



Stanley Ave

Kids Club

Policies

&

Procedures

March 2020



Stanley Ave School Kids Club

Programme Philosophy

Safe,
Stimulating
and
Educational
Environment

The Stanley Ave School Kids Club aims to provide a safe, stimulating and educational environment which caters for the children's different ages, gender and cultural backgrounds while attempting to encompass individual needs and interests.

The well-being and safety of the children is the paramount consideration during programme provision.

These policies will be on a review cycle and will be reviewed at least two yearly. It is the responsibility of the Programme Co-ordinator to ensure that this is done.

Procedures will be updated as required to reflect current practice. Regular staff meetings will be held to review and update procedures and all changes will be recorded.

Copies of these policies will be kept on site and available to parents at all times.

1. Programme Operation

The programme will provide a well-managed service that meets the needs of the families of Stanley Avenue School and other schools in the area.

Management Committee

The Supervisor and the Programme Coordinator will have overall responsibility for the Kids Club.

An Organisational Chart to illustrate how the Kids Club and Management Committee sits in the overall governance and management of Stanley Avenue School is attached as Appendix 1.

Programme Hours – After School

The programme will operate from 3:00pm to 5:30pm during the term time. The programme will not operate on public holidays.

Programme Hours – School Holiday Programme

The programme will operate from 8.00am to 5.30pm, or flexible depending on needs of users.

Fees

The fee structure will be clearly shown and described on all programme promotional flyers. Fees may be changed from time to time by the Management Committee subject to parent consultation. Fees are paid directly to the Supervisor or on invoice through internet banking, telephone banking, or to the school office.

Enrolment Procedures

All families must complete an enrolment form (Appendix 2) and sign a parent contract before the child can participate in the programme. It is the parent's responsibility to inform the Supervisor of:

- Any changes to information given on the enrolment form;
- Any custody or access arrangements or protection orders relating to the child;
- Changes to attendance arrangements.

The parent contract will inform parents of their responsibilities in this regard.

Enrolment forms must include the following information:

- Child's name, address and home phone number;
- Parent/guardian's names and all contact phone numbers;
- Emergency contacts (2);
- Names of adults authorised to pick up child;
- Special instructions regarding access;
- Health needs, allergies and Doctors details;
- Any other information necessary to provide proper care.

Enrolment information will be maintained by the Supervisor and will be checked with and signed by parents on an annual basis to ensure accuracy.

Once enrolled, families will receive a Parent Information Pack (see attached example Appendix 3 or 4)

Drop Off and Pick Up

All children are required to be signed in when arriving at the school holiday programme, and signed out when leaving the after school programme and school holiday programme by the parent/caregiver. Parents will be advised of this expectation in the information pack provided on enrolment.

Parents are expected to advise staff when collecting their child/ren.

Parents are expected to contact the Supervisor at least 30 minutes before the beginning of the programme if their child will not be attending.

The following steps will be taken if a child does not arrive at the programme:

1. Parents will be telephoned.
2. If it is after school and no contacts are available, the school will be contacted for absence information.
3. If parents are unavailable, emergency contacts will be telephoned.
4. Local police will be contacted by the programme supervisor.

If a child is not collected at the end of a programme, the following procedure will be followed:

1. A staff member will remain with the child.
2. Parents and emergency contacts will be contacted.
3. If there has been no contact with the parents within one hour of the programme closing, local police will be contacted. A note will be left at the centre indicating where the child has been taken. The Coordinator will also be informed.

Parents may be charged a late pick-up fee of \$10 per 15 minutes.

Parents must inform staff if a person who is not listed on the child's enrolment form will be collecting the child.

Staff will not release a child to a person who is not identified on the enrolment form. If an unauthorised person comes to collect the child, parents will be contacted for authorisation. Written permission or verbal confirmation from parent / caregiver must be given for children to leave the programme unaccompanied.

Transporting Children

Children enrolled in the after school programme must come directly to the Recreation Centre after release from their class room. If children are travelling by bus to Kids Club, they must come directly from the bus to the Rec Centre. If a child is not at the programme by 3.15pm the procedures above will be followed.

Private Car Transport

If transport is in a private vehicle, only those with a full driver's licence, sighted by the Co-ordinator of the programme will be drivers. Private vehicles must have seatbelts for all children, have a current WOF and registration.

Staff will transport a minimum of 2 children at a time. No child will sit in the front if a back seat is available.

Children aged 5 and 6 years old will be in a booster seat supplied by Stanley Avenue School Kids Club or the parents.

