

Waitākiri OSCAR

Out of School Care & Recreation

**Policy & Procedure
Document**



1.0 Service Environment..... 6

1.1 Positive and Child Focussed Environment	6
1.2 Programme Activities.....	7
1.3 Safe Premises	8
1.4 Toilet Procedures	10
1.5 Food Handling, Preparation, Healthy Food and Nutrition Promotion ..	11
1.6 Phone services available	12
Phone Access	12
Phone access off-site	12
Cell phone coverage.....	12
1.7 Programme Space	13
Quiet Space.....	13
The Outdoor Area is Safe	13

2.0 Service Operation 14

2.1.1 Enrolment Procedures	14
2.1.2 Attendance.....	18
Children Not Arriving at the Programme.....	18
2.1.3 Collection and Access to Children	21
2.1.4 Excursions/Learning Experiences outside the venue & transport....	21
2.1.5 Complaints/Disputes/Grievances	24
2.1.6 Behaviour Management.....	25
2.1.7 Cultural Issues	26
2.1.8 Children with Special Needs and/or disabilities	27
2.2 Policy Accessibility	28
2.3 Maintaining Accurate Records.....	28
2.4 Information Collection and storage.....	29

3.0 HEALTH AND SAFETY 30

3.1.2 Safety Management System	30
Risk Identification	30
Medicines.....	32
Water Safety	33
Sun Protection Policy.....	33
Smoke-free Policy	34
Animals at the Centre	35
Encountering and Dealing With Animals	35
3.1.3 Additional written Risk Assessment	36
Risk Management	36
3.1.4 Accident Register/ Incident Register.....	37
3.1.5 Safety Checks of Equipment, Including Playground Equipment	37
3.1.6 When a Child is Unwell	40
Administering First Aid	40
3.1.7 Staff with First Aid Certificates	41
3.2. Emergencies	42
3.2.2 Staff Training.....	44
3.2.3 Display of Procedures and Safe Assembly Areas	44

4.0 Child Protection 45

4.1 Volunteers and Visitors	45
4.2 Allegations of Abuse	45
4.3 Staff Training in the Context of Child Abuse	45
4.4 Acting on Allegations	46
4.5 Code of Conduct.....	46

5.0	Supervision	47
5.1	Child Supervision	47
5.2	Staff	48
5.3	Supervisor	50
5.4	Staff/Volunteer Age	50
5.5	Minimum Ratios	50
5.6	Maintaining Staff-to-Child Ratios	50
5.7	Staff-to-Child Ratios on Excursions	51
6.0	Management	52
6.1	Employment Agreements.....	53
6.2	Professional Development Training	53
6.3	Referees.....	53
6.4	Police Vetting	54
6.5	Vetting Renewals	54
6.6	Previous Convictions	55
6.7	Applications background.....	55
6.8	Competent Financial Management.....	55
7.0	Covid-19 Procedure.....	57
8.0	Documentation.....	58

WAIKĀKIRI OUT OF SCHOOL CARE SERVICE

Waitākiri Out of School Care and Recreation (Waitākiri OSCAR) is governed by the Board of Trustees. The Board therefore has the legal responsibilities, and liabilities, as Employer, Finances and Provision of a Safe Physical Property. The School Principal is responsible for ensuring those Board responsibilities are secured. The Administrator has a delegated responsibility for overseeing the running of the programme and operation to the current Policy and Procedures manual. The Administrator and Supervisor are responsible for managing the day to day operations and programme plan. They will operate within the guidelines set out in the Policy and Procedures Document.

Policies pertaining to the Board of Trustees legal responsibilities (described above) will be reviewed as part of the regular review programme defined in its current Charter with the Ministry of Education. The Administrator/Supervisor will fully review the Policies and operation guidelines at least every 2 years, and make any recommendations for change to the Board of Trustees. Any changes will be formally recorded in Board meeting minutes.

1.0 Service Environment

1.1 Positive and Child Focussed Environment

Waitākiri OSCAR's aim is to provide quality and affordable childcare and recreation programmes for children aged 5 –14 years old, through appropriate management, employment of staff and ensuring on-going financial viability of the programme. To provide a safe and enjoyable programme where the interests of the children are catered for and that all children and staff are treated with dignity and respect.

- The Families and children are welcomed, included and important.
- The programme shall consider the ethnic, social, religious and cultural diversity of the families and children attending.
- It includes a varied programme of planned activities, which is child focussed and appropriate to children's ages and stages of development, designed to enhance self-esteem which also allows for choice.
- It allows for free play opportunities crafts, games, art, sport and recreation, quiet space. Outdoor play, home learning and afternoon tea in its programme planning.
- The programme shall encompass the needs of the children by ensuring their social, emotional and physical well-being is paramount.
- Parents and children are able to contribute to the programmes operations and suggestions are welcome.
- The Programme plan will be on display.

1.2 Programme Activities

The programme will provide a variety of activities and experiences that will meet the children's age and developmental needs.

The children will be encouraged to participate in planned activities however they will always have the option of choice. We have a range of free choice activities for children and these will include, but are not limited to games, arts, reading, baking and outdoor play.

- Activities used at the programme will be planned by staff with children's ideas and interests taken into consideration.
- The chosen activities will be based on the following aspects:
- The financial, physical and social impacts of the activity.
- The intended outcome of the activity.
- The space and equipment required to provide a safe activity.
- The number of staff required to assist in the activity.

Staff meetings will take place in Learning Studio 8, staff interests, abilities and ideas will be ingratiated into the Weekly Plan.

Records will be kept of Staff meetings and minutes will be taken to record meeting content, staff who attended and any extra information received.

1.3 Safe Premises

Premises are safe and complies with all relevant legislation as well as local city council requirements. Potential hazards to the safety of children are repaired, removed or made inaccessible.

Waitākiri School is responsible for ensuring the Buildings used have a current WOF and meets all health and safety requirements.

- Waitākiri OSCAR will use the Waitākiri Primary Schools Learning Studio 7 & 8, field, field playgrounds and Hall at 170 Burwood Road. (Also available the school staff room, Community room, plus the Red Studio (Music Room) & Blue Studio (School Library) if needed.
- The buildings warrant of fitness is displayed in the school office foyer.
- Argest- Building and Compliance Management will complete the Building WOF.
- It is the responsibility of the Administrator to site the School WOFs.

The programme premises, equipment and furnishings used, are kept in a safe, clean and hygienic condition and complies with local council requirements.

- The school is responsible for maintaining the property and keeping it in good condition to comply with relevant legislation.
- The school is responsible for the daily cleaning of the Learning Studio.
- The School has appropriate insurance for venue hirers.
- Fire extinguishers, Alarm system, smoke alarms are supplied by the school and checked annually.

Posters displaying evacuation procedures are mounted on walls in the building. These will be visible to all staff, children, parents and caregivers.

All Staff are trained in the evacuation procedure, and will be informed of any changes immediately.

There are 3 main exits in each Learning Studio 7 & 8. All exits are clearly marked with an EXIT sign. All other Rooms exits are clearly labelled.

Waitākiri OSCAR

The Programme will conduct and record safety checks on all play equipment, venue facilities (including playground equipment at the venue from which the programme is being run).

- The Principal is responsible for ensuring the property is maintained to ensure a safe physical environment. This will be achieved through the usual weekly and daily checking by the caretaker.
- A designated staff member/or Supervisor is responsible for a daily check before each session, to ensure the facilities plus all outside play areas are safe.
- The Supervisor will immediately inform the Administrator/Caretaker of any hazards or unsafe conditions of the physical environment, identified in any daily check prior to sessions. The Supervisor will ensure children do not use any space or equipment which is deemed unsafe.
- The Principal, through the caretaker will inform the Administrator/Supervisor of any hazards in spaces or equipment, which is not to be used until repaired.
- A hazard register, specific to Waitākiri Out of School Care and Recreation will be maintained by the Supervisor. This will identify potential risks associated with the physical facilities of the building, equipment (including playground) used by Waitākiri OSCAR.

1.4 Toilet Procedures

All children will have access to suitable toilet facilities whilst at the programme both onsite and offsite.

- The toilet facilities will be checked daily to ensure they are clean operating and have enough toilet paper. Soap or hand sanitizer is always provided for children to use.
- During off site visits staff will carry hand sanitizer/wet wipes and tissues in the instance that offsite toilet facilities are lacking these.
- A staff member is to inform another staff member that he or she is going to the toilet. A sign is attached to the entrance of the toilet so children know not to enter the toilet area, and that a staff member is using the facility. All children are told of this when starting the programme and at the beginning of each holiday period.
- The Staff are also able to use the school staff toilets located in the school office building; they must notify another staff member if using this facility.
- Staff are not to enter the toilet area for personal use unless it is free from children.
- In changing a child, should this be necessary, the staff member is to also advise another staff member of action to be taken. The child's right to privacy must also be respected. The Parent is to be informed of the circumstances and care and action taken by programme staff.
- On an outing, staff are to ensure any public toilet area is clear of public by checking the facility before children can use the toilet and a staff member is to wait outside.
- A buddy system may be used for older children.
- If a member of the public enters the facility the staff member is to enter the facility and wait for the child/ren to ensure their safety.
- If it is necessary to assist a child with dressing this will be done in the public dressing area.
- Children are to attend to their own needs as much as possible.
- The venue and toilets are cleaned regularly by the school cleaner however staff are expected to ensure the venue is left in a reasonable state and have access to a cleaning kit which is kept in a high cupboard.

1.5 Food Handling, Preparation, Healthy Food and Nutrition Promotion

The Programme shall comply with the Food and Hygiene Act in ensuring that food preparation areas and utensils are clean and suitable for use.

