearing sunhats
- Parents are responsible to send their child with sunscreen applied each morning



- Parents are responsible to ensure that they include a named bottle of SPF30+ Broad Spectrum Sunscreen in their child's bag each day.
- If playing in sunny spaces, staff will ensure that sunscreen is reapplied at lunchtime, and after water play.
- Staff will ensure that adequate shade is provided, and that children are encouraged to play in the shade during the middle of the day.
- Staff will ensure that children are wearing clothing to protect them from the sun while engaging in water play (such as a rash shirt).
- If a parent wishes for the child to not use sunscreen, they need to inform WS of this in writing, prior to the programme commencing.

4.9 Toileting

During the enrolment process, parents need to disclose if their child needs toileting support. WS caters to a range of ages and abilities/disabilities.

WS always has designated toilets for each site, and the type may vary depending on which site we are at. These toilets may be public facilities, a composting toilet within a toilet tent, a portable toilet, or a toilet on private land.

In all cases, toileting will be provided to guard the privacy of individuals, will be hygienic, age appropriate, and personal safety remains paramount.

Only WS staff can support with toileting. When in support, at least one other member of staff should be informed. Staff will remain in full sight while supporting a toileting child.

If a child experiences major emotional difficulties while toileting, we may ask for that child's parents to be present for a few sessions to help with the transition.

Portable Toilet: if a child needs to urgently go to the toilet, the group carries a portable toilet. Steps to ensure privacy will be taken. WS staff have hand sanitiser on site.

4.10 Smoke, vape, alcohol and illicit substance-free environment

WS is a smoke-free, vape-free, alcohol-free, and illicit substance-free environment.

Any person under the influence of alcohol or illicit substances will be asked to leave the area. If that person refuses, WS staff will make the decision to move the group temporarily to a safer place. This decision will be made by staff, and communicated to management so that more support can be made available if needed.

4.11 Emergency medical information

Emergency medical information for staff and participants will be accessible for staff, for each group. This information will be held in confidentiality, but will be communicated if needed, if a first aid scenario arises.



Medical information will include allergies, any medicated medicines, and any major health conditions. Emergency contact details will also be on hand, and confidential.

Participants' medical information will be collected at enrolment. Staff medical information will be collected as they are inducted, staff are responsible to update information as it arises.

Emergency medical information will also include contact numbers for medical professionals, such as Healthline, Poisons Centre, and local medical clinics.

4.12 Animal care

Participants will be encouraged to interact with animals and creatures we discover during WS programmes, where safe to do so.

All animals brought to WS will be approved by the WS Lead Educator. They will take into account the nature of the animal, the personalities of the participants, and the environment (including any regulations) where WS will be.

Care and respect for all living beings is a key philosophy of WS, and these types of conversations will be facilitated with children while observing animals.

After touching animals or their environment, children will be requested to wash their hands.

4.13 Poisonous plants

During the Daily Safety Check, staff will monitor and record any visible poisonous plants.

With participants, a respectful, educative and self-responsibility approach will be taken around poisonous plants.

If poisonous plants pose a significant hazard (due to their location, species, or allergies amongst the group) they will be disposed of, or an alternative base selected.

4.14 Emotional wellness

All staff are responsible for their personal emotional wellness, and throughout the year WS will support this by providing ideas for ways to increase holistic personal health.

All staff have a shared responsibility to provide support for each other, and create a supportive environment. If a staff member has concerns for the health or welfare of another staff member, they are to report directly to management.

At all times, the emotional wellbeing of participants is of paramount importance.



5. Supervision of Children

Children will be appropriately supervised according to the potential risk of the environment and the activity. Due to the range of participants' ages and abilities, there is not a blanket ratio for WS programmes. Each programme is thoroughly risk assessed, and staffing allocated accordingly.

At all times there will be at least 2 adults present. At least 1 of these adults must be a staff member, holding a current first aid certificate.

At all times there will be an allocated staff member who is the WWS Lead Educator.

The maximum number of child participants is 20 to 2 adults. This number increases at a maximum of 10 children per extra adult.

Supervision training will be given to staff during their induction. When supervising children, staff and adults will be observing and responding to potential risk (physical and emotional).

Participants will be made aware of the WS boundaries at the beginning of each session. There will be a safety briefing at the beginning of each session, outlining any new hazards, any new tools or people attending with additional needs.