A mobile phone must be carried by the driver who is transporting children. If the vehicle breaks down, the

driver will immediately contact the Supervisor who will take appropriate steps e.g. Making alternative travel arrangements for the children.

A first aid kit will be carried in the vehicle.

Drivers must have a current First Aid Certificate.

Transporting Children From: Elstow-Waihou School

- The distance from Stanley Avenue School to Elstow-Waihou School is 6.5km, 13km round trip. This round trip should take approximately 15 minutes.
- Part of the travel cost will be covered by the parents of the children being transported.
- Parents are required to contact Kids Club in the morning if their child is not going to be at school or attending Kids Club on the day they are enrolled to attend.
- A notebook containing parents emergency contact details of children travelling, will be carried by the driver. Note book will be kept with attendance register for daily collection by driver.
- Driver will be aware who they are picking up each day from attendance register kept at Kids Club.
- If a child is not at the arranged pick up location the parent will be contacted immediately. The Supervisor will be contacted first to check that no messages have come in to the Kids Club mobile in their absence.
- Children will be signed in on arrival at Kids Club and the usual sign out by parents on leaving Kids Club

Complaints

Parents will be informed on enrolment that there is a complaints procedure. This will be included in information given to parents at enrolment and will also be available at the Centre. This information will include the contact details of Ornaga Tamariki, should parents wish to report a serious concern. (See Complaints Form Appendix 5).

In general, if any parents have complaints about the programme or staff members, they should:

1. Approach the Supervisor who will attempt to rectify the situation. (The Principal may be approached initially if preferred).
2. If the parent is still unhappy they should then contact the Principal.
3. Further complaints must be made in writing to the Principal or the Board of Trustees and must contain details of the grievance and desired outcomes. Either party will respond to the complaint within 14 days. Where possible, a mutually agreeable outcome will be sought.

The Supervisor will keep the Coordinator informed of any verbal complaints received. A record of all written complaints and their resolution will be maintained by the Supervisor.

Wherever possible the suggestions of parents will be incorporated in programme planning and design.

Any staff wishing to make complaints may do so to the Board of Trustees Kids Clubs representative. Any written complaints of staff will be addressed at the next Board of Trustees meeting. Any complaints of a serious nature will be brought to the Principal's attention immediately.

Children With Special Needs

Children with special needs will be included in the programme whenever possible, providing that child's needs can be catered for without adversely impacting the other children and that the child will benefit from being at the programme. Full information about the child's requirements, medication, diet and supervision, must be obtained from the parents and included with the child's enrolment form. It is the Supervisor's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and that they

feel confident to provide the necessary care.

If the child will require further special aids, for example modified facilities, extra staff or staff training, the Supervisor will consult with the family, Management Committee and Principal of Stanley Ave School before a final decision is made. Each case will be considered individually and every effort will be made to include the child within the limits of the resources of the programme. However if the programme is genuinely unable to cater to the child's needs e.g. for reasons of safety then they may be excluded from the programme after consultation.

2. Programme Environment

The Kids Club will utilize the Rec Centre at Stanley Avenue School for its indoor activities, and will have supervised access to the playground, swimming pool and playing field areas within the Stanley Avenue School's fenced boundaries.

Positive & Child Focused Environment

The programme provides a safe and positive environment with child-focused activities. There is an adequate and appropriate space for active indoor and outdoor recreation.

"Environment" encompasses the social, emotional and physical aspects of the programme. Staff interactions with both children and parents are the key to achieving an environment where everyone feels safe, secure and respected. The children's well-being is paramount at all times.

Cultural Sensitivities

The programme environment will be responsive to all cultures represented by families who attend and will uphold the principals of the Treaty of Waitangi. Children will experience the dual heritage of Aotearoa/New Zealand through encountering Te Reo Maori and Tikanga Maori.

Staff will take every opportunity to provide a Maori perspective in the daily activities they provide by:

- Including regular exposure of Maori songs, games and other activities;
- Using Te Reo Maori names for things around the environment;
- Using Maori phrases in everyday usage where appropriate;
- Upholding culturally sensitive Maori attitudes.

Parents will be kept informed of this policy with information in the Parent Information Pack.

Behaviour Management Plan

Programmes will be designed to ensure that children and families experience an environment where they feel safe, secure, respected and their dignity is protected.

At the beginning of each programme, staff and children will formulate a set of rules for the programme and discuss the consequences of breaking these rules, e.g. going outside the playing boundaries. Programme rules will be based on respect for each other, respect for staff and respect for equipment and property. Staff will encourage children by outlining what is expected of them and explaining the consequences of disobedience. Positive reinforcement will be used at all times and a stimulating and varied programme will be provided to ensure against boredom.

