

# Healthy School Policy (HSP)

## A. SMCC Healthy School Policy

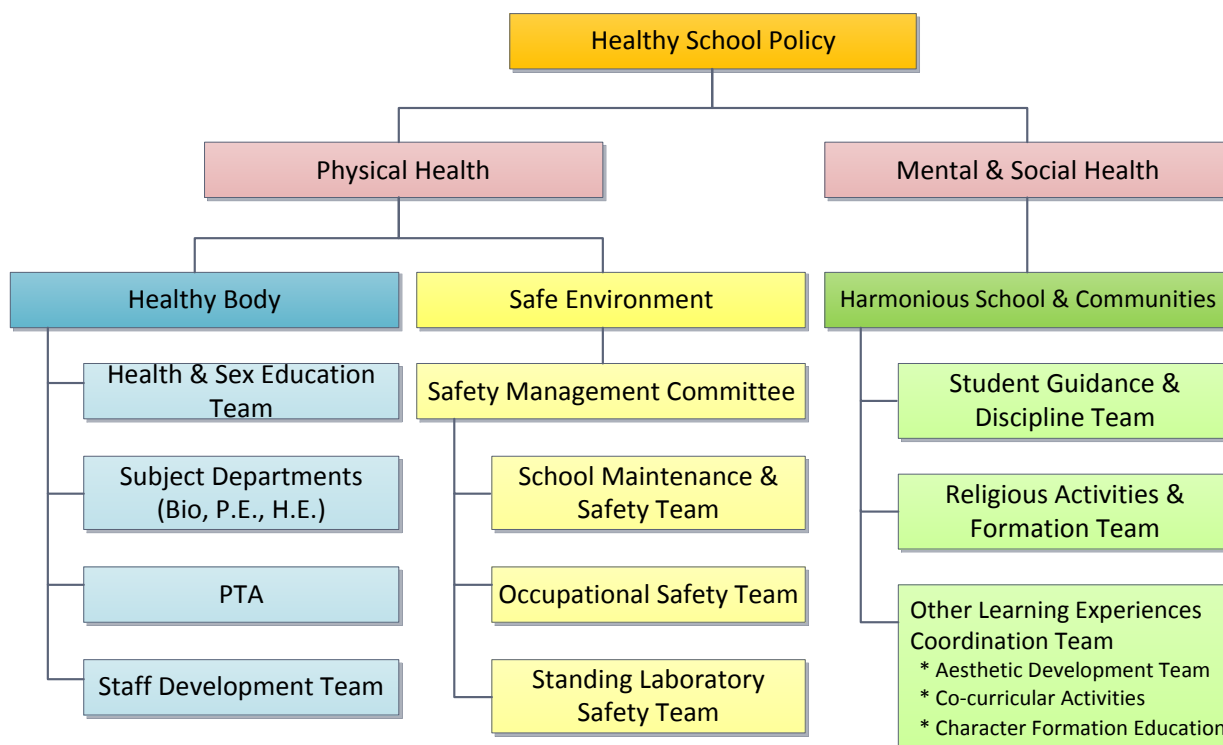
- **Foreword**

To ensure the healthy growth of our young people, the Education Bureau (EDB) issued the Circular Memorandum No. 167/2008 in November 2008 advising all schools to formulate a school-based Healthy School Policy (HSP) with an anti-drug element for institutionalizing an anti-drug culture in schools and setting out support measures provided by the Administration to schools.

In February 2010, EDB issued the Circular No. 2/2010 announcing the implementation details of the HSP and introducing the Anti-drug Resource Kit for Schools. And starting from the 2010/11 school year, schools are encouraged to formulate a school-based HSP by reintegrating their existing resources to develop a healthy school environment. This is to build up healthy lifestyles, positive values and proactive attitudes among students from their young age, thereby enhancing their resilience and immunization against adversity.

- **Objectives:**

- To help students reach a state of physical, mental and social well-being. The focus is on developing students' healthy lifestyles, positive attitudes and values, practical life skills and refusal skills to resist temptation.
- There are four key elements in the HSP:
  - developing a management and organization system for coordinating health matters;
  - fostering a healthy school environment;
  - developing students' healthy lifestyles; and
  - identifying needy students and putting in place a referral system.
- The School Organization



## **B. Health & Safe School Environment – Physical Health**

### **• Safety Management Committee (the Committee)**

#### **➤ Preamble**

The Education Bureau (EDB) requested schools to establish their own **Safety Management Committee (the Committee)** to implement the safety & health policies and monitor the environment of the schools. The Committee had to be set up on or before 10 September 1999 and to be chaired by head of school or his/her deputy. It would consist of staff from both teaching and non-teaching grades.

