

**WAIKOWHAI INTERMEDIATE SCHOOL
ADULT/STUDENT CONTACT POLICY
For
EOTC FIELD TRIPS AND CAMPS**

Introduction

This document is intended to give clear guidelines to all adults working with pupils from our school. Given that physical contact between adults and students is sometimes unavoidable, these guidelines should be followed carefully to avoid any action by an adult being misconstrued by a student.

This policy is distributed to all adults supervising on Education Outside the Classroom Education activities.

Purpose

To maintain the safety of children and adults alike.

Guidelines

1. Do not assume that because your own children like to rough-and-tumble with you that other people's children do, too. Families and different cultures have different ways of showing affection.
2. Avoid situations where you are alone with a student. There are of course times during actual emergencies when this is unavoidable.
3. If it is unavoidable that you are alone with a student ensure that you are clearly visible to other people. That is, not in some confined or closed space.
4. Avoid transporting a student on his/her own. Have others with you. There may be times during emergencies when this is unavoidable in which case the student must be in the back of the vehicle.
5. Always use careful judgment regarding physical contact when coaching or helping on outdoor pursuits.
6. If a student has put himself/herself, or other students, at risk by their actions, a verbal warning must be given first. If this action fails and restraint is necessary then such restraint must not be excessive. If, for example, two students are fighting it is important to stop the fight. A verbal order is given to desist. If that is disobeyed then they may be separated from each other by holding restraints. Blows to pupils are regarded as assault.
7. Students must never be subject to any form of abuse.

8. Safety is our first priority in travel – we must be conscious of safety with pupils in our vehicles or ensuring they cross roads safely. Every pupil must have their own seat belt. Vehicles must have a current WOF/VIC and be legally roadworthy. Drivers must have a current drivers licence. A good example must be shown to pupils when crossing roads.

Passed by the Board of Trustees: _____

Chairperson: _____

Signature: _____

Review Date: _____