A staff member will supervise children at all times.

When a child misbehaves or ignores programme rules staff will:

- Remind the child in an assertive but not aggressive manner what is expected and the consequences of disobeying.
- If the behaviour continues the child will be reminded again and warned of the consequence that will result.
- If the child continues to misbehave after two warnings the consequence will be enforced.

Consequences must be appropriate and may include:

- Being removed from the activity and put into time-out, i.e. the child will be made to sit away from the group in a clearly visible spot for a period determined by the supervisor (usually about five minutes). Before the child returns to the group the staff member will review with them what behaviour is expected (for example, for disruptive or aggressive behaviour).
- Having physical play boundaries reduced (eg, when a child continually leaves the defined boundaries).
- Not being allowed to play with a certain piece of equipment (eg, when a child continually misuses that piece of equipment).
- If a child continually misbehaves, parents will be notified when they pick up the child and will be asked to support the staff in their attempts to encourage the child to behave. If disruptive behaviour continues, parents will be asked to meet with the Supervisor and Coordinator to plan a course of action.
- If a child continually behaves in a manner that endangers themselves or other children, despite the above measures, parents will be notified by the Coordinator and asked to remove their child.

At no time will punitive discipline be used. This includes punishing children by physically hitting, withholding food and drink, isolation from the group, abusive, demeaning or condescending comments.

At all times, staff will maintain a fair, consistent and positive approach to children's behaviour.

When children are in conflict with each other, staff will encourage the children to resolve the situation themselves and aid them by making suggestions on how to do so. If children cannot resolve the conflict they will be removed from the situation, eg. they will not be allowed to play with the toy or each other.

Children will only be physically restrained if their immediate safety is at risk and verbal commands have failed.

All staff are to be made aware of these policies and procedures on induction and will follow these procedures on a day to day basis.

Activities

The service will provide a safe, varied and stimulating programme that meets the developmental, emotional, intellectual and physical needs of the children. Records will be kept over the course of the term and the Supervisor will evaluate the programme accordingly. Children's interests will be accommodated whenever possible in programme planning and a current programme plan will be displayed on the wall at all times for parents/whanau information.

The following activities will be offered on a daily basis:

- Arts and crafts project;
- Child-directed use of arts and crafts material;
- An organised sport or active group game;
- An organised group quiet game or activity;
- Free use of games and equipment;
- Free outdoor play;
- Area/time to complete homework.

Children will be encouraged to participate in planned activities but may choose not to, as long as they are not bored or disruptive. Whenever possible alternative activities will be provided.

Equipment will be well maintained and will be age appropriate.

Children will be provided with a snack for afternoon tea, and water is always available. Occasionally staff may give children treats as part of an activity.

Parents are expected to brief staff fully on any food allergies or nutritional requirements that their children have. A record of any allergies specified on the enrolment form will also be kept on hand in the food preparation area and also in their file.

Environment

The Supervisor will set up the Rec Centre in such a way that:

- Children are able to engage in a range of activities without intruding on each other;
- Furniture is comfortable and convenient to use;
- Material and equipment can be stored and easily accessed;
- Noise levels are not excessive;
- There is quiet space available for the children.

The Supervisor will ensure there are regular hazard identification checks. (See section on health and safety).

The programme will use the Stanley Ave School outdoor play area as approved by the Supervisor. This play area is subject to regular health and safety checks by school staff.

Excursions

See Programme Supervision section.

3. Health and Safety

Overview

The programme will take place in a safe and healthy environment, suitable for the care of children and for the needs of the staff and volunteers. At all times the well-being and safety of the children is foremost. All relevant legislation will be adhered to.

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

- Identifying and recording all potential health and safety hazards at the Rec Centre and other school facilities used;
- Assessing the risk to staff and programme participants of all identified hazards;
- Putting controls in place to remove or minimise the risks, for example, providing safety equipment;
- 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;
- Having sun-safe and smoke-free policies in place which must be followed by children and staff.

It is the responsibility of the Coordinator to ensure all procedures are in place to ensure the safety of staff and children at all times. All employees will be involved in hazard identification, and information on identified hazards will be made available to all staff. Health and safety information will be discussed at staff meetings where staff are informed of all health and safety policies and regulations.