WS has high expectations of participants, and creates an environment when acting responsibly and being critical thinkers is valued. A key outcome of WS is to enable children to be self-managing, which requires modelling, and respectful conversations about our decision-making process.

Staff may use a bell/whistle in the event of needing to urgently gather the participants. Instructions will be given on when it will be used, and how we need to respond to the signal. The signal will be used for emergencies to gather the group, so that a plan can be made together.

During extreme cold weather, the physical comfort of participants will be monitored. Children will be encouraged to be observant of their bodies, and self-regulate. Warm herbal tea, blankets and a fire may be used to help provide extra warmth. The WS Lead Educator may ask a parent to pick up their child if the level of discomfort is distressing the child.

During extreme hot weather, shade and water play will be utilised to bring the temperatures of participants to a comfortable level. Water intake will be encouraged and monitored.

During sessions with proximity to water, see the Water Safety section of this document.



Any visitors to the site will be supervised by a staff member, and they will remain in full sight at all times. See Visitor Policy.

The daily staff kit will be taken on all programmes. This kit will contain sanitiser, towel, the first aid kit, ropes to cordon off any potential new hazards, a fire lighting kit (in colder weather), tarpaulin, spare water, torch, herbal tea, an extra set of warm clothing, a battery powered radio, disposable gloves, plastic rubbish bags, small snap-lock bags, small shovel, plastic bucket, duct tape, whistle, the group cleaning kit, emergency medical information, emergency contact information, emergency medical phone numbers, a topographical map of the specific area. In winter, blankets will be added. In addition, staff will ensure they have a mobile phone with them at all times while on site with participants. All sites are located in cell phone reception areas.

6. Injury and Incidence: Prevention, Response, Investigation

6.1 Injury and incident prevention

Staff will be trained in injury and incident prevention, response and how the investigation process during their induction. Ongoing training will occur as new environments are used, and new potential hazards arise.

The Risk Analysis and Management for Sites and Daily Safety Check are the main tools that WS uses to prevent injury and incidents. See Health, Safety and Wellness Policy 4.2 and 4.3.

During the initial weeks of the programme, staff will discuss the designated site boundaries, and any potential hazards with participants.

All equipment will be used according to manufacturer instructions.

Children will remain seated while eating (see Food safety, Hygiene and Cooking section).

All products/substances used for cleaning or play will be kept in their original packaging. Gloves will be used when coming into contact with potentially harmful substances.

Children will participate in a guided discussion about how to keep themselves safe. Depending on the natural environment at each site, this conversation includes:



6.1.1 Tree climbing:

WS encourages children to build confidence and slowly extend their comfort zone limits by climbing trees. The following tree climbing rules will be taught with participants:

- When your body feels uncomfortable: stop, think, ask for advice, trust your body
- Climb in dry calm weather. Damp conditions can make trees slippery and the chances of falling are greater.
- Don't climb trees during a thunderstorm, or if there is a fire close by.
- Three points: At least three body points (hands and feet) should be supported by branches at all times.
- Branch strength: always stand on branches that are bigger than the circumference of your wrist.
- Stay close to the trunk, this is where the branches are strongest.
- Stay off dead branches, as they easily snap.
- Always think, "climb slowly and safely." Proceeding with caution helps tree climbing be safe and fun!

For any participants who are young or have disabilities (and may not understand the above concepts), a staff member will remain within arm's reach as they climb. In this way, the participant will not miss out on tree climbing, but will have the physical support beside them to make it a successful experience. The staff member will coach the participant through, so that their knowledge can build during the hands-on experience.

6.1.2 Water Safety:

WS encourages children to build water confidence, and to increase their skills through water play.

A water safety risk assessment is carried out if water is on a WS site. All risk assessment documents are viewable by parents, participants, and visitors to that site.

No in-water activity will take place where infectious diseases, diarrhoea or vomiting have been present in the group.