#### **➤ Composition**

- School Maintenance & Safety Team
- Standing Laboratory Safety Team
- Occupational Safety Team
- School Emergency & Crisis Management Team

#### **➤ Strategies adopted**

- Routine on campus safety check items (separate records kept)
- Routine check on electrical appliances and electricity consumption
- Annual inspections by professional against potential hazard items
- Fire drill and fire prevention (separate records kept)
- School's arrangement for tropical cyclones, heavy persistent rain and thunderstorm
- Record of visits by safety consultants
- Health advice on the prevention of blood borne diseases
- Health advice on prevention of air borne diseases
- Procedures for prevention of infection of suspected symptoms for SARS, "Bird Flu", etc.
- Routine check of First Aid and AED equipment
- Staff Training for First Aid and AED provision

### **• Responsibilities of different parties:**

#### **➤ Responsibilities of Subject Panels**

Subject panels must ensure that all necessary safety precautions are adopted in workshops and science laboratories and all instructions given in the use of instruments, operation of machines or in science experiments, only by the teacher-in-charge. Both teachers and students should be well informed of and follow closely the guidelines suggested by the EDB (available from <http://www.edb.gov.hk/en/sch-admin/admin/about-sch/sch-safety/index.html>)

- Procedures for handling emergency in cookery and needlework room
- Procedures for handling emergency in the laboratories
- Record of hazardous chemicals in the laboratories
- Safety Precautions in Physical Education for Hong Kong Schools
- Safety precautions in school swimming gala, athletic meets, lessons and training as

well as the school-based and subject-based guidelines and procedures where appropriate

- Safety Policy for Science Subjects (SMCC-Science KLA)

#### ➤ **Responsibilities of Staff - Towards Students and Others in their Care**

All staff is responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of and implement safe working practices and set a good example personally. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap;
- ensure that all equipment or tools used are in good condition, appropriate to that use, and meet accepted safety standards;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- provide job instructions, warning notices and signs as appropriate;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action; and potential hazards are reported to the Principal.

#### ➤ **Responsibilities of Students**

All students are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow students;
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not willfully misuse, neglect or interfere with things provided for safety purposes;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).

The school authority will make students (and where appropriate the parents) be aware of these responsibilities through direct instruction, notices and the school handbook.

### **C. Healthy Body**

#### • **Responsible parties:**

- Subject Departments (e.g. P.E., H.E., I.S. and Biology etc.)
- Health & Sex Education Team
- Parent-Teacher Association
- Staff Development Team

#### • **Strategies adopted**

- Include knowledge and develop awareness for students concerning healthy eating and physical education in formal curriculum and co-curricular activities like Sports Day, Swimming Gala etc.
- Include knowledge and develop awareness for students concerning physiological effect of drug and alcohol in I.S. curriculum
- Encourage students to participate in the Student Health Services in early September
- Encourage establishment of the routine of doing physical exercise e.g. ‘Time out to work out’ project by P.E. Department
- Arrange health-related seminars by NGOs for students e.g. Weight Management, Sports Injury, Skin Care etc.
- Maintain updated student health records e.g. BMI by PE department and Student Health Information Record in School CIA
- Promote healthy eating style by H.E. Department with the support of parents, e.g. joyful fruit days in each month & F.1 healthy lunch on campus
- Promote healthy lifestyle among staff members through program organized by Staff Development Team

#### **D. Harmonious School & Communities – Mental & Social Health**

- **Responsible parties:**

- Health & Sex Education Team
- Student Guidance & Discipline Team
- Religious Activities & Formation Team
- Other Learning Experiences Coordination Team
- Parent-Teacher Association (PTA)
- Past-Student Association (PSA)
- Community Service Union (CSU)
- Uniform groups

- **Strategies adopted**

- **Development of students’ healthy lifestyles**

- Mapping out a *whole-person development* plan in 6 years of secondary education in a variety of formats, e.g.
  - Workshops on Adversity Management
  - Level-based Drug Education Programmes
  - Class-based Anti-drug Workshops
  - Class Periods on Positive Thinking & Internet Risk
  - Mass programmes or seminars on Sexual Harassment
  - PATHs Activities
  - Catholic Meetings & Retreats
  - Social Service Training & Activities

- Encouraging students to promote harmony through programmes and activities, e.g. morning assembly, campus broadcast, school web pages, social service projects and Peer Induction Scheme (PIS)
  - Involving parents and past students in organizing parent education programmes
  - Inviting past students to organize mentorship / careers-oriented programmes
  - Inviting guest speakers from external organizations to share related experiences
- **Support for students in need of help**
- Identification of students who need help through:
    - Observation by teachers / student facilitators (in Summer Bridging Course)
    - Regular contact with students and parents
    - Evaluation meetings of class teachers, subject teachers, Counselling Team teachers & School Social Worker
    - Parents' Day interviews
    - Students' self-reflections
    - Pre-test / Post-test questionnaires of PATHS
  - Resource persons: teachers/parents/school social worker/guidance & discipline teachers /police school liaison officers /educational psychologists
- **Referral system**
- Guidelines on internal accessibility of student information
 

Privacy of students concerned is duly respected. Accessibility of student information is on a 'NEED TO KNOW' Basis:

    - Restricted access to students' personal particulars through the school's CIA system (by Principal/Vice-Principals/class teachers/ guidance & discipline team heads)
    - Student records accessible only to the class teachers /Level Heads concerned (e.g. Class Teachers' Files, Parent Interview Records, Student Interview Records)
    - Records of Mid-year / Final exam Evaluation Meetings accessible to all teaching staff to facilitate follow-up actions (e.g. personal strengths & potential, aspects of help or enhancement suggested)
  - Guidelines on external communication
    - When an external organization is to be approached for professional advice, the School Social Worker will obtain verbal or written consent from the parents and student concerned before making referral with document endorsed by the Principal.
    - The date of first appointment will be confirmed by the School Social Worker with the parents.
    - Follow up appointments will be handled according to the professional guidelines of the designated external agency.

- Procedure for referral