Staff Training

All staff will be inducted and trained prior to commencement of duties within the programme. The Coordinator is responsible for ensuring that all staff, including volunteers, are sufficiently trained in first aid, emergency procedures, child management and all Kids Club policies, to ensure the safety of the children at all times. New, young or less experienced staff will receive adequate support and supervision.

Induction training for new staff will include:

- Relevant policies and procedures;
- How to carry out the job in a safe and healthy manner;
- Information on hazards and how they are managed;
- Reporting of accidents or incidents;
- Emergency procedures;
- Any other relevant health and safety information.

It is the Supervisor's responsibility to provide ongoing training and discussion about health and safety on the job to ensure a consistently safe environment for both children and staff. This includes training on evacuation procedures and first aid. Levels of risk and ongoing processes for improving health and safety will be discussed regularly during staff meetings and a record of this will be maintained by the Coordinator.

The Supervisor and all Carers will be first aid trained. First aid training will be available to all staff and will be paid for by the Kids Club every two years to ensure qualifications are current.

Risk Analysis

The programme environment will be assessed for hazards using the hazard identification form (attached Appendix 6), and a plan to manage any significant hazard identified will be developed. Any new equipment will be similarly assessed, as will regular activities.

The hazard identification and management will be documented, signed and dated, with reviews occurring throughout the year.

Stanley Ave School is responsible for regular checks of the school equipment in accordance with its policies and procedures. Kids Club specific equipment will be checked at the end of each term and equipment cleaned as appropriate. Any broken or dangerous equipment will be removed immediately.

Careful consideration will be given to the safety of equipment before it is purchased. Equipment will be stage specific and procedures will be developed for use of specific equipment as required.

Electrical equipment will be checked as part of the school safety requirements. Any Kids Club electrical equipment will be added to the school safety checklist.

The attached safety checklist (Appendix 7) will be used by the Kids Club.

The Supervisor will undertake a risk assessment using the attached Risk Analysis and Management System form (Appendix 8) when required for off-site excursions and activities such as swimming which involve more risk than usual. Such risk assessments would help to determine the appropriate child:staff ratio for these activities.

Accidents and Incidents

A record will be kept of all accidents and incidents, using the attached accident/incident recording form (Appendix 9). The record will include:

- Name of person injured;
- Date/time of accident/incident;
- A description of where and how the accident/incident happened;
- The type of injury sustained;
- Action taken / treatment given;
- The name and signature of the staff member completing the record;
- The signature of the parent, recording that the parent has been informed of the event.

Any serious harm accidents or incidents will be notified to the Occupational Safety and Health Services (OSH) in accordance with requirements. (As per attached form Appendix 10)

First Aid Kits

The first aid kit will be stored out of reach of children. Supplies will be in accordance with contents listed on the first aid kit checklist (see attached Appendix 11). At the beginning of each term, a stocktake of the first aid kit will be recorded, and supplies replenished by the Supervisor. Checks will also be carried out from time to time as items are used, and supplies replenished as required to ensure an adequate kit.

The first aid kit checklist will be attached to the front cover of the accident/incident register and will also be kept with the first aid kit for ease of availability.

Toilet Facilities

Staff will utilize a separate toilet facility to the children. The toilet facilities in the Multi-Purpose Room will not be available for public use.

Food Preparation

Afternoon tea snacks will be provided for children and water will always be available. Children will be encouraged to wash their hands before any eating takes place. In a shared food environment they will be served food by a staff member using tongs and utensils provided.

The programme has access to hot water for cleaning purposes. At the conclusion of the programme all dishes and utensils will be sterilized by way of a dishwasher.

The food preparation will be undertaken in the kitchen area and the following food hygiene steps will be taken by the Supervisor and / or Carer(s):

- All food surfaces must be cleaned with a detergent/bacterial cleaner regularly throughout the handling and preparation of food.
- Food must only be handled with tongs or by people wearing sterile gloves.
- The refrigerator thermometer must be checked each time food is stored or retrieved. Perishable foods must be stored at below 4 degrees C; frozen foods must be stored at below 18 degrees C.
- Foods being prepared or displayed may be outside storage for a maximum of 2 hours. These foods must be covered or otherwise protected.
- All food scraps must be placed in the covered rubbish bin and disposed of each day.
- The sink should not be used for hand washing.
- Stock turnover must be monitored to ensure 'first in first out'. All food must be destroyed after the 'best before / used by date.'

Animals

There will be no animals on the Stanley Ave School site during Kids Club operational hours. In the event of encountering a stray animal at the programme, children will be removed from the area and animal control will be contacted.