Menu

- Toast is offered at Before School Care with a range of spreads
- Afternoon tea shall be provided at After School Care, such as sandwiches-with a range of spreads, biscuits and crackers.
- We have Gluten free options available.
- Fresh water shall be available at all times; children can help themselves. Children are encouraged to bring their own drink bottles.
- Sometimes lollipops are given as prizes or for helping.
- All Staff are well informed of any children with food allergies.
- Sometimes children will have the opportunity to do baking, during the programme.
- The Administrator will purchase food weekly at Pak n Save.
- All food is stored in a cupboard; fresh bread is purchased each week and stored in our freezer. We have a fridge for storage of milk and any foods that require to be chilled. There is also a large cupboard where all cooking and baking products are kept.
- Children and Staff shall wash and dry hands before handling or consuming foods.
- Food preparation surfaces shall be cleaned before and after use. Anyone handling food in preparation for others has the option to wear protective gloves, or take similar action to avoid risks associated with food handling.
- Supervisor washes and provides clean linen for use in the programme.
- Dishes shall be washed and dried daily.
- Staff are responsible to ensure fridge/freezer/microwave and food storage areas are always clean.
- With the purchase of a dehydrator, juicer, fruit pie/toasted sandwich maker, bread maker and rice cooker etc, we can provide a variety of different healthy food options.

1.6 Phone services available

The programme always has access to a working phone.

- A landline phone is located in Learning Studio 8.
- There is wireless internet access.
- During offsite visits the Supervisor will always have a charged cell phone on them.
- If cell phone coverage is unavailable, then the nearest landline must be identified for use in an emergency.
- The Parents/Caregivers will have access to the Programmes cell phone number stated in the enrolment information or informed before offsite visits.

Phone Access

There is a landline phone which is easily accessible, located in Learning Studio 8. This will be available at all times during programme operation hours.

Phone access off-site

During an offsite visit the Staff member in Charge of the activity will always carry a cell phone that is charged and in credit.

Cell phone coverage

- Cell phone coverage will be discussed during the RAMS for the trip.
- If cell phone coverage is weak or unreliable, landlines will be identified.
- The landline should be close enough to walk to within no more than 5 minutes.
- An Assistant Supervisor will be appointed the runner, should an emergency arise where cell phone coverage is unavailable.
- Knowing where the closest Police Station or neighbouring house in the case of an emergency also.
- The children will not be left unattended at any time.

Own Devices

We encourage children to put away all devices in the OSCAR staff area during their time at OSCAR. If they want to use for education purposes they can use at tables in full view of staff from 4.30pm during After School time and Holidays only.

Downloading files, snap chat (or similar) or viewing YOU TUBE is not allowed.
School Learning Apps only are to be used.

1.7 Programme Space

Waitākiri OSCAR will use the Waitākiri Primary School's Learning Studio 7 & 8 as their base plus Hall/Library/Staff Room/Community Room/Music Room if needed, field and field playgrounds at 170 Burwood Road.

- The school field and field playground areas will only be used during after school care and holiday care, weather permitting.
- The children will always be in sight and sound of a staff member and are not permitted to enter any classrooms after 3.15pm.

Quiet Space

The programme will identify a quiet area which is communicated to all children at the programme. This quiet area will contain a range of quiet activities and comfortable seating.

- The quiet area will be utilized if a child is sick, tired or needs some quiet time.
- This area will contain comfortable seating such as bean bags, couches and cushions.
- The quiet area may contain board games, books, colouring or other quiet activities.
- Children must ALWAYS be supervised whilst in the quiet area.

The Outdoor Area is Safe

All Outdoor areas and equipment will be checked daily prior to sessions, for hazards by a staff member or Supervisor and caretaker. Any identified hazards will deem an area unsafe and the Supervisor will ensure children do not use that space until required repairs have been completed.

Children must stay in allocated boundaries, as shown on map, where they are constantly within sight and sound of a Waitākiri OSCAR staff member.

2.0 Service Operation

2.1.1 Enrolment Procedures

The Waitākiri OSCAR enrolment form must be completed and signed by parents/caregiver for each child before the child can start in the programme. This is when a child first attends the programme and at the beginning of each year. New enrolment forms are available from the Administrator or from the programme.

Every time there is a holiday programme a Waitākiri OSCAR holiday programme enrolment form must be filled out and signed.

The Enrolment form includes the following information:

- Child's name, address, date of birth and year at school
- Parent/guardian names, email, work phone number and cell phone number
- Minimum of two emergency contacts and phone numbers
- Names of adults/siblings authorised to pick up child
- Special instructions regarding access – documentation will be required
- Health problems and allergies, also if a child is self-medicating. Treatment Form may be needed
- Tick boxes for attendance for either Before and/or After School Care
- Cultural information
- Any other information deemed important/necessary by the parent/caregiver
- Consent for leaving the programme unaccompanied
- Signature of parent/caregiver and date signed

Priority will be given to children from Waitākiri Primary School, but is open to children from other schools in the area. Application for non-Waitākiri School children requires Principal approval.

New Enrolments – The Administrator is responsible:

To ensure placement of the child on daily roll and to keep rolls updated.

- To record any family, medical, special circumstances or complex needs on the Health record sheet and ensure all staff are aware of the above. Plus, a completed Treatment Form has been filled in correctly and all staff are aware of the content. All personal and sensitive information will be dealt with and kept away from the access of unauthorised persons.
- A copy of the Policy and Procedures is located at the Programme.

Parents wanting to enrol their child/ren are able to visit the programme prior to them starting. Holiday information will be available before the programme begins approximately week five of each term, firstly via email for parents who have signed up to our Data base. It will be advertised on our Facebook page and in the School Newsletter and on HERO. Also from the Before and After School Care programmes. All children are expected to arrive by the stated time on their Holiday programme enrolment form, unless prior arrangements have been made. Any children absent, their parent/caregivers will be contacted of their whereabouts.

The maximum permanent places per day is for 70 children in the Before School Care programme 120 children at After School Care and Holiday Care with a Junior and Senior Programmes available with up to 60 children in each group.

The programme runs from 7.30am to 8.30am Monday to Friday and 3.00pm to 6.00pm Monday to Friday during the school term. Excluding any public holidays. The Holiday programme runs 7.30am – 6.00pm.

- All children are expected to arrive at 3.00pm when the school bell rings, during the term, unless prior arrangements have been made. All children are signed in and signed out with a time when collected.
- The Supervisor checks the roll and is to find the whereabouts of any absentees where possible by approximately 3.15pm each day for the After School Care programme. The Administrator is then contacted to find any missing children by contacting Parents/Caregivers, failing this we have the use of the school HERO system which identifies any absent children from school. In addition to this our Policy regarding a child not arriving at the programme will be followed.
- The Administrator will delegate collection of new children, from their classroom until they are confident in coming to the programme themselves, if parents request this.
- During Covid-19 pandemic staff will sign the children in on arrival and out when collected. Parents must not enter our Oscar Room during Level 2. All parents are required to wear a mask when collecting their children and remain at least two metres from others. If staff are talking with parents a mask must be worn.

Waitākiri OSCAR

Waitākiri OSCAR maintains records in accordance with the Privacy Act 2020 and other relevant legislation.

The programme will respect the privacy act, any information obtained by the programme, can only be used for the reason it was given.

- All up-to-date records of current enrolments, attendance, health information and medication administered by staff, shall be held on the premises and be available during the programmes operation – for staff use only and Te Kahui Kahu Social Services Accreditation Audit Assessor on request.
- Information is kept for the operation of the programme only.
- When a child no longer uses our service, enrolment information shall be stored for at least two years for the purpose of an Audit.
- The Administrator maintains daily rolls for children’s attendance. These records provide information for parent accounts only and may be kept for 2 years providing storage is available. They may then be destroyed.
- Staff files shall be kept on site in the main office block and training information is kept with the Administrator.
- Individual staff members may access their personal files from the Principal’s PA at any time.
- The Te Kahui Kahu Social Services Assessor will have access to our Programmes documentation to comply with OSCAR Standards for Approval.

Information on each child is collected on an enrolment form directly from the parents/caregivers.

- The parents are responsible for ensuring correct information or details are supplied to the programme.
- Enrolment forms will be updated annually for Before and After School Care Programmes and every school holidays for the Waitākiri OSCAR Holiday Programmes.

The programmes enrolment form contains a statement “to please notify the Supervisor/Administrator when details on forms need updating” this is to ensure in an emergency situation the programme can contact parents/caregivers and emergency contacts.

Information collected about children during the enrolment process for Before or After School Care or Holiday Programme, is used only for its intended purpose and will not be given or sold to any other organisation.

Fees are charged by the hour. We do not do half hour rates. Management reserves the right to review these charges at any time, which will be recommended to, and approved by the School Board of Trustees.

Hourly Rates for both Before and After School Care Programmes	
Current Charge	Hourly Rate
Each Child per hour	\$6.00
Casual Charge	\$7.00

Holiday Care Rates Increased April 2022

7.30am-8.30 \$6/8.30am-3.00pm \$35/7.30am-6.00pm \$50/8.30am-6pm \$45

- Failure to contact the Supervisor of their child/ren being absent from the After School Care Programme they will be charged a fee of \$20.00 for any non-notification each time they failure to do so.
- Staff are rostered to ensure ratio cover is maintained as attendance drops.
- The Work and Income OSCAR SUBSIDY is available for Before and After School Care Programmes and Holiday Programmes. It is the Parents/Caregivers responsibility to fill out Work and Income forms correctly and to provide correct information. It is the parent's responsibility to ensure forms are returned to Work and Income on time.
- Any subsidies paid for a child to the school are direct credited to the Waitākiri OSCAR bank account and parents will be required to pay the difference between the subsidy and the programmes hourly rate.
- Parents who enrol on a casual basis are required to advise 24 hours in advance of the need for attendance if possible.
- Emergency bookings may also be expected on occasions and made by parents or the school. Such places are guaranteed. The school will provide any necessary information. An emergency booking is when there are genuine unforeseeable circumstances where the parent is unable to collect their child at 3:00pm as per normal.