Pre-checks will be completed before each session in proximity to water. These include:

- Condition of the water (temperature, water quality, waves, flow, changes in depth, underwater and floating hazards, weather conditions)
- Condition of any water toys/tools
- Suitable clothing/swimwear is worn
- Health checks (check for open sores, illnesses and alertness)
- Temperature of participants (and removal from activity if there are signs of cold – blue lips, shivering, or a drop in activity level. Warm up immediately.)
- Sun protection (hat, rash shirt/wetsuit, sunscreen)



If participants are entering the water, the following will be included:

- The quality of the water entry and exit point is suitable
- Toilet stop (including for supervising staff and adults)
- First aid kit is close by (including fluids)
- Flotation aids are utilised where required (such as life jackets)
- Group size – participants may be allocated swimming buddies
- All staff are aware of their role for supervision for in-water and out-of-water
- Prior to children entering the water, they will be made aware of the designated area that they are to remain within.

Procedures in the proximity of water (ponds, pools, streams, lakes, ocean)

Before playing or moving near the water's edge, the following water safety rules will be taught with all participants:

- When your body feels uncomfortable: stop, think, ask for advice, trust your body
- Always walk near the water's edge (no running, pushing, boisterous interactions)
- Do not enter the water if you cannot see the bottom, if it is fast flowing, or if there is debris in the water.
- Do not enter the water if you have broken skin or open cuts.

Procedures when intentionally entering the water

Before entering the water, the following water safety rules will be taught with all participants. As above, plus the following points:

- Wear a rash shirt, and if needed wear protective footwear.
- Always use the bathroom before entering the water.
- Always enter the water feet first.
- Always stay in the designated area.
- Only enter the water if an adult is supervising. Tell an adult if you exit the area.

6.1.3 Tool use

WS programmes may use small hand tools like trowels, shovels, hand saws, peelers for whittling, peelers for preparing food, and pocket knives.

Children will be given instructions according to their age and capability for the safe handling of these tools.

Generally, trowels, shovels and whittling peelers can be used independently. All other tools mentioned above will be directly supervised by an adult until the child using it has proved proficiency to use the tool independently. Tools will be put away as soon as the activity is finished.

Instructions for tools will include to get your body into a safe position, always strike away from your body, and keep a distance between your tool and the next person.

6.1.4 Extreme Weather

WS has the philosophy that there are numerous benefits to being outdoors in almost all



weather conditions. If weather conditions are forecasted to be extreme (or if conditions become extreme unexpectedly during the day) the session may be cancelled. For WS these extreme weather conditions also include electrical storms.

If local schools are closed due to weather, WS will also be closed.

In the event of cancellation, parents will be notified by 7am on the day, via text message.

On occasions where the weather unexpectedly turns adverse during the day, parents will be notified via text message that they will need to collect their child. In these instances, WS staff will be tuned into any Civil Emergency advice, and the procedures outlined in this policy.

At all times and in all weather, parents are asked to send their child with weather-appropriate clothing, a full spare set of clothes (including footwear). Parents can refer to the information given at enrolment for guidelines on appropriate clothing for each season.

6.2 Injury and incident response and recording

All incidents involving staff or adults that require medical attention, or to the level where an adult is not able to carry out their duty, will be recorded in the Accident Register. Next of kin will be notified immediately in the event of a head injury, or incident where a staff member's cognitive capacity could be impaired.

Incidents involving children will be recorded in the Accident Register and parents will be informed. The Accident Register has a checkbox to indicate that parents have been communicated with.

Any incident that has been attributed to an existing or new hazard, will have that hazard recorded in the Hazard Register.

WS Trustees will review the Accident Register and the Hazard Register at the end of each term. Any findings may result in an addition or modification to policy or procedures. Parents will be notified as policy is updated.

6.3 Administering first aid

First aid will only be administered by staff who hold a current First Aid Certificate.

Each First Aid kit will contain a comprehensive list of first aid items, and any additional items specific to that site. Scissors, nail clippers and tweezers will be disinfected with hand sanitizer after each use. A list of required items will be kept inside the first aid kit. All kits will be restocked regularly, and checked annually for expired stock by a staff member.



The first aid kits also contain phone numbers for emergency advice: Healthline 0800 611 116, and NZ Poison Centre 0800 764 766, Covid-19 Health Advice 0800 358 5453, Emergency Services 111

6.4 Notifiable events

If an incident occurs that is Notifiable, staff will prioritize first aid for the people involved. Staff also minimise danger to anyone else in immediate risk. Engage every available staff member and adult to check the physical and emotional safety of the entire group. If need be, call emergency services. The WS Leader will notify Trustees and parents.