Animals Untethered offsite: Where untethered animals are encountered offsite, children will be removed from the area immediately and the appropriate authorities notified.

Cleaning

Cleaning products will be stored in a secure location out of reach of the children. Children will be required to assist with tidying and may assist with basic cleaning. However children will not be allowed access to or required to use dangerous cleaning materials.

Unwell Children

If a child becomes ill during the day they will be made comfortable, put into a quiet area and the parents notified so the child can be collected as soon as possible. If parents are unavailable, the emergency contacts will be notified.

Parents are informed of their responsibilities regarding sick children in the parent information pack.

Illness and Medication

Medicine will not be administered unless parents have signed a medication consent form (see attached Appendix 12). This form must include dosage and be signed by the staff member when they administer the medicine. Parents must check this form daily. All medicine must be labelled showing the child's name and dosage and must be stored out of reach of all children.

All staff must wear disposable gloves when preparing food and administering first aid. Staff who have notifiable diseases must take appropriate precautions to prevent cross infection, for example, they will not participate in administering first aid.

Smoke-free

In accordance with smoke-free legislation, a smoke-free policy will be adhered to at all times when the programme is operating. There is no smoking in the school buildings or grounds. Staff may not smoke while on duty or when in sight of the children. "No Smoking" signs will be displayed in the indoor areas. Any parents and visitors breaching this policy will be approached by the Supervisor immediately and advised that the programme is smoke free.

Sun Safe

Sunhats will be worn by staff and children during relevant hours during terms 4 and 1 when outdoors. Sunblock will be distributed if consent has been given on the enrolment form.

4. Child Protection

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

Programme staff will be provided with a Code of Behaviour, copies of which are to be held at the programme. This code outlines appropriate behaviour, supervision, discipline, and the prevention, detection and reporting of child abuse.

The programme staff will act on all suspicions of child abuse in the following way:

- All incidents and observations will be recorded.
- Any suspicion that abuse is occurring will be reported to the Supervisor.
- The Supervisor will inform the Stanley Ave School Principal.
- The Principal will consult with “Oranga Tamariki” Ministry for Children, to ascertain what steps will be taken.

The Code of Behaviour for OSCAR workers and the Prevention of Child Abuse is attached (Appendix 13).

The Co-ordinator will ensure all staff are provided with a copy of the Code of Behaviour in their staff induction package and that they are adequately trained in recognizing and responding to suspected child abuse as per the Code of Behaviour. The Co-ordinator will source and provide any additional resources required to assist staff in this respect as needed.

This policy outlines our commitment to child protection. The board is committed to the prevention of abuse and to the well-being of children and young people under our care.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our school/kura who believes that any child or young person 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 a constable.

The board delegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the principal must:

- 1 Develop appropriate procedures to meet child safety requirements as required and appropriate to the school
- 2 Comply with relevant legislative requirements and responsibilities giving consideration to the guidelines, further information and sample child protection templates that are available in the Children's Action Plan guideline Safer Organisations, Safer Children:
<http://www.childrensactionlan.govt.nz/assets/CAP-Uploads/childrens-workforce-SaferOrganisations-safer-children.df>
- 3 Make this policy available on the school's internet site or available on request
- 4 Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required
- 5 Ensure the interests and protection of the child are paramount in all circumstances
- 6 Recognise the rights of family/whanau to participate in the decision-making about their children
- 7 Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response
- 8 Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented
- 9 Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal

- 10 Consult, discuss and share relevant information in a timely way regarding any concerns about an individual child with the board or designated person
- 11 . Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise
- 12 Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
- 13 Ensure that this policy forms part of the initial staff induction programme for each staff member
- 14 Ensure that a report is provided for the school's annual report re progress on implementation and compliance with any funding/contracting requirements

5. Programme Supervision

The staff/child ratio will be 1:10 (with a minimum of 2 staff)

The Supervisor is responsible for ensuring that staff are rostered so that all children are supervised at all times with a minimum of two staff at any one time. Children will be within sight and sound of at least one staff member at all times. The Supervisor and Carer(s) are expected to communicate on their whereabouts to achieve this. Children will be informed of the boundaries they are expected to stay within at all times and must inform an adult when they are going to leave the area (to go to the toilet, etc). These will be reinforced on a continual basis by the Supervisor and Carer(s).

All Carers will be at least 16 years of age and the Supervisor will preferably be 20 years of age or older, or at least be of such maturity that they are capable of successfully meeting the requirements of the position. At all times at least one person on site will be aged 20 years or older. No staff member will be alone with an individual child at any time. The Management Committee will ensure an adequate supply of staff are employed so the staff/child ratio can be met at all times.