2.1.2 Attendance

Enrolment information will include the days of the week and the particular sessions in which the child/ren will attend the service.

Children Not Arriving at the Programme

- Parents are expected to contact Waitākiri OSCAR by phone or text or leave a message before the start of the programme if their child will not be attending
- Notification of arrangements for children arriving late due to sport/meeting/music etc, commitments are to be received in writing (text, email).
- If a child does not arrive at the programme when expected, staff must identify the location of the child to the best of their ability.

Procedures

- The Supervisor will speak to the school office and or teacher to ensure that the child attended school. **However, parents are expected to have advised the Administrator (by phone) or text message, that the child will not be attending, before 3.00pm.**
- The Administrator will then phone/text/email the parent/caregiver to clarify enrolment arrangements and confirm the child's whereabouts.
- If the parent/caregiver is unable to be contacted, emergency contacts will be telephoned. The school HERO System will also be used for absentees.
- In extreme cases, when a child cannot be accounted for, the police will be telephoned, as soon as all other contacts have been exhausted. Christchurch Police will be contacted 20-30 minutes of a child not attending for advice and support.
Time/Place/Circumstance.
- It will be the Supervisors responsibility to follow this procedure through for both Before/ After School and Holiday Care Programmes.

Accurate sign in and out sheets will be kept for Before and After School Care and Holiday Programmes. A clock is located on the sign in/out table for recording the time of arrival & collection. The Supervisor will periodically check during the Before/After School/Holiday programs that the sign out sheet times and signatures have been recorded for children who have left or arrived. During Covid-19 Pandemic, it is required that Parents must wait outside and 1 staff member will record who is collecting and locate their child/ren. Parents are to scan the covid QR code or write their details on our contact register outside. Masks are required and distancing rules adhered to. Staff must wear a mask when speaking with Parent/Caregivers/Whanau.

During the Before, After School Care and Holiday Programmes, the main sign in/out sheets will be taken for any Evacuation or Excursion. In addition, we have a list of all parents Contact details plus Emergency details, this is located in the staff cupboard. The Administrator and Supervisor also have access to the school HERO app which allows details of all parents/caregivers contact information if needed and the school's attendance register.

2.1.3 Collection and Access to Children

Staff will be responsible for the 'Duty of Care' of all enrolled children from the time they are signed in on arrival at the Before School/After/Holiday Care programme, until the parent/caregiver arrives to sign out and collect their child/ren from the After School and Holiday Programmes.

- On arrival at Before School Care or Holiday Programme the parent records the time and signs the child in each time they attend. During Level 2 Staff we record the time and sign the children in.
- At After School Care each child is signed in and when each child is collected from After School Care or Holiday Programme the parent/caregiver records the time and signs their child out. Staff will sign children out during Level 2 and record the time.
- Parents are responsible to advise the Supervisor of any change of details, (emergency contacts, change of address, phone numbers etc)
- Parents are required to sign out and also record the time when they collect their child/ren. During Covid Level 2 Staff will record all details.
- The Supervisor shall ensure children are signed out if leaving without their parent but having been appropriately notified by phone or in writing (text/email).
- Parents may make or change bookings via Supervisor/Administrator only.
- If the Parent notifies another person is to collect their child than identified on the enrolment form the Supervisor must be contacted before the child is picked up. The Supervisor will verify the authenticity of the caller giving this advice, by asking personal questions which may be obtained from the child's enrolment form.
- When a parent authorises their child to walk or cycle home alone from the programme at a designated time, pre written authority is essential.
The request from a parent may be accepted by phone – although the Supervisor has the right to not release the child, if the request cannot be validated. The age of the child will also be considered if asked to release the child from our care.
Staff will the sign out the child at the designated time and ensure that the child leaves the premises safely.
- In the attempted collection of a child by an unauthorised person the Supervisor must secure the safety of the child and contact the custodial parent for advice. In extreme cases the Police (first) or Oranga Tamariki must be phoned for advice and assistance. Assistance may also be sought from the Principal. Staff will not release any child/ren to a person not on the enrolment form, unless advised as per above.

Care and Protection –

Where custodial issues have arisen the Supervisor will clarify with the parent, and ensure staff have any necessary information to ensure proper care and safety of the child is maintained.

- The parent is responsible for ensuring information is given to the Supervisor.
- Legal documentation – a copy is to be attached to the child's enrolment form e.g. a copy of the court order or Lawyers letter stating required action for the programme.
- All staff to be informed of the situation and an action plan prepared in consultation with the parent and the child.

In the event of a parent/caregiver failing to collect their child/ren from After School Care/ Holiday Programme the following procedure will be used.

- Two staff should remain with the child at the venue until collected by the authorised person.
- The Supervisor/Administrator is to phone the parent/s or emergency contacts to collect the child.
- A late collection fee of \$20.00 per 15mins will be charged.
- In the event that parents or emergency contacts cannot be located, the police will be contacted for advice and support. (This is also to ensure that the parents have not met with an accident and therefore will be unable to collect their child.)
- The Administrator and Principal will also be informed of the situation if the police are involved.

2.1.4 Excursions/Learning Experiences outside the venue and Transport

We have a form for identifying risks before any excursions when they take place. When the opportunity arises, this procedure would follow:

- Outings will be approved by Supervisor, Principal and Administrator.
- In the case of an excursion for After School Care, caregivers will be given at least 1 weeks' notice, in writing, of the outing specifying times, venue, transport arranged and requesting written consent for child/ren to attend.
- Transport will be arranged to the alternative venue by an appropriate bus company.
- Each child's personal information, first aid kit, roll, emergency contact information, appropriate clothing, spare water and cell phone is to be taken on each outing.
- Ratios on outings will be – 1:8 on any outings, 1:6 on any excursions near water and 1:5 on outings where children are in the water.
- Public toilets will be checked before use making sure they are safe and free from hazards and a staff member will remain in the vicinity.
- Pool excursions – At pool venues individual pool policies will be observed.
- On higher risk activities away from the venue the Supervisor will ensure the venues qualified staff are also on hand to supervise the running of these activities. Site visits may be required; hazards identified and minimised or removed.
- The Holiday Programme enrolment form is an acknowledgement of parent consent for their child to participate in the activities and scheduled outings as advertised, or amended due to booking changes or weather.
- Staff will be designated a group of children (up to 8) to be responsible for during the outing, to ensure all children are adequately supervised.
- Random head counts and roll checks will be carried out during the excursion.
- When on walks the children will be organised into a buddy system and will walk double file with at least one adult in the rear and one adult leading.
Where there is a road to cross, pedestrian crossings will be used if available. One adult will stand in the middle of the road to ensure traffic is stopped before children begin to cross and will remain there until all children are safely across the road.

Hired or Public Transport

In using public transport or a hired bus company it is the companies' responsibility to ensure the vehicle meets safety standards, is warranted and the driver holds an appropriate licence. The Supervisor will also do a quick visual check of WOF and registration and displayed information on driver if available.

All children will be seated for the journey and according with the vehicle seating limits as appropriate for the size of the vehicle.

All bus drivers will be fully vaccinated and their certificate can be viewed when booking.

The Process for an outing shall be

- The Supervisor to check the roll, ensure all children are present and ready, check absences before leaving the Holiday Programme base at Waitākiri Primary School.
- Head count children prior to leaving the programme and the Supervisor shall count children onto the bus.
- Staff shall be spread throughout the bus to supervise behaviour and offer support as needed.
- The Supervisor will ensure that they are aware of the bus emergency exits, collapsing seats in case of an emergency and identify any other hazards on the vehicle.
- Prior to children leaving the bus, the Supervisor will visit the venue to ensure all is ready for the groups' arrival.
- The children will then disembark the bus and will assemble in their groups with their designated staff leader.
- The Supervisor will brief the group on the outing plan before entering the venue.
- Play boundaries will be set when arriving at any outing venue, within sight and sound of a staff member. Also time limits for play.
- Children will remain with staff at all times and not to play in car parks or alongside any unfenced boundary or near any road.
- On leaving a venue each staff member shall check all designated children are accounted for. The Supervisor will check all children onto the bus and do a full roll count.
- Passenger Transport Licensing for buses allows 1.5 children per seat, i.e. 2 or 3 children per seat. No children are to be standing during a journey.
- If a child is missing from the final roll check, venue staff will be notified and if any child remains unfound within 20 minutes the parents and police will be contacted. Time/place/circumstance.

Vehicle Breakdown

- The Supervisor is to organise any necessary alternative transport that may be needed.
- Petty Cash may be carried and used for emergency purposes.
- Ensure the children are safe at all times.
- Parents may need to be contacted to collect their children if there are unexpected delays.

Vehicle Accident – The Staff and driver will

- Check all children for injury and administer first aid
- Organise an ambulance and call the police.
- Comfort and calm the children.
- Take details, name, contact phone number, address, drivers licence, and insurance details of any other vehicle involved. Check damages to all vehicles and record.
- Take any information of any witnesses to the incident.
- Phone the programme Administrator and contact the Principal if required, and advise of the incident. Seek help and advice to organise alternative transport for the children.
- Provide a report on return to the programme.
- Inform Parents/caregivers of the incident.

2.1.5 Complaints/Disputes/Grievances

Complaints may be made by parent/ caregiver/ staff/ children/ management.

Complaints about the programme, or actions of a staff member are to go through the Supervisor/Administrator or if not appropriate the Principal (verbal or written).