Those at the site should keep the scene as unchanged as possible, unless for first aid reasons, emergency services access, or to prevent serious damage or loss.

The WS Lead Educator is obligated to immediately notify a Trustee in the case of a Notifiable event. Trustees are available to provide direction at the time that a major event is taking place.

A Trustee will notify WorkSafe NZ (0800 030 040) as soon as reasonable after the notifiable event. A Trustee will submit a written report to WorkSafe NZ within 7 days of the Notifiable event.

6.5 Incident investigation

The Trustees will work alongside staff to:

- Ensure a clear understanding of the facts
- Plan and manage the immediate response
- Plan and manage communication and media responses
- Ensure records and documentation are kept
- Delegate responsibilities to appropriate staff members
- Address legal requirements
- Ensure there is adequate support for staff, participants and their families

7. Sickness and Infectious diseases prevention

Participants, visitors and staff who are unwell are not to attend.

Due to the physical nature of activities, participants need to be fit and well to enjoy the day, and maintain safety. An indication that a participant should not attend includes:

- illness prevents that person from participating comfortably in our activities.
- a fever, persistent coughing, difficulty breathing, a temperature, or emotionally imbalanced.
- if the illness requires greater care than can reasonably be provided without compromising the safety of other participants.
- Parents are requested to keep us informed of any communicable illnesses (such as chickenpox).



The following require participants to not attend, or be collected if the conditions develop during the day:

- **Diarrhoea** – do not attend until 48 hours after symptoms have finished
- **Vomiting** – do not attend until 48 hours after symptoms have finished (unless the vomiting was only once, and was known to be caused by a non-communicable condition).
- **Conjunctivitis** – do not attend until discharge has stopped.
- **Head lice** – do not attend until treatment has proved effective.
- **Fever** – a child with a temperature of 38 degrees Celsius or above should not attend within 24 hours

Absence due to illness or injury

Due to the nature of our charity operations, we do not offer a refund when a child cannot attend due to poor health. Staff are allocated to ensure the well-being and safety of children enrolled, and WS staffing remains unchanged even in the event that your child is absent.

7.1 Administering medicine

Each WS session requires participants to be fully alert, physically well and emotionally present to participate in our environment. If a child is needing to take medication, they are not well enough to participate.

In the event that medicine needs to be administered (such as an epi-pen, antihistamine, asthma inhalers or other medicine pre-approved by management) the following procedure applies:

- Parents must 'sign in' the medication by filling in the Medicine form with a staff member. This will include the child's name, date, time medicine needs to be administered, dosage. Plus three signature boxes (for administering, witnessing, and collection of medicine by parent at the end of the session).
- All medication needs to be in original packaging, The label must be clearly legible, including the correct name, the dosage, and be within its expiry date.
- If medicine needs to be refrigerated, that is the responsibility of the parent, and an ice pack is recommended enclosed in a sealable plastic container.
- Medicine will only be administered by a First Aid Certified staff member. A witness views the medicine, verifying the child's name, dosage and that the medicine is administered. Signatures are required from both the administering and witnessing staff members on the Medicine form.
- At the end of the session, a staff member will 'sign out' the medicine with the parent. The parent will collect the medicine. Staff will communicate with parents about the health of the child during the day.

7.2 Pandemic Response, including Covid considerations

In case of a widespread public health threat, WS will monitor advice given by the Ministry of Health, to determine the appropriate response.

WS will abide by the following principles in all decisions:



- That child, staff and family wellness is paramount at all times.
- That WS remains inclusive of all people, and vision focused.
- That expert, peer-reviewed advice is sought.
- That WS acts with transparency and communicates in a timely manner.
- That staff are supported as much as possible through the process.

In the event that a pandemic is declared in Aotearoa/New Zealand, WS will seek information from the Ministry of Health as our key external contact point.

7.2.1 WS management will support staff well-being by:

Checking in with the team about their well-being and health.

Communicating information and making decisions based on Ministry of Health advice, as to whether WS remains open, is modified, or closed.

Staff are to notify management as early as possible if they become unwell, or need to isolate at home.

7.2.2 WS will support participants well-being by:

Checking in with participants about their well-being and health.

Refining cleaning practices to reflect the latest advice from the Ministry of Health.