Attendance Records

Attendance records will be kept every day (see attendance register attached Appendix 14a & 14b). Formal attendance checks and head counts will be made regularly and often during the session. If a child is missing, the following procedure will be followed:

- Staff will conduct a thorough search.
- Parents will be contacted.
- If necessary, the police will be contacted.

Any visitors on site will be required to sign in and will be supervised at all times. See child protection policy.

Excursions

During the summer the Kids Club may have access to the Stanley Ave School Swimming Pool when it is not otherwise in use. If using the swimming pool, the children will be supervised at all times by adults who are trained in water safety and resuscitation.

No other excursions the after school programme will be planned unless permission has been granted by the Management Committee and parents have been informed.

Excursions will be planned for the school holiday programme however. A Risk Assessment will be undertaken by the Supervisor for all excursions and presented to the Management Committee for approval prior to the programme commencing.

Ratios for excursions will be 1:8 or 1:6 when swimming is involved.

The cost for excursions may be charged in addition to the school holiday programme fees if necessary. This must be stated on the enrolment form so parents agree to it when enrolling children, and full payment is made on registration. Parents must give written approval for all excursions. See Appendix 21 for the Field Trip Permission Slip.

All staff transporting children must have a full Drivers' Licence, and must travel in fully registered and

warranted vehicles. All adults and children must wear seatbelts.

In the event of an off-site visit being organised, the Supervisor will ensure a cell phone is available and taken on the off-site excursion.

When using toilet facilities off-site, children will go in pairs or under supervision of an adult.

A fully equipped first aid kit will be taken on all excursions.

6. Emergencies

All staff and volunteers at the Kids Club are/will be trained in fire earthquake drills and other emergency procedures.

First Aid and Accidents

A first aid kit will be kept at the centre. The first aid kit will be stored out of reach of the children. It is the responsibility of the Supervisor to ensure that it is maintained and well stocked (see stock take list attached Appendix 11).

At all times at least one staff member who holds a current first aid certificate must be on site.

In the event of any accident to either children or staff, the following procedure will be followed:

- Staff will immediately inform the Supervisor.
- Appropriate first aid will be administered.
- If a child needs medical attention, parents will be contacted to ascertain if they would prefer to take the child themselves or for staff to take them to the medical centre of their choice. If parents or alternative contacts are unavailable, the child will be taken to the nearest available medical facility by a licensed driver in a private vehicle that has a current warrant of fitness and seatbelts will be used.
- If serious injury occurs, parents will be notified and an ambulance called. If it is not possible to call an ambulance, children may be transported in a private vehicle.

Accidents and incidents will be recorded by staff in an incident book and parents notified at the end of the day.

All accidents to staff and children, including near misses, will be recorded and investigated. An accident will be investigated as recommended in the Approach to Accident Investigation brochure. Any accident involving serious harm will be reported to OSH as soon as possible after its occurrence and the prescribed accident form submitted to OSH within seven days.

If a child is emotionally traumatised the following procedure will be followed:

- Staff will calm the child.
- Parents will be contacted.
- The Child Adolescent & Families Mental Health Service will be contacted if required.
- For trauma of staff, the Supervisor will ensure that professional supervision is made available.

Fires and Earthquakes

Both fire and earthquake drills will be carried out once a term at both after school and holiday programmes. The fire service will be notified at least 7 days before a fire drill occurs. The Coordinator and Supervisor will develop a plan of action for emergencies involving either fire or earthquake. The plan must be clearly displayed in every room and will include:

- How to recognise the nature of the emergency;
- How and where children will collect outside at the evacuation assembly point (back field);
- Ensuring everyone is accounted for;
- Knowing how to turn off water and power supplies if necessary;
- How to recognise the emergency is over;

- A quick reference map of the Recreation Centre and surrounding area, showing the emergency exits and assembly point.

The Supervisor is responsible for:

- Keeping a record of each drill including the names of the adults present;
- Ensuring that new staff/volunteers are aware of the procedures;
- In an evacuation, all staff are responsible for the evacuation of children. However the Supervisor will be responsible for collecting the roll book and telephone, and doing a final check of the building before leaving and doing a head count at the assembly point.

Procedures will be in compliance with the Stanley Ave School Emergency and Evacuation Procedures as applicable, as these are the procedures with which Stanley Ave School pupils will be familiar. (Attached Appendix 15).