If a complaint cannot be resolved, the parent/caregiver has the option to forward the complaint to the Principal or the Chairperson of the board. If the Principal receives a complaint directly, s/he will consult with the Supervisor/Administrator.

If the complaint is against a staff member, the Administrator must advise the Principal of the complaint also. If the Supervisor receives a formal (written) complaint against a staff member, the Supervisor must report it also to the Principal. (This is to safe guard the Board of Trustees of any potential Personal Grievances).

The Principal is responsible to oversee any serious complaint involving a staff member, and that it is dealt with appropriately in his/her opinion and the Board is informed of actions taken.

All complaints must be dealt with immediately and the complainant informed of action taken verbal and/or written within one week.

The Principal can be contacted by phone (03) 383 2736 or mail to Waitākiri School, 170 Burwood Road, Burwood, or email (principal@waitakiri.school.nz).

Parents will be informed on enrolment that there is a complaints procedure, and a copy will be displayed on the notice board in the sign out area of the programme, and forms available from the policy document folder on the sign out table.

Where possible, a mutually agreeable outcome will be sought.

What will be on display:

If you are at all unhappy with the services Waitākiri OSCAR is offering, please do not hesitate in speaking with Amanda or Gemma. Failing this forms are available from the Policy document folder on the sign out table, and can be posted to.

Waitākiri OSACR
Administrator or Principal
170 Burwood Road
Burwood
Christchurch 8083

Parents will be informed on enrolment that there is a complaints procedure, and a copy will be displayed on the notice board in the sign out area of the programme.

Where possible, a mutually agreeable outcome will be sought.

2.1.6 Behaviour Management

- The purpose of this policy is to ensure that children develop a strong sense of belonging in a happy, secure and safe environment. Such an environment is free from verbal, emotional and physical harassment, where respect of self, others and property is apparent.
- Children will be encouraged to be responsible for, and reflect upon their own behaviour.
- Appropriate behaviour is expected. Staff are encouraged to use positive reinforcement as a proactive behaviour management technique.
- Parents will be well informed and involved in the management of their child's behaviour.
- Staff should maintain a positive approach with children, supporting and guiding them into interactions and play with others which show consideration and co-operation.
- All staff are trained in positive behaviour techniques during staff meetings or training workshops. The management of the behaviour is detailed on the behaviour contract.
- To manage incidents of non-compliance, anti-social or inconsiderate behaviour, all children are issued with a Behaviour Contract on enrolment. Children are reminded of the contract they have signed if their behaviour is at all inappropriate or unacceptable.
- Children will only be physically restrained in extreme cases if theirs and other children's safety is at risk and verbal orders have failed.
- All new children will go through the rules and discuss the meaning and the reasons for them with the staff.
- A copy of the rules will be easily visible at the programme venue.
- At no time will punitive discipline be used. This includes punishing children physically, withholding food or drink, abusive, demeaning or condescending comments.

2.1.7 Cultural Issues

The Waitākiri OSCAR Programmes are committed to Te tiriti o Waitangi and is an inclusive bi-cultural programme. The aim of this policy is to provide a safe and caring bicultural environment for all children in the programme. Waitākiri Oscar will achieve this by being willing and open to explore ways in which we can integrate a bicultural perspective into the programme.

- The programme will identify cultural needs of children and their families.
- Programming includes Te Reo Maori, Maori games, activities and relevant staff training.
- The programme shall encompass other cultures through appropriate ethnic activities which are recreation focused and may be in consultation with the families.
- After consultation with family members the Supervisor will research opportunities where children can experience other cultural backgrounds, either through the internet or local library. These findings will be discussed at a staff meeting and then introduced as an activity as part of the programme, either at After School care or during a Holiday Programme.
- Actively providing children with opportunities to experience tikanga Maori, Maori protocols in both the term and holiday programmes.
- Encouraging staff to speak Te Reo Maori and English openly in the programme.
- The programme has a commitment to the Treaty of Waitangi.

2.1.8 Children with Special Needs and/or disabilities

Children with special needs will not be excluded from the programme, provided that management is confident that the child's needs can be catered for, without negatively affecting the other children and the child will benefit from being in the programme.

- Parents are required to note any special needs or requirements on the enrolment form and complete a Treatment Form.
- The Administrator is responsible to discuss issues with the parent before accepting enrolment to ensure the child's needs can be met by the programme.
- The Administrator and Supervisor must feel confident that the programme is able to care for the child's needs.
- If additional suitably qualified staff are required, the additional costs may be required to be met by the parent, as a higher attendance fee. E.g. If the child normally has a caregiver or teacher aid at school, then the programme may request similar support for the child in the care and recreation environment.
- The Administrator will ensure that staff training is available to enable the programme to cater for Children with specific needs where possible.
- Children accepted into the programme with special needs will be reviewed on a term by term basis to allow for the possibility of the needs of the child and/or resources of the programme changing.

2.2 Policy Accessibility

Our Policy and Procedure Manual is available for staff, parents and guests/visitors to view at any time.

A copy of Policy and Procedures is located at each Programme on the Sign in/out table/area.

2.3 Maintaining Accurate Records

- The Administrator maintains daily rolls of children's attendance. These records provide information for parent accounts and Funding applications only and may be kept for at least 2 years providing storage is available. They may then be destroyed.
- Staff files shall be kept on site in a locked file cabinet with Principals Personal Assistant.
- Individual staff members may access their personal files from the Principal or Principals Personal Assistant at any time.
- The Te Kahui Kahu Social Services Accreditation Audit Assessor to comply with Te Kahui Kahu Social Sector Accreditation Standards must sight this documentation.

Information on each child is collected on an enrolment form directly from the parents/caregivers.

- The parents are responsible for ensuring correct information or details are supplied to the programme.
- Enrolment forms will be updated annually for Before and After School Care Programmes and every school holidays for the Waitākiri OSCAR Holiday Programmes.

The programmes enrolment form contains a statement “to please notify the Supervisor/Administrator when details on forms need updating” this is to ensure in an emergency situation the programme can contact parents/caregivers and emergency contacts.

- Medication will not be administered to a child unless a Treatment Consent Form has been filled in and signed by parents.
- Medicine will be collected from parents and administered as per the stipulated instructions on the Consent Form, recorded and signed by staff.
- All Staff are made aware of any medical condition that any child has and the action required. All staff will read and understand each child’s Treatment form.

2.4 Information Collection and storage

Waitākiri OSCAR maintains records in accordance with the Privacy Act 1993 and other relevant legislation.

The programme will respect the privacy act, any information obtained by the programme, can only be used for the reason it was given.

- All up-to-date records of current enrolments, attendance, health information and medication administered by staff, shall be held on the premises and be available during the programmes operation – for staff use only and Government Auditors on request.
- Information is kept for the operation of the programme only.

When a child no longer uses our service, enrolment information shall be stored for at least 2 years, then destroyed appropriately.

Information collected about children during the enrolment process for Before or After School Care or Holiday Programme, is used only for its intended purpose and will not be given or sold to any other organisation.

However, as part of the approvals process Te Kahui Kahu Social Services Accreditation Audit Assessor may look at current enrolment information.

Parent, Caregivers and staff will be given the opportunity to answer survey questions yearly on the programme. This will compose of questions in relation to suggestions of improvement, positive aspects or any other relevant information required at the time.

3.0 HEALTH AND SAFETY

3.1

Waitākiri OSCAR shall comply with all relevant requirements in the Health and Safety at Work Act 2015 to ensure that children, staff, volunteers and visitors are protected from risk. The safety and well-being of all children is foremost. There will be an ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

3.1.2 Safety Management System

Boundaries are put in place to ensure children play in safe areas.

- Children shall not play in areas that may cause harm such as in car parks, near roads or along unfenced boundaries.
- All boundaries are to be told to the children on enrolment and are displayed on the Waitākiri OSCAR notice board at the programme.
- On an offsite visit all boundaries are to be told to the children on arrival at the site and reinforced during the programme.

Risk Identification

The safety of children and adults at the programme will be ensured by:

- Assessing the risk to Staff and the programme participants of all identified hazards, identifying and recording all potential health and safety hazards at the centre and any other venues used.
- Putting controls in place to eliminate, minimize or isolate risks.
- Using healthy and safe work practices, together with Staff training.
- Regular inspections by Staff to check that hazards have not changed.
- Compliance with all relevant codes of practice and regulations.
- It is the responsibility of the Administrator to ensure all procedures are in place to ensure the safety of the staff and children at all times.
- Health and safety information will be discussed and minuted at staff meetings where staff are informed of all Health and safety policies and regulations.

All risks are to be identified and managed to ensure a safe environment for all present at the Programme.

- The Supervisor or designated staff member will action a daily hazard and/ or risk assessment for both inside and outside play areas. If a hazard identification is made, appropriate action will be taken immediately to eliminate or reduce the risk of harm to children, staff, visitors and volunteers. Weekly hazard checks to be carried out by the Supervisor, alongside other staff members. All children & staff will be notified of these hazards each week verbally when appropriate.
- Hazards identified shall be recorded on the hazard checklist, and reported to the Caretaker and/or Principal.
 - These will be reduced or eliminated as required
 - Any repairs should be attended to through the School Caretaker
 - Staff will be made aware of any risks or hazards when arising

Hazards identified include:

- Outside – Fences, road access, playground risks, drop off/pick up area.
- Inside – heaters, kitchen (e.g. knives, oven, hot water etc)
- The Supervisor is to advise the school and Administrator if any areas of play or the kitchen/toilet area are unsafe and that action is taken to eliminate or reduce risk and ensure the environment is safe for staff and children. The school is responsible for checks and repairs to all outside equipment as needed.
- All staff are expected to display common sense in the use of all equipment and supervise the use of items (such as, glue, glitter, kitchen or electrical appliances), and appropriate storage of equipment.
- All kitchen containers are to be appropriately labelled, and stored.
- Any staff using equipment either oven, microwave etc will be shown the correct way to use safely, before any usage.
- The kitchen and venue shall be kept clean, tidy and clear of rubbish.
- Toilet, kitchen and floor areas are to be kept clean by staff, floors kept clear of tripping hazards.
- Recycling bins emptied in appropriate bins at school for collection.
- Rubbish is to be cleared daily to the school skip by school cleaners.