Reminding participants of effective hand-washing techniques, and good cough etiquette.

7.2.3 Outbreak procedure

As a preventative measure, Management reserves the right to make decisions to close temporarily in case of staff absence, or in the case of widespread infection in the community.

In the event of closure, management will inform parents promptly.

Parents are expected to notify WS if anyone in their family home becomes infected, or is a close contact of an infected case. In that case, the child is not to attend WS sessions until they have been cleared by a health official or have completed their quarantine period.

Due to the outdoor nature of WS environments, extra cleaning procedures will apply only to collective equipment and tools used. More regular disinfecting of hard and frequently touched surfaces will be carried out during the day, to reduce the spread of infection.



Reminders of effective hand washing techniques, and good cough etiquette will be more frequent.

Reminders to not share cups, food, drink bottles, cutlery or other personal items will be more frequent.

Site dependent, some shared equipment may be restricted.

Reminders to maintain social distancing will be in place.

Some sites may be enlarged to allow more space per participant. If this is the case, an update will be made to the sites Risk Analysis and Management document.

8. Emergency and Evacuation Procedures

At all times parents must make sure their child's medical information is up to date, and parent's contact phone numbers are current.

For staff, emergency planning and evacuation procedures are discussed at the start of each term for each specific site. The Risk Analysis and Management for each site involves a plan for each section below.

Staff will build relationships throughout the sessions, this will enable staff to offer more tailored support should an incident arise.

For participants, potential hazards and evacuation points will be discussed during the first session each term.

8.1 Critical Incident

In the event of a critical incident involving serious harm to a staff member or child, the procedure is as follows:

- The responder ensures their own personal safety.
- The responder alerts other staff and adults of the situation as soon as possible.
- Staff and adults minimize further potential risk as far as practical.
- Staff administer first aid, the safety and comfort of the injured person is the paramount priority.
- Emergency services are called if appropriate.
- Parents will be notified by phone immediately for all medical emergencies requiring professional medical attention. If they or the emergency contacts are unavailable, teachers may seek medical attention if this is required. All head injuries will be notified to parents immediately.
- If an ambulance is called, staff will contact a Trustee immediately to seek further guidance.



- The safety and supervision of the group will be maintained with appropriate WS ratios, even in the event of a staff member needing to accompany a child requiring medical attention.
- The critical incident will be entered into the Accident Register as soon as possible by a staff member.
- The Notifiable Event procedure will commence. See Notifiable Event section of this document.

The Risk Assessment Document for each site includes the closest defibrillator locations. The Risk Assessment Document also includes a topographical map of the area.

8.2 Earthquake

8.2.1 Collective Planning

Earthquake procedures are part of each staff induction. Staff will review and refresh knowledge of these procedures every six months.

On the first session of each programme, staff inform participants of the way we respond to an earthquake in the outdoors.

Procedures should occur properly, regardless of the severity of the earthquake, so that participants know what to expect in more serious circumstances.

8.2.2 Responding

In the event of an earthquake:

- Staff remain calm. Staff call out “Earthquake - drop, cover, hold.”
- Everyone assumes the ‘turtle position’ tucked in a ball, down close to the ground, with arms protecting head and neck.
- When outside, if possible move away from buildings, trees, power lines, and tall structures.
- Everyone remains where they are until the shaking stops.
- The WS Lead Educator locates a safe gathering space, and calls all of the uninjured to group together. Everyone remains seated. Staff take the role to ensure everyone (children, visitors, staff) are accounted for.
- If someone is missing, the missing child procedure is started.
- If first aid is required, a staff member administers that immediately. If possible, gather all of the injured into a location that is ambulance accessible.
- Staff calm and reassure frightened children. Discuss the possibility of aftershocks.



- An adult will extinguish any fires, and check for new potential chemical, electrical, water or gas hazards.
- If it is determined that the environment or atmosphere is not suitable for continuing the session, the WS Lead Educator may request a Trustee to inform parents to collect their child. Parents will be contacted via text or a phone call.

The WS Lead Educator and Trustees monitor the QLDC Facebook page, and local radio stations during civil defence emergencies and events. In the case of a civil emergency being declared, WS staff will follow directions from local authorities.

In the case of a large-scale earthquake, it is possible that the group may be isolated for several hours. WS ensures that an emergency kit is at every site for events such as this. This kit includes water, food, shelter, radio, a fire lighting kit, and extra first aid supplies.