7. Staff and Management

The programme will ensure quality care is provided through fair and consistent recruitment procedures, and the supervision and training of all staff including relievers and volunteers. All relevant employment legislation will be adhered to.

Recruitment

The selection and recruitment of staff is the responsibility of the Coordinator, in consultation with the Supervisor. All paid staff will be recruited according to the following procedure:

- All positions will be advertised and a shortlist of applicants drawn up for interviewing⁽¹⁾;
- Staff will be interviewed by at least two persons representing either the Management Committee, Board of Trustees or staff, depending on expertise. The interview process will consist of a stated set of questions and referee checks. Copies of CVs and interview records of successful applicants will be kept;
- Requirements of the job description and person specification will be used to assess the suitability of applications. (See score sheets attached Appendix 16)
- All applicants will be required to provide the names of at least two referees. It is the appointment panel's responsibility to contact at least two referees for verification of the applicant's experience and suitability to work with children (see referee check form Appendix 17);
- The Management Committee must verify the interviewing committee's recommendation;
- Applicants will be informed of the committee's decision in writing;
- All workers, including volunteers, must:
 - Sign a police vetting form which the Coordinator will submit to NZ Police. No person with a conviction for sexual crimes or crimes of violence against the person may be employed at the Kids Club. All appointments will be subject to police vetting approval.
 - Sign a statement that they will abide by Kids Club policies.

Staff will be provided with a full job description that states responsibilities, skills, certification and standards required. (See attached Appendix 18) A written employment agreement, clearly setting out wages and conditions of work, must be signed by the employee.

(1): At times it may be necessary to appoint short-term relieving staff. These may be sought through word of mouth rather than advertising.

The programme does not employ any person in a paid or voluntary capacity, including those in governance or management positions, who has a conviction for sexual crimes or for any offence involving the harm or exploitation of children.

Employment Agreement

All staff must have an employment agreement. These will be developed using the Employment Relations Service 'build an agreement' facility to ensure all relevant legislation is adhered to. All minimum terms of employment are set out in legislation and these will still apply whether they appear in the employment agreement or not. An employment agreement is negotiated by both parties and employees are encouraged to seek advice if they have questions. The agreement will need to be signed by both parties with each retaining a copy.

Employment Agreements must be in writing and must contain:

- Names of the Employer and Employee;
- Job Description;
- Place of Work and hours of operation;
- Rate of pay and when and how payment of wages will be made;
- A dispute resolution and description of services available for helping with employment relationship problems.

Training and Supervision

All staff will have experience and/or training in school-age childcare and/or recreation. Staff training needs will be reviewed during staff appraisals or as required and opportunities provided for further training as needed. Staff will be compensated for attending regular staff meetings.

The Coordinator is responsible for ensuring that all staff, including volunteers, are sufficiently trained in first aid, emergency procedures, child management and all Kids Club policies, to ensure the safety of the children at all times. New, young or less experienced staff will receive adequate support and supervision.

Grievances and Complaints

The Principal is responsible for undertaking disciplinary action and for ensuring that it is in accordance with all relevant legislation. The Principal may seek specialist support for this function from a Human Resources specialist. If a staff member is not performing adequately, every reasonable effort will be made to help them understand the problem and to improve. Staff will be given one verbal warning and two written warnings clearly stating the problem, the measures required to improve performance and a time frame in which this is to occur. If there is not sufficient improvement the staff member may be dismissed. A staff member may only be dismissed with the agreement of the Board of Trustees of Stanley Ave School.

Staff may be suspended on full pay pending further investigation by the Principal if they are accused of:

- Striking or sexually abusing a child;
- Failing to observe programme rules so that a child is injured or placed in serious danger.

If the complaint is upheld the staff member may be dismissed, with the agreement of the Board of Trustees. Following a dismissal of this nature the Principal, in consultation with the Supervisor, will prepare a follow-up report recommending any changes needed to avoid the situation recurring.

Staff complaints against other staff members must be referred to the Supervisor. If no agreement can be reached the complaint will be taken to the Principal. If it is clearly inappropriate to approach the Supervisor or the Principal, staff may contact the Chairperson of the Board of Trustees.

Performance Appraisal

Appraisal programmes for staff will be the responsibility of the Coordinator. Performance appraisals will be carried out annually for each staff member, with the intention of recognising areas of good performance, improving performance, and ensuring a high standard of care at the programme.

The appraisal will be based on the job description. It will establish individual and group strengths, and identify areas for personal development. It will consist of a self-appraisal and interview with the Coordinator or the Supervisor (see below). Objectives will be set for the next term of employment. All appraisals will be confidential.