Risk Assessments shall be completed prior to all off site activities or risk based activities (i.e. water based activities) to determine suitable staff: child ratios

Medicines

- Waitākiri Before and After School staff are not permitted to store or administer prescribed medicines, unless a Medication/Treatment form has been completed.
- The Supervisor/Administrator are the only people that are to administer the medication that is needed, and this must be recorded on the Medication sheet, plus a second staff member must also be present and sign the Treatment form.
- In exceptional circumstances e.g. severe allergies such as bee stings, peanut allergies etc, medical information is to be supplied by the parent on the enrolment form and Treatment Form. Actions taken are to be recorded on the Incident sheet and parent notified of actions taken.
- Children or staff with asthma: these persons may provide self-medication and take care of their own medication if age allows it, after the Parent/Caregivers has completed the Treatment Form.
- In the case of serious medical condition, the programme may not be able to guarantee the safety of the child. Enrolment will be at the discretion of the Supervisor/ Administrator.
- If the child is accepted into the programme, options and medical emergency plans will be in consultation with the parent and child to ensure the child's safety and well-being on an individual basis.
- All medicines will be kept in a locked cupboard or fridge at Oscar and out of the reach of any children. The kitchen area is out of bounds for all children unless supervised.
- All medicine must be clearly labelled showing the child's name and dosage, stored in a locked cupboard or fridge if necessary and out of reach of children.
- During an off-site visit medication is to be kept in the Supervisor's bag which is to remain with the Supervisor at all times.
- If the programme is split into groups, the group leader may need to be responsible for that medication and it must be kept in their bag.
- At no times are children to have any medication in their personal effects during programme operation unless the parent has informed the Supervisor eg Ventolin inhaler.

Water Safety

In closed water areas (i.e. public swimming pool)

- The Staff to child ratios will be no more than 1:6
- Under 8 year olds must be actively supervised by a Staff member at all times. This means a staff member will be in the water at all times to be able to provide immediate assistance if required.
- Appropriate clothing is to be worn in the pool. Always check for hazards in and around the water. Eg deeper water, strangers, glass, water toys.
- No running, jumping or diving into the pool.
- Any children with special needs/medical conditions will be accompanied in the water by a staff member at all times.
- The children will not use the public changing rooms if another room is available. A staff member will be informed of children going to the toilet or changing. Children will have a buddy to accompany them. A staff member will remain near changing rooms until children have finished.
- Staff members will position themselves in and around the swimming areas, changing regularly in and around areas.
- All children will be marked on their shoulder, with WO in bright letters or wearing a bright coloured wrist band, so staff can recognize the children. (Off Site)
- At least two staff members will hold a first aid certificate and a first aid kit will be available if needed.
- Sun Screen will be available, to be managed by the OSCAR Staff.
- Children will be removed to have adequate food, drink and also rest before entering the water again.

In Addition, when using the School Swimming Pool:

- Children must never be in the pool compound without adult supervision and may not swim without an adult's permission.
- Children in the water and around the pool must be actively supervised.
- Children are encouraged to use the toilet before swimming.
- Children must walk around the pool and may not dive or jump off the sides of the pool.
- Children must never enter the pool pump area.
- Anyone who has had diarrhoea in the last two weeks must stay out of the pool.
- The gate must be locked at the end of the swimming session and keep closed while the pool is in use.
- Pool equipment is not left around the pool where it could be a hazard.
- Junior children need to wear arm floaters or life jacket.
- There will be a maximum of 15 children in the pool at any one time.
- Any time there are children in the water there will be one staff member in the pool and another on the outside supervising

Waitākiri OSCAR

At the beach or for water activities involving water craft etc

- On beach trips all swimming will be done between the flags, any risks will be identified, rips, public etc.
- Staff will be positioned in the water setting physical boundaries, and also controlling the depth of the water the children have access to.
- Any outings where using canoes, boats etc life jackets will be used.
- The Administrator will provide RAMS forms to the Principal for all activities where there is possible risk. Supervisor/Administrator/Principal must be satisfied that safety provisions are adequate before an activity is allowed.

Staff and all children on any outings or water activities during warmer months must remember to SLIP (on a shirt), SLOP (on sunscreen), SLAP (on a hat) and WRAP (on some sunglasses)

Sun Protection Policy

The Waitākiri OSCAR programme promotes sun safety, for children and staff. The programme will supply sunscreen for staff and children for use during the summer terms.

- Waitakiri OSCAR will provide Nivea sunscreen but encourage parents to apply to their children before they arrive.
- Parents are required to supply their child with sunscreen if an allergy is identified, for their child's personal use.
- Staff will supervise application of sunscreen prior to exposure to sun.
- Children are required to have sun hats, which also must be worn during summer months. We operate a 'no hat, you must play in the shade' rule in line with school policy in Terms 1 and 4.
- Staff are to wear sun hats and may apply sun block for their own protection.

Smoke-free Policy

Waitākiri OSCAR is a smoke free programme. At no time during its operation is anyone permitted to smoke on the premises or on offsite visits. All school grounds and buildings are smoke free.

- Waitākiri Primary School is responsible for placement of NO SMOKING signs in the buildings, as it is required to meet its Building Safety and WOF.
- Staff, caregivers and visitors are not permitted to smoke in any school areas.
- Any Staff who do need to smoke during the programmes operation can only do so outside of the school boundaries and not within sight of the children. This includes off site visits.
- Staff are only permitted to leave the programme to smoke if the staffing ratios are maintained however the Staff must be out of sight of the children.

Animals at the Centre

Staff and children are not to bring pets or care for pets on the premises, including all of the school's grounds.

Encountering and Dealing with Animals

Encounters with animals must be managed with the child's safety as paramount.

- Children are to be refrained from touching stray animals.
- If an animal comes onto the premises for a specific activity, staff will discuss with the owner, that all animals must be restrained before they come into contact with the children.
- If a stray animal comes onto the premises, staff will conclude the danger of the animal and either remove the animal from the premises, restrain the animal until the owner can be contacted or contact local authorities to remove the animal. Where appropriate move the children to another area away from where the animal is.
- If an encounter with an animal occurs whilst on an outing staff will conclude the danger of the animal and either remove or restrain the animal if appropriate or remove the children to a safe spot to ensure the children's safety.

Staff Training

Staff shall receive relevant training and information in health and safety procedures relevant to the programmes operations and shall be involved in the process.

Safe for Children provide relevant courses for staff relating to aspects of Health and Safety, Behaviour and other valuable training options during the school terms. This training is done either live or on demand at the participant's availability.

There will always be a member of staff on duty who will hold a current First Aid Certificate.

3.1.3 Additional written Risk Assessment

Risk Management

Site checks will be carried out prior to each outing.

- Recording time frame to get to venue, possibilities of car sickness
- Note toileting areas, water source, and suitable free time areas, play grounds and space to control.
- Confirm times of tutors, displays, tours and bookings etc
- A written assessment (Risk Assessment Management System) is completed for the programme site that identifies risks to the safety of children and staff and especially when any activity involves water of any kind.
- All RAMS forms are given to the Principal for approval before each holiday period
- All staff are made aware of all risks involved and how to manage them. This is always discussed at Staff meetings before any event or activity.
- Children to remain with their designated staff member during any outing.

3.1.4 Accident Register/ Incident Register

All accidents and injuries are to be recorded in a register to be held in a secure place.

- Details are to include the Child's name, time and date of the Incident/Accident, details of where and how the Incident/Accident happened, type of injury and how this was treated. Name and signature of the staff member managing the Incident/Accident.
- The Supervisor is to be advised of all accidents and incidents immediately.
- The Parent or caregiver is to be informed of the accident/incident on collection. Or if more serious the parent will be notified immediately.
- The Parent/ Caregiver will then need to sign the accident/incident sheet.
- The Administrator or Supervisor is to follow up on the child's well-being if an accident required medical attention.
- If a serious harm occurs the Administrator will be notified and will contact Worksafe New Zealand within 7 days of the injury.

The Administrator/Principal is to be informed in the case of a serious accident or injury (requiring doctor/hospital attention) and if a situation poses a risk to children or staff.

3.1.5 Safety Checks of Equipment, Including Playground Equipment

Premises are safe and complies with all relevant legislation as well as local city council requirements. Potential hazards to the safety of children are repaired, removed or made inaccessible.

Waitākiri Primary School is responsible for ensuring the Buildings used have a current WOF and meets health and safety requirements.

- Waitākiri OSCAR base is at Waitākiri Primary School, Learning Studio 7 & 8, 170 Burwood Road, Burwood, Christchurch.
- The building warrant of fitness is displayed in the school foyer at Waitākiri Primary School.
- Argest- Building and Compliance Management will complete the Building WOF.

Waitākiri OSCAR

It is the responsibility of the Administrator to site these building WOFs.

The Programme will conduct and record safety checks on all play equipment, venue facilities (including playground equipment at the venue from which the programme is being run).