In the case of road closures, slips, or changes to vehicular access, the WS Lead Educator may make a plan to evacuate the group to a safe nearby location. Parents will be informed at the earliest possible time.

Staff will remain with and care for the group until all children have been collected by a parent, guardian or authorised adult.

Attendance will be taken any time the location of the group is changed, and staff will bring the emergency kit, medicines, supplies and site document bundle (which includes the emergency medical contacts).

In the event of damage to the environment, property/items or vehicles, staff are to take photos for insurance purposes before any clean up or changes occur.

8.2.3 Following up

Following an earthquake during a session, WS staff will gather to assess and learn from events that unfolded. If needed, procedures or training will be adjusted.

Before the next session takes place, a thorough risk assessment will be undertaken on each site. This will include checking and responding to damage in any overhanging branches, splitting of tree trunks (particularly willow and beech trees), change in water levels or stream flow, and checking for ground stability.

8.3 Fire

8.3.1 Collective Planning

Fire procedures are part of each staff induction. Staff will review and refresh knowledge of these procedures every six months.

Please see the Fire Safety section of this policy.



On the first session of each programme, staff inform participants of the way we respond to a fire in the outdoors.

8.3.2 Responding

In the event of a fire:

- The person noticing the fire alerts a staff member and WS Lead Educator.
- The staff member ascertains whether the fire is localised and can be extinguished, or if the group evacuation procedure begins.
- If appropriate call 111. The location details for each site are located on the Risk Analysis and Management document, as well as the Daily Safety Check document.
- If the fire is localised and can be extinguished, staff work safely and collectively to:
 - Remove any participants from proximity to the fire. 'Stop, Drop and Roll' to put out any flames on the person. Alternately, smothering the flames with a blanket or coat will help the flames to be starved of oxygen.
 - Apply first aid. (See first aid section of this document, including the procedure to make contact with parents. See also the Notifiable Incident section).
 - Minimise further risk to others by removing participants from the proximity of the fire. If wind is a factor, gather upwind of the fire.
- WS staff will gather the group, assess and respond to the well-being of each participant, visitor and staff. If needed, the WS Lead Educator may request support from a Trustee to inform parents to collect their children.
- During the remainder of the session, staff will ensure participants remain well hydrated, and alert.
- In the event of damage to the environment, property/items or vehicles, staff are to take photos for insurance purposes before any clean up or changes occur.

8.3.3 Following up

Following a fire during a session, WS staff will gather to assess and learn from events that unfolded. The cause of the fire will be analysed, and steps will be taken to minimise that from reoccurring. If needed, procedures or training will be adjusted.



Before the next session takes place, a thorough risk assessment will be undertaken at that site. This will include checking and responding to damage at the site of the fire, any overhead branches/structure, and removing ashes or charred debris.

8.4 Uninvited Visitor or lockdown

8.4.1 Collective Planning

Uninvited Visitor and Lockdown procedures are part of each staff induction. Staff will review and refresh knowledge of these procedures every six months. Staff will also be aware of all non-custodial parents for any child in WS care.

On the first session of each programme, staff inform participants of the way we respond to an uninvited visitor or lockdown.

8.4.2 Responding

- In the event of an uninvited visitor, armed intruder, gas leak, dangerous animal:
 - Staff alert each other, and all adults on site. For an armed intruder this needs to be done without bringing any attention, all staff carry cell phones. Staff call the police for an emergency (111) or if not, the local Police station (Queenstown 03 441 1600, Arrowtown 03 442 1274). Staff seek advice from police.
 - A lockdown may be called by the WS Leader. At the earliest and safest possibility, staff gather children away from the danger. This may include quietly moving to a safer location or residence, getting into or behind staff vehicles, and seeking shelter or protection in nature.
 - Staff and participants remain in lockdown position. Staff ensure participants, staff and visitors are accounted for. The emotional well-being of everyone will be monitored and responded to by staff.
 - The WS Lead Educator will communicate the 'all clear' when the danger has passed. The group will be gathered to assess the next steps in the session. Parents will be advised of the incident at the earliest possible time, and depending on circumstances, may be requested to collect their child from the session.

In the event of damage to the environment, property/items or vehicles, staff are to take photos for insurance purposes before any clean up or changes occur.

