



Timaru Christian School Procedures

HS1 - Care and Management of Children

- All students are treated with care, courtesy, and appropriate language.
- Teachers avoid physical contact with students which could be considered intimate, threatening, sexual, or violent.
- Corporal punishment is prohibited.
- All cases of bullying are regarded seriously, investigated, and dealt with through the school's behaviour plan.
- If a child leaves the school without permission or goes missing during the school day, the teacher arranges for the remaining students to be cared for. They then contact the school office and the school buildings and grounds are searched. If they cannot be found anywhere, the parents are informed and the police called.
- Teachers take particular care with students who express themselves freely and seek close physical contact. When this is a problem, it is always discussed with the child's parents.
- When staff are counselling or teaching a student one to one, they ensure wherever possible that the space is not closed off from other people.
- If a student cannot be restrained in any other way, the adult physically restrains the student as appropriately as possible, and seeks other adult support. The Ministry of Education and Board of Trustees must be informed and a Restraint Reporting Form completed and forwarded to the MOE.
- If a teacher is attacked by a student, they protect themselves without causing injury to the student involved, and immediately report this incident to the principal. They must also ensure remaining students are removed and in a safe setting.
- Staff have a professional responsibility to report any allegations of indecency, abuse, or other professional misconduct to the principal, or deputy principal or NZEI networks.
- Toileting of special needs students is only carried out by an appropriate teacher or a trained support staff member, and another staff member is informed.
- At all times the Principal, Deputy Principal or Senior Teacher must be on-site during school hours.