- The Principal is responsible for ensuring the property is maintained to ensure a safe physical environment. This will be achieved through the usual weekly and daily checking by the caretaker.
- A designated staff member/or Supervisor is responsible for a daily check before each session, to ensure all facilities and all outside play areas are safe.
- The Supervisor will immediately inform the Principal/Caretaker of any hazards or unsafe conditions of the physical environment, identified in any daily check prior to sessions. The Supervisor will ensure children do not use any space or equipment which is deemed unsafe.
- The Principal, through the caretaker will inform the Supervisor of any hazards in spaces or equipment, which is not to be used until repaired.
- Work Safe New Zealand & Principal will be notified in relation to any health and safety incident relevant to any staff working in the programme. This includes any notifiable injury, illness or incident as per the Health and Safety at Work Act 2015
- A hazard register, specific to Waitākiri Out of School Care and Recreation will be maintained by the Supervisor. This will identify potential risks associated with the physical facilities of the building, equipment (including playground) used by Waitākiri OSCAR.
- A Risk Assessment Management (RAMS) form will be completed before every school holiday programme.

All Outdoor areas and equipment will be checked daily prior to sessions, for hazards by a staff member or Supervisor and caretaker. Any identified hazards will deem an area unsafe and the Supervisor will ensure children do not use that space until required repairs have been completed.

Children must stay in allocated boundaries, as shown on map, where they are constantly within sight and sound of a Waitākiri OSCAR staff member.

Waitākiri OSCAR

All areas used for OSCAR and toilets are cleaned daily. Any problems will be reported to the Administrator and forwarded to the Principal if cleaning standards are inadequate.

- Waitākiri OSCAR Staff are responsible to ensure fridge, freezer, microwave and food storage areas are always clean.
- A major clean is carried out during the school holidays by cleaning contractors.
- Immediate cleaning needed during programme times will be carried out by the staff of the programmes.
- All areas of the Oscar venue and toilets are cleaned daily. A cleaning company is hired to do cleaning during term time; in the holidays the Waitākiri OSCAR Staff will share the cleaning responsibilities.
- Cleaning supplies are provided for Staff to use, a vacuum cleaner, mop and bucket, as well as cloths and sprays.
- All dangerous cleaning materials are to be stored out of reach of children at all times.

If someone has been exposed to COVID-19 and has attended the programme.

- The school cleaners will be contacted and a deep clean of all areas will be carried out.

3.1.6 When a Child/Staff Member is Unwell

Unwell children/Staff should not be at the programme.

- If considered unwell or possibly contagious, the Supervisor shall call the parents or emergency contacts to collect.
- If someone has been exposed to COVID-19 and is awaiting results on a test they must remain away until the test comes back negative.
- Whilst the child waits for their parents/caregiver to collect them, they will be made comfortable in a quiet area of the room. A bean bag or comfortable chair will be made available and a blanket if required.
- A Staff member with first aid training will be assigned to keep an eye on the child to ensure they do not deteriorate.
- Parents will be contacted to administer Panadol if needed this will be recorded on a Medication/Treatment form.
- If a child or staff has a contagious illness they will be required to stay away from the programme until they are no longer contagious.
- Contagious situations may include:
 - Head lice
 - Flu like symptoms
 - Conjunctivitis
 - Vomiting or Diarrhoea – preferably 24 hours clear of symptoms or if he/she has returned to school.

Administering First Aid

Prior to administering first aid the staff member must assess the situation and ensure their personal safety.

In cases of serious injury, suspected broken bone or concussion resulting in unconsciousness an Ambulance is to be called at the expense of the OSCAR programme.

Any instance of a Head Injury must be reported to the parent, so observation for signs of delayed concussion can be maintained.

For suspected breaks to a major limb, or possible spinal or neck injury (eg due to a fall) the injured person **MUST NOT BE MOVED**. An ambulance **MUST** be called

- Parent/Caregiver or emergency contact is to be advised of action taken
- A staff member will go with the child to hospital, if needed, or parent authorises alternative action. The Staff member is not to leave the child until their parent/caregiver has arrived. The child's enrolment form is to be taken and a cell phone to maintain contact with the parent and programme. The Administrator is to be advised of the situation as soon as possible and action taken.
- A report is to be made to the Principal within 24 hours, and Worksafe NZ within 7 days of a serious accident or injury.

First Aid Kits

A maintained First Aid Kit is to be kept at the programme at all times this includes during any offsite visits. The First Aid Kit is to be stored out of reach of children at all times in a secure place. Either in a cupboard at the venue or the Supervisor's bag while on an outing.

- A designated staff member or Supervisor will do a routine check of the first aid kit at the beginning of each term and holiday period using the first aid kit checklist.
- If the first aid kit is checked and is found to need new resources, the Supervisor/Administrator must be notified.
- Disposable gloves will be supplied and used by staff when administering first aid.

3.1.7 Staff with First Aid Certificate

There will always be a member of staff on duty who will hold a current First Aid Certificate. These certificate will be displayed on the OSCAR wall.

3.2 Emergencies

All Staff and volunteers are trained in fire, earthquake drills and other emergency procedures.

3.2.1 Fire, Earthquake and other Emergencies Procedures

The Programme shall comply with the Fire safety and Evacuation of Buildings regulations 1992 and the emergency procedures of the venue as posted to comply with the venue WOF.

- The building owner is responsible for developing a fire evacuation scheme or procedure which must be used by Waitākiri OSCAR.
- The Assembly area for an Emergency evacuation is on the tar sealed basketball court area, situated by the field.
- In practice drills the Supervisor will blow the whistle 3 times and call for the venue to be evacuated, if there are staff with children outside at the time, they will be called on the walkie talkie to repeat the same call.
- In a drill once all persons are accounted for the Supervisor shall allow the children and staff to return to their activities.
- In the event of a fire the school alarms will be activated by the Supervisor or closest staff member, then instruction given to evacuate the building. Note: the alarm is connected to the school control board, which automatically signals directly to the Fire Service.
- In the event of an earthquake staff will call out to Drop, Cover, Hold or 'Turtle'. Then when the shaking stops the Supervisor will call to evacuate the building.
- If any staff are outside with children during an emergency, staff in the area are to make the same calls and are to remove children to the evacuation area. In all cases whether it be a drill or emergency:
- Coloured cards are located at the door with a vest for staff to follow.

Red card – The Supervisor will grab the Enrolment Folders which are located in the brown Staff cupboard directly across from the main entry door. They will also grab first aid kit and master keys. Plus, contact the Emergency services if needed.

Yellow card - the staff member will check toilets, and all rooms are clear, before moving to the evacuation area. They also responsible for any Visitors/Caregivers, plus help keep children calm. If required will access Civil Defence Kit which is accessible by the school master key which we have a copy (located in shed behind Ruru studio).

Green - The staff member will take the daily roll and leave with the children and other staff to the evacuation area.

The role including all children and staff will be read out, to make sure all children and staff are accounted for. This staff member will inform the Supervisor if any children are missing.

Waitākiri OSCAR

- If any staff or children are missing the Supervisor is to send an assistant to recheck venue, and outside play area, if it is considered safe to do so.
- In the case of an emergency a Staff member shall ensure the venue has been cleared and is safe to return to by the emergency service present or
 - The Supervisor will contact all parents to collect their children from the venue, should this be deemed necessary.
 - The local fire service may also be involved in the process
 - The Principal will also be contacted.
- It is the responsibility of every staff member to instruct any visitors who may be on site to evacuate the building.
- The emergency evacuation details must be recorded in the Health and Safety Plan.
- If staff are working onsite, out of normal programme operation hours, they must sign in and out on the School I-Pad at the School Office.

Adverse weather, emergency or Civil Defence Action Plan

- The Administrator shall consult with the school Principal as to the school's actions at such time. If a situation affects the safety of the children and staff, the Administrator shall make the decision to close the programme.
- All parents who have booked their children in for that day shall be notified that the programme will be closed and to make arrangements to not come in or to pick up their child.
- The programme has access to the schools Civil Defence Kit.
- All staff shall be notified that the programme is closed.
- No fees shall be charged to families.
- The Supervisor and one other person is to remain on site until all children have been collected.
- Should the programme not be able to be evacuated in time the schools civil defence plan shall take effect.

3.2.2 Staff Training

All Staff shall receive relevant training in emergency procedures. E.g. fire, earthquake, flood etc. This will be part of their staff induction.

Staff shall be notified immediately if there are any changes to emergency procedures.

- An emergency evacuation and a fire drill are to be held once a term per Before and After School Care Programmes and once a fortnight during Holiday Programmes.
- The drill is to be recorded in the Health and Safety file, noting the date, time, number of children, reason for evacuation, names of staff and to be signed off by the Supervisor.

Waitākiri OSCAR's evacuation plan is in place to ensure:

- Everyone leaves the area of danger and moves to the assembly area quickly.
- Everyone is accounted for against an accurately kept attendance sheet.
- Children are supervised in an assembly area.

3.2.3 Display of Procedures and Safe Assembly Areas

Emergency procedures are displayed clearly around the building, visible for all staff, children, parents/caregivers and visitors.

There are also signs with the marked safe assembly area shown in case of evacuations.

4.0 Child Protection

The programme is committed to the safety of the children and prevention and recognition of abuse of children and young people.

4.1 Volunteers and Visitors

In addition to the general safety policies outlined, the programme will ensure that volunteers and other adults visiting or working at the programme are well supervised and visible to staff when interacting with the children. A minimum of two staff will supervise the programme at all times.

Any person visiting the programme will be signed in with time and signature and signed out again. A volunteer is someone that is not paid and has volunteered their time to help with an activity or session.

4.2 Allegations of Abuse

The Programme has a process for dealing with allegations of abuse or situations that raise concern about the safety of a child. The process covers how the program will refer to Children's Act 2014.