8.4.3 Following up

Following such a scenario, WS staff will gather to assess and learn from events that unfolded. Possible causes will be analysed, and steps will be taken to minimise that from reoccurring. If a new hazard has been identified (such as in the case of animals or gas leaks), the Risk Analysis and Management document for that site will be updated. If needed, procedures or training will be adjusted.



Monitoring of staff well-being will be put in place, and support given as appropriate.

WWS will comply with any investigation by authorities.

8.5 Missing child

8.5.1 Collective Planning

Guidelines for regularly taking attendance are part of each staff induction. Staff will review and refresh knowledge of these procedures every six months.

On the first session of each programme, staff inform participants of the way we remain safe by staying with the group.

Staff will check attendance every time the group changes location, and at key points during the session.

8.5.2 Responding

In the event of a missing child/adult, the procedure takes place in the following order:

- Staff gather the group, and get an indication of when and where the last time the missing person was seen. Any intentions or interesting behaviour of the missing person is shared.
- The group remains seated at the designated spot. An adult scouts for a maximum of five minutes, initially moving towards the most life-threatening hazard (often water, cliffs, or electrical hazards), calling the missing persons name. The scout returns to the group within five minutes. The WS Lead Educator reassesses the situation, and repeats the process by sending out another scout. The WS Lead Educator notes down a bullet point timeline.
- At all times the appropriate WS ratio will endeavour to be maintained.
- Without delay, the WS Lead Educator phones a Trustee for advice and direction.
- The WS Lead Educator phones a parent of the missing child to inform them that a search is underway. If a parent is not contactable, an emergency contact will be phoned.
- The WS Lead Educator will call police (or other appropriate agencies) to be involved in the search based on the length of time of absence or special circumstances (such as the missing person was in a state of distress, or suffering from a medical event or illness, or in extreme weather).

At all times, and in all decisions, the WS Lead Educator will err on the side of caution.



8.5.3 Following up

Following such a scenario, WS staff will gather to assess and learn from events that unfolded. Possible causes will be analysed, and steps will be taken to minimise that from reoccurring.

8.6 Evacuation

8.6.1 Collective Planning

Evacuation procedures are part of each staff induction. Staff will review and refresh knowledge of these procedures every six months.

A pre-planned evacuation point is noted on each site's Risk Analysis and Management plan.

8.6.2 Responding

Staff will work collectively to:

- Ensure participants remain calm and together in a group. A head count is taken to ensure all are accounted for.
- The WS Lead Educator, in consultation with other staff, decides when it is the appropriate time to evacuate the site.
- The WS Lead Educator shares the plan with the group, and identifies any hazards en route. Staff carry the emergency kit, medicines, supplies and site document bundle (which includes the emergency medical contacts). If time allows, children carry their belongings and collective WS gear.
- Attendance will be taken as the group arrives at the evacuation location.

Once in the new location, the WS Lead Educator informs management of the change of location. Management will inform parents, and may request parents to collect their child earlier than scheduled from the new location. In the event of a break down of cell phone network, and where practical, the Lead Educator will leave a message at the drop off/pick up location. This message is to inform parents of where the group has evacuated to.

8.6.3 Following up

Following such a scenario, WS staff will gather to assess and learn from events that unfolded. Possible causes will be analysed, and steps will be taken to minimise that from reoccurring.

9. Communicating with Parents

WS values open and clear communication. As an entity, we desire to be upfront and



transparent about our vision, how we achieve the vision, and we choose to be open to receiving constructive feedback on ways to improve.

On enrolment, information will be made available for parents to read at their leisure. Parents are encouraged to ask the WS Lead Educator or administration staff for any further clarification.

Information given to parents at enrolment is taken directly from sections of WS policy. Full policy documents can be made available on request.

9.1 Communication at enrolment

At enrolment, parents will be given health and safety related information including:

Drop off and pick up location

Drop off and pick up times (late fees of \$15 per 15 minutes apply)

What to pack each day

Appropriate clothing

The WS staff members their child will interact with

9.2 Communication of updates to Health, Safety and Wellness policy

Parents will be informed of all updates to the Health, Safety and Wellness Policy as they enrol each term.

If updates are significant, and impact on day to day procedures, parents will be informed immediately via email.