Appraisal of the Carers will be the responsibility of the Supervisor. Appraisal of the Supervisor will be the

responsibility of the Coordinator and a Board of Trustees representative. Appraisal of the Coordinator will be the responsibility of the Supervisor and a Board of Trustees representative.

Salary Review

Salary review will be undertaken in line with employment agreement provisions.

Code of Behaviour

The Code of Behaviour will cover what is expected of staff in regard to professional practise and interaction with children and other staff (attached Appendix 13).

8. Building and Facilities

Premises will be kept safe and clean and will comply with all relevant legislation as well as District Council requirements. Potential hazards to the safety of children will be repaired, removed or made inaccessible.

This will be achieved by the Management Committee ensuring that:

- The Recreation Centre has a current warrant of fitness;
- Evacuation plans are clearly visible to staff, children, parents and caregivers;
- Exits are clearly displayed;
- All facilities are maintained in a safe, clean and hygienic condition.

The supervisor and staff will devise a cleaning plan to ensure that all parts of the centre are kept clean and free of rubbish. This plan is to include:

Daily

- Sweeping/vacuuming all floors;
- Emptying rubbish;
- Washing kitchen and toilet floors;
- Wiping all kitchen benches / surfaces where food is prepared;
- Cleaning toilets and hand basins;
- Sorting and checking art area, toys, equipment, etc.

Each Term

- Washing paint work;
- Laundering floor cushions, soft toys, dress ups.

The boundaries for playing outside will be clearly marked. Children must be within sight of a staff member and able to hear a whistle at all times.

Phone Access

Easy access to a phone on site is essential for:

- Staff to use for emergencies and to contact parents;
- Parents to contact the programme during operating hours.

A cell phone will be available on site at all times to serve this purpose. It is the Supervisor's responsibility to ensure that this phone is operational at all times. Staff will carry a whistle and implement a whistle alarm system to indicate an emergency should they venture more than 100m from a cellphone.

9. Record Keeping

Programme providers maintain records in accordance with the Privacy Act 1993 and other relevant legislation.

Confidentiality

The programme will ensure staff and child confidentiality. At all times the programme will comply with the requirements of the Privacy Act 1993.

- All forms, such as enrolment and staff information forms (Appendix 19), will state why information is collected and what will be done with the information, eg, for emergencies, birthdays, health and safety of a child. No information is shared except with the owner's permission or as required by legislation, eg, Health and Safety Act. All files holding confidential information will be duly secured and kept away from the access of unauthorised persons.
- All personal information shared in discussions between staff or at meetings is to remain between those persons.
- All sensitive and personal conversations including telephone conversations shall be held discreetly and in private.
- The Coordinator will ensure records are up to date and accurate.

10. Finance

The Kids Club's finances will be managed competently by the Coordinator who will keep control of day-to-day finances and show accountability to the Management Committee families who use the programme and, ultimately, the school community through the Board of Trustees.

Overall financial and administrative management of the Kids Club is the responsibility of the Coordinator who reports to the Principal and the Board of Trustees. The Management Committee must approve all policy, financial reports and budgets, monitor expenditure and set limits on how much spending can be delegated. The School Board of Trustees must be kept informed via the Board Representative.

The Coordinator may delegate certain tasks as appropriate, eg. the collection and banking of fees.

A petty cash allowance will be available to the Supervisor for day-to-day use. Amounts over this allowance must be approved by and obtained through the Coordinator.

The responsibilities of the Coordinator and Supervisor will be clearly delineated in their job descriptions.

It is the Coordinator's responsibility to:

- Keep clear and accurate financial records including parent fees and other income and expenses;
- Set the budget, in consultation with the supervisor, for approval by the management committee;
- Accounting for petty cash;
- Following up debts (see Appendix 20 for Fees Collection Flowchart guidelines);
- Maintain a staff hour book (record of hours worked);
- Collection and Collating of banking;
- Arrange for accounts including statement of financial position and income and expenditure to be prepared annually;
- Ensure government funding is accounted for separately from other income;
- Arrange for the collection of accounts for auditing purposes.

It is the Supervisor's responsibility to:

- Keep a record of each child's attendance.

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Appendix 3:	Parent Information Pack
Appendix 4:	Parent Information Pack – Holiday Programme
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Appendix 8:	Risk Analysis Management System Form (RAMS)
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Policy Review Schedule

Policies & Procedures Manual first drafted	August 2006
Reviewed in Full	August 2008
Reviewed in Full	August 2010
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