Reporting of ill-treatment or neglect of child – Any person who believes that any child has been, or is likely to be harmed (whether physically, emotionally or sexually), ill-treated, abused, neglected, or deprived may report the matter to a social worker or member of the Police

Our Waitākiri OSCAR Suspected Child Abuse Report Form is available to complete which is located in the Policy and Procedures document on the sign in/out area. Details of the concern, etc.

4.3 Staff Training in the Context of Child Abuse

Training is made available to all Staff in recognising and responding to suspected child abuse. This will be required yearly when a course is available for staff to attend. Training will be with an approved facilitator.

4.4 Acting on Allegations

The Staff will not assume responsibility beyond their level of expertise.

If a member suspects, there is a case of abuse he or she must inform the Supervisor or Administrator and seek support.

- A situation of abuse may include child against child
- Staff/child or by the child's behaviour
- Verbal communication or suspicion from external source.

The incident, observation or disclosure is to be recorded in the incident book plus Suspected Child Abuse Form Completed.

- The Supervisor will inform the Administrator who will seek advice from Oranga Tamariki (Ministry for Children) and act on the advice given.
- Phone 0508 326 459 (0508 FAMILY)
- No disclosure of the caller's name, organisation or identification of the child is needed.
- The conversation and advice is to be recorded.

The Principal is to be advised of the situation and action taken.

The Administrator will ensure that staff training is available to enable staff to feel confident and competent in handling such a situation. Should a situation arise, the Administrator and Principal shall support the staff member, retain confidential information and seek legal advice.

Any staff member has the right to report suspicions of abuse to Oranga Tamariki and or the police but it is preferred that the staff member does not act alone.

If a staff member has concerns for the safety of other people they come into contact with at the programme e.g. parents, siblings of children etc. they can raise these concerns with the programme Supervisor or Administrator and confer over an appropriate response, which may include contact with Oranga Tamariki or the New Zealand Police. A confidential written record will be kept.

4.5 Code of Conduct

Programme Staff and volunteers will be provided with a code of behaviour, which outlines appropriate behaviour, supervision, discipline and the prevention, detection and reporting of child abuse and their Duty of Care while the children are attending the programme.

Staff are to read and sign a Code of Behaviour before they commence employment.

5.0 Supervision

The organisation will ensure that children receive competent and appropriate supervision at all times.

5.1 Child Supervision

The Waitākiri OSCAR Programme will be supervised by no less than two staff members at all times. All children will be within sight and sound of at least one staff member during programme time.

- No Staff member is to be left alone with one child.
- If a staff member needs to leave any area to assist a child, the Supervisor will cover the area otherwise organise another staff member to assist.
- A ratio of 1:10 shall apply at the venue, at all times.
- On any outings a ratio of 1:8 shall apply or if the children will be in water a ratio of 1:5 or 1:6 near water will apply.
- A risk assessment is done prior to some activities, sometimes the ratios will be adjusted to suit the activity the children are involved in.
- The Supervisor is aged over 20 years of age and will be in attendance at all times.
- Any staff members under the age of 16 years will not be counted as part of the Staff to Child ratio.
- Emergency Contacts of all staff and children are located in the brown cupboard marked staff only.
- During an offsite visit the Staff member in Charge of the activity will always carry a cell phone that is charged and in credit.
- Children must be in sight and sound of a staff member and in verbal communication through clear use of boundaries, rules and appropriate staffing. All staff are allocated an area that is their responsibility for the afternoon as per the Weekly Roster.
- Staff shall be in communication with each other at the venue through the use of walkie talkies during the After School and Holiday Care Programmes. One walkie talkie inside and one outside. Morning care will remain inside. Walkie Talkie use will also keep the Supervisor in constant contact with staff and children using others areas of the school during each afternoon session.

5.2 Staff

The Waitākiri OSCAR Programmes will ensure appropriate staff are employed that show maturity, and some experience. The Administrator will provide training for all staff to complete compulsory core modules as well as additional topics of interest when working with children.

Definition of all Staff positions/Governance:

Principal (BOT Representative):

- Oversees the overall running
- Approves Budgets & RAMS
- Supports Administrator with employment process of any new staff
- Available for advice and support

Principal's Personal Assistant:

- Handles all staff files
- Makes sure all employment paperwork is completed and filed
- Ensures Police vetting is done & up to date every 3 years

Executive Officer:

- Provides weekly bank statements to administrator for entry
- Pays all accounts due, Office Max, MTA, Pak N Save, Bus, Trips etc
- Reconciles all payments through Zero
- Allocates all payments to Before/After/Holiday budgets
- Provides Administrator & Principal with monthly financial reports
- Maintains all wage & paperwork requirements for NOVOPAY
- Generates invoices for Funding requirements

Administrator:

- Maintains all admin paperwork associated with the general running of the programmes
- Entering all payments received and issuing fortnightly accounts to parents/caregivers
- Ensures daily rolls are printed and any absentees are noted
- Maintains all resources and grocery shopping is keep stocked
- Follows up daily, any missing children and their whereabouts
- To oversee the staffing and ratios are maintained daily with roll attendance
- Supports Principal in any new Staff Employment
- Required to visit the programme each day to ensure programme is running efficiently
- Reports to the School Board of Trustee Representative (Principal)
- Manages all Work and Income requirements
- Maintaining accurate records for Funding, BOT Reports, MSD Audit
- Works with Supervisor in all programme planning

Waitākiri OSCAR

- The Administrator will abide by all Waitākiri Oscar's Policy & Procedures
- Maintains correspondence with Principal regarding any issues or problems if and when they arise
- Organises Staff meetings & correspondence to keep staff informed at all times
- Provides staff training or organises workshops to attend when needed
- Maintains clear communications with Parents/Caregivers

Supervisor:

- Over sees the day to day running
- Marks daily roll
- Assists Administrator with all planning
- Ensures staff ratios are adhered to in different areas of Oscar
- Managing any situations positively
- Maintains contact with Administrator of any problems or situations that may arise
- The Supervisor will abide by all Waitākiri Oscar's Policy & Procedures
- Acknowledges parents when possible on collection of their child/ren
- Maintains an orderly environment plus ensures rooms are left tidy and clean

OSCAR Staff:

- Assistance to the Supervisor to ensure the effective operation of all programmes
- Keeping the Supervisor informed of any incidents, regarding welfare, health or behaviour of children & any matters that may raise with parents.
- Encouraging & supporting children to join in planned activities
- Helping with any domestic duties, serving food, cleaning when needed etc
- Attending to any general first aid needs
- Ensure appropriate level of staff supervision in areas
- Encouraging positive behaviour
- Follows term plan for craft & sport activities for session
- Help children with home learning
- Maintaining a clean and tidy environment
- Staff will abide by all Waitākiri Oscar's Policy & Procedures
- To ensure a warm and welcoming atmosphere to all children & families
- To be an active team member ensuring that workloads are equitable & balanced

High School Helper:

- Help with keeping the kitchen area tidy and play areas free from clutter
- Doing the dishes
- Helping set up an activity
- Setting an example for other children who attend, in regard to behaviour
- Help with afternoon tea
- Helping with home learning
- Any other duties as required by a staff member

5.3 Supervisor

The programme will always have one identified person as Supervisor, who must be aged over 20 years.

- The Supervisor will always be in attendance of the programme during operational hours. This means until the last child has gone home.
- If the assigned Supervisor is unable to attend the programme, the Administrator shall be responsible for assigning another person as Supervisor.
- The Supervisor employed shall be over 20 years of age.
- The Supervisor will be asked if they are over 20 years of age prior to employment.
- If the Supervisor is unable to attend the programme a reliever or the assistant should be over 20 years of age also.
- Staff and volunteers under 16 years may be involved in the programme, but must not be solely responsible for any activity or supervision of any child or included any ratios.

5.4 Staff/Volunteer Age

The minimum age to be counted in staff ratios shall be 16yrs.

- All staff and volunteers shall be over the age of 16 years if they are to have responsibility of the children, and to be included in the ratios.
- Any person under the age of 16 years can still work in the programme, however shall not be included in any staff: child ratios.
- Any person under the age of 16 years must be actively supervised at all times by a person over the age of 16 years.

5.5 Minimum Ratios

Children will be supervised at all times with the minimum of two staff members, regardless of numbers being under 10.

5.6 Maintaining Staff-to-Child Ratios

The programme will adhere to suitable staffing ratios as per outlined in the OSCAR Standards for Approval.

- Onsite ratios will be 1 staff member: 10 children
- A minimum of 2 staff will be onsite at all times

5.7 Staff-to-Child Ratios on Excursions

- Offsite ratios will be 1 staff member: 8 children
- Activities near water will be 1 staff member: 6 children
- Activities in water will be 1 staff member: 5 children

5.8 Camps

Waitākiri OSCAR will not provide any overnight Camps.

6.0 Management

The Administrator with Support of the Principal will operate the programme within the Policy and Procedures Document. The Administrator & Principal will interview any staff and support each other in decisions concerning the Programme. The programme has an adequate body of competent and skilled staff both to deliver and support the service.

The BOT, as employer, is responsible for good employer practices, and adherence to all related legislation. Waitākiri OSCAR employees will be employed under Individual Employment Agreements. An individual job description will set out duties of employees.

