

Out of school care and recreation programmes

The organisation fulfils their duty of care responsibilities in respect to all children enrolled in their programme.

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

Guidance

There are written policies and procedures in place for managing the supervision of children.

The organisation will maintain:

- a minimum of two staff who effectively supervise children at all times. Staff must be located within sight and/or sound of the children they are supervising, and plans must be in place to ensure how this is best managed to allow staff to assist children when required.
- a staff to child ratio of one staff member to 10 children on-site and one staff member to eight children off-site. For high-risk activities, including but not limited to swimming, staff to child ratios should be increased. Appropriate supervision for high-risk activities must be determined through the use of a risk assessment.
- that no staff member aged under 16 years be counted towards the staff to child ratio.
- that staff have a list of children and their emergency contacts accessible to them at all times.
- that staff are contactable by phone or radio when offsite with children.
- processes to ensure children remain on-site and accounted for.
- an overall manager or site supervisor who is over 20 years of age. This person must remain on-site and be available to children, staff and visitors during all programme operating hours.

2. The organisation has adequate practices in place for parents to enrol their children into the programme.

Guidance

There are written policies and procedures in place that outline programme enrolment practices.

All enrolment forms are correctly and adequately filled out with up-to-date information. They must document:

- a minimum of two emergency contacts
- names of individuals authorised to collect the child from the programme
Note: If a parent/guardian is not authorised to collect a child, the reason must be significant and evidence must also be provided, eg custody, access to a protection order.
- the day/s of the week and the particular sessions the child will be attending
- parental/guardian consent when any child has been allowed to leave the programme un-accompanied
- any health and/or medical conditions, including what treatment is required and whether the child is self-medicating.

3. The safety and wellbeing of children is maintained when being dropped to and collected from the programme.

Guidance

The organisation can demonstrate that:

- they are aware of how children get to and from the programme
- there are written procedures in place for preventing an unauthorised individual from collecting a child
- children are only released to individuals that are authorised on the enrolment form, or as notified by the child's parent/guardian
- there are written procedures in place for children who are not collected from the programme
- they have considered the safety of children who are allowed to leave the programme unaccompanied.

The organisation can demonstrate that they regularly and adequately monitor children's attendance in their programme.

- The day/s of the week and the particular sessions each child attends is accurately recorded on the roll. This is evidenced by:
 - complete and up-to-date roll records
 - accurate sign-in and sign-out sheets.

There are written policies and procedures in place that outline the process to locate an expected child who does not arrive at the programme to ensure that they are safe. This process should include:

- searching the immediate area
- contacting the child's school for absence information
- notifying parent/guardian
- phoning emergency contact and/or persons authorised to collect the child
- informing the overall manager or site supervisor
- contacting New Zealand Police.

4. The organisation effectively responds to accidents and incidents involving children.

Guidance

There are appropriate records of all accidents and incidents involving children. This record must include the:

- child's name
- time and date of the accident/incident
- details of where and how the accident/incident happened
- nature of the injury and how it was treated
- name and signature of the staff member managing the accident/incident
- signature of the parent/guardian.

In addition to meeting the notification requirements of the Social Sector Accreditation Standard: Health and Safety, the organisation must also ensure that parents/guardians are notified of all accidents and incidents involving their child/children.

5. The organisation carries out regular emergency and evacuation drills with staff and children.

Guidance

There are written policies and procedures in place that outline evacuation and emergency procedures for children and staff. This process should include:

- what the signal for the emergency will be, and a process to explain how to evacuate the building safely
- a safe assembly area
- what staff responsibilities will be, including checking the facility for children, supervising children, and contacting emergency services
- a process to ensure all children are accounted for
- a process that explains what to do when the emergency is over

Emergency and evacuation drills occur at a minimum of once a term for before and after school programmes, and once weekly for holiday programmes. Drills must be clearly documented and record the names and signatures of staff that were present. Lists of children and their emergency contacts must be taken during all drills and in any case of emergency.

6. The organisation effectively responds to children who are unwell.

Guidance

There are written policies and procedures in place for managing unwell children.

The organisation will provide evidence that:

- parents/guardians have been made aware of their responsibilities for their children if unwell, or if they become unwell during the programme
- parents/guardians are contacted if a child is unwell
- appropriate action has been taken to care for an unwell child, which may include the use of a quiet space or sick bay area where an unwell child can rest
- any treatment and/or medicine that is administered to a child is recorded.

7. The organisation ensures that written procedures and policies are available to all staff and parents/guardians of children enrolled in the programme.

Guidance

Policies and procedures must be kept on site and be made available to parents/guardians of children enrolled in the programme on request.