The recruitment and selection of staff is the responsibility of the Administrator and Principal. All paid staff will be recruited according to the following procedure:

- When a position is identified, the Administrator will advise the Principal, and complete the Person Specification, confirm job description and organise advertising and a time-line.
- All shortlisted applicants will supply a copy of their Curriculum Vitae. The interview will be held with the Principal & Administrator. They will support each other in decisions concerning the programme. A series of questions will be asked as per sheet in Appendix. All notes and paperwork in regard to the interview and employment process will be held on their staff file. All unsuccessful applicants will have their records destroyed.
- Applicants will be informed by phone of their successful appointment, by the Administrator.
- The principles of Equal Employment Opportunities, as contained in the Board Policies, will be observed, with the BOT representative responsible for ensuring this.
- At least 2 referees will be provided, with two being contacted, from the names of referees supplied by the applicant, & any qualifications verified before a position is offered. A social media search will also be carried out of shortlisted applicants.
- The potential staff member must supply work history for the last five years where applicable.
- Any offer of position is conditional to a favourable Police Vet Report.
- A Risk Assessment will be completed by the Principal prior to any employment being offered and placed on employees file. This assessment includes but not limited to a copy of the interview questions, review of anything found on social media, referee checks and any notes taken between interviewing panel. Proof of identify must also be sort as part of the Risk Assessment.
- The person specification will consider experience in working with children, the maturity and judgement capabilities important to caring for other people's children, quality of personal presentation and language, and qualifications relevant to child care or learning.
- The above Person Specification will provide the context for considering volunteer workers also. Volunteers are required to be police vetted also.
- Volunteers will assist under an Agreement of Service (signed) which will reflect the terms and conditions of duties set out in the job description of employed staff.

6.1 Employment Agreements

All employees paid and voluntary shall sign a written employment agreement clearly setting out wages and conditions of work.

Staff also need to complete and sign a Police vetting form.

6.2 Professional Development Training

The Waitākiri OSCAR Programme is committed to providing adequate training and support, for all Staff.

- The Administrator is responsible for ensuring induction programmes of new staff, and appropriate training opportunities are available.
- The Administrator will ensure staff are trained through attendance at appropriate courses in Behaviour Management, Child Protection, Emergency Procedures and Health and Safety.
- An annual plan for Staff training related to programme development will be budgeted for and managed to ensure a quality programme to meet the needs of children.
- Staff have the option be trained in First Aid through Waitākiri Primary School in line with the school staff training programme (2 yearly) otherwise training is through Medi-Train. At least two staff members will hold a current first aid certificate on site each day.
- In house training shall be provided on selected policy and procedures during a staff meeting session, covering the areas of health and safety, emergency procedures and behaviour management.
- The programme will pay for relevant courses fees, and wages where staff are directed to attend training. This will be part of the annual training budget.
- Training attended by all staff is recorded by the Administrator. Any in house training is recorded on the staff meeting record sheet showing who was present at the time.
- The Administrator shall carry out induction training of Staff in the areas of employment.
- The Supervisor and Administrator will provide support to all Staff, through staff meetings.

6.3 Referees

All applicants will be required to provide the names of at least two referees.

At least two Reference checks will be carried out to verify their maturity and suitable ability for the position being applied for. It is the responsibility of the Principal or nominated person to contact the referees for verification before employment commences. All reference checks will be carried out within the framework of the Privacy Act 2020.

6.4 Police Vetting

In accordance with the Policies outlined in the Children's Act 2014 all prospective staff with require a Safety and Police Vetting Check prior to employment. All employees including volunteers directly involved in the Programme:

- Agree to a copy of their police record being obtained and must not work until their vetting form is sighted. The vetting form is subject to the clean slate legislation. (No person with convictions for sexual crimes or crimes of violence against a person may be employed).
- Police vetting is undertaken by the Licensing and Vetting Service, Police National Headquarters, Wellington.
- The Police Vetting Form once returned, will be retained and filed in the Waitākiri School Administration Office. Government Auditors, the Principal, Oscar Administrator, the Principals Personal Assistant and the staff member are the only people allowed to have access to these forms.

6.5 Police Vetting Renewals

Police vetting is undertaken prior to confirmation of employment and at three-yearly intervals.

6.6 Previous Convictions

Waitākiri OSCAR does not employ any core employee in a paid or voluntary capacity, including those in management positions, who has a conviction for specified offence under Schedule 2 of the Vulnerable Children's Act 2014 unless an exemption is held.

6.7 Applicant's background

Applicants will have all relevant aspects of their background considered, during the interview process. Including their level of maturity, experience and training.

Applicants will be selected on merit and not by means of discrimination. Waitākiri OSCAR abides by the Human Rights Act 1993.

6.8 Competent Financial Management

The Waitākiri School Board of Trustees and Principal oversee all financial accountability of the Waitākiri OSCAR Programmes. The Administrator will compile a report to the Principal and BOT at the end of each year detailing all aspects of the OSCAR Programmes.

Accounting System

When each child is signed out the parent/caregiver will record a time. The parent will be charged in accordance to the time signed out, whether one hour/two or three hours etc. When absent one hour per child will be charged.

Failure to clear any account the following procedure will apply.

- Once an account is not paid within two weeks the person concerned will be contacted via phone, text or email by the Administrator.
- If no payment is made within one week from being contacted the Administrator will again contact the parent concerned. They are told that if a payment is not made a Collection Agency will be contacted.
- Parents that fail to make any payment within a week of this contact, an application to a Collection Agency for collection will be carried out.
- Parents are liable for collection fees, late payment fees and any administration fees if they do not pay for the service by the agreed date.

Budgets & Financial Statement

The Administrator prepares an annual budget for Board approval and maintains annual operations according to that budget. The budget is to be forwarded to the Principal by mid November each year for inclusion in the annual planning and budgeting meeting.

The Administrator manages operations within the budget and will report to the Principal regarding any issues regarding income or expenditure.

The Administrator is responsible for applying for any grants or funding and will complete any accountability reports. The BOT and Principal will be kept informed of any Grant applications.

The School Executive Office provides monthly financial reports to the Administrator and Principal.

Accounts

The Administrator will record hours used for each child each week on an Excel Spreadsheet. Accounts are issued fortnightly. The Administrator will contact each parent that has fees due through email or text message. Parents can request a full Invoice whenever needed by contacting the Administrator.

The School Executive Officer issues a Bank Statement with all payments received via bank transfer from parents, the School Receptionist will also issue a statement of all payments made via cheque, eftpos or cash to the office. No cash is handled at any of the OSCAR Programmes. All payments will be recorded on each of the child's excel spreadsheets. The original is reconciled and returned to the school Executive Officer once splitting income into Before/After/Holiday Care payments for recording in ledger.

Payments of all external accounts such as Holiday Programme activities, Office Max, Dynamic Sport, Teachers Direct etc will be paid by the School Executive Officer.

A bank account, under the name of Waitākiri OSCAR, will enable parents to direct credit any fee payments. Signatories on this account will be the same as for all school accounts, the Principal and School Executive Officer.

Evidence of audited accounts

All Waitākiri OSCAR funds will be identified separately in the Board of Trustee Accounts. All Income and Expenditure and excess income over expenditure are clearly identified and are not absorbed into the school operations.

The Waitākiri Oscar financial auditing will be completed as part of the Board of Trustee's Financial Auditing. Therefore, all receipts and records related to parent fees will need to be available to the Auditors.

7.0 Covid-19 Procedures

- All children are now split into their studio groups and the same staff member will be in charge of that group. This will help with any cases at our programme.
- Parents to sign in with APP which is located on each school gate or at the OSCAR Room. Or sign register on notice board.
- Staff and children to hand sanitize on entry.
- Parents/caregiver cannot enter our Oscar room.
- Masks must be worn when collecting children.
- Any contact between parents and a staff member a mask must be worn.
- Staff will sign out children once located.

All staff and anyone working with the children on site must be vaccinated. The school will keep a record of each staff's vaccine dates.

Staff to scan on entry at gate or at our Oscar Room on arrival.

If a COVID-19 case has been identified at the programme we will carry out a deep clean of all areas. Parents/caregivers will be contacted of any cases that have attended the programme. Anyone who has been in contact or is awaiting test results, must not attend the programme and remain absent until a negative test has been received.

Waitākiri OSCAR has been registered as an Essential Service Provider which means we can remain at work unless a positive test occurs. If a staff member is a close contact in the same household as a positive test, they can return to work but must provide a negative RAT test before their shift. Administrator will issue the staff member an email of how to access RAT tests if and when required.

Administrator with consultation from the School Principal will decide appropriate steps if a case has been identified.

8.0 Documentation

- Attendance Register Before/After School Care
- Behaviour Contract
- Bomb Treat Checklist - Police
- Building Warrant of Fitness
- Change of Circumstances - Work and Income
- Childcare and OSCAR Subsidy Application
- Compliant Form
- Covid-19 Tracing sheet and Covid-19 QR Code
- Daily Checklist HOL/BSC/ASC
- Debt Collection Form
- Declaration Form - Work and Income
- Dirty Collection Form
- Ed Pay Information
- Emergency Cards
- Enrolment Form
- Evacuation Record Sheet
- First Aid Checklist
- Hazard Identification Form
- Holiday Attendance Register
- Incident/Accident/Sickness Register
- Information for Report of Concern Form
- IR Tax Code
- Kiwi Saver
- Leave Application
- Oscar Staff Job Description
- OSCAR Term Plan
- Parent Balance Sheet
- Petty Cash Form
- Police Vet Form
- Programme Brochure
- Programme Plan
- RAMS
- Referee Form
- Reimbursement Claim Form
- Responding to a Child who Disclosures
- Staff Appraisal Form
- Staff Code of Behaviour
- Staff Induction Checklist
- Staff Information Sheet
- Staff Training Checklist
- Suspected Abuse Form
- Term 4 Roster
- Time sheet
- Training Register
- Travel Allowance Claim Form
- Treatment Form
- Treaty in Brief
- Waitākiri OSCAR Agreement between OSCAR and BOT
- Waitākiri OSCAR Bank Account Details
- Waitākiri OSCAR Employment Agreement
- Waitākiri OSCAR High School Helper
- Waitākiri OSCAR Rules
- Weekly Planner
- Work Safe Form