



One Tree Point Afterschool CARE Club

POLICIES & PROCEDURES



OTP Afterschool CARE Club

The One Tree Point School After School CARE Club aims to provide a safe and stimulating programme which caters for the children of different ages, gender and cultural backgrounds while catering to individual needs and interests.

The children's safety is of paramount consideration during our After School Care programme.

The Afterschool CARE Club staff are carefully selected to meet the high standards of programme delivery set by OTP school. Staff are encouraged to take ownership of the programme and any ideas and participation in planning is encouraged. The supervisor is pivotal in the planning process.

The OTP school Board accepts responsibility for reviewing policies every 2 years as part of their on-going review schedule. Copies of these policies including the complaints procedure are available to parents at all times from the office and the programme.

Cultural Responsiveness

The programme will reflect the cultural diversity of our area. The programme recognises that children attending the programme may come from a range of cultural backgrounds. Parents will be given opportunities when the child enrolls to identify any particular requirement for their child and the staff will endeavour to accommodate them in the programme. OTP Afterschool CARE Club encourages open communication between staff and families.

1. Operation

The OTP Afterschool CARE Club provides a well-managed after school programme that caters to the needs of our local community.

Programme Hours

The programme operates on Monday to Friday from 2.30 to 5.30pm during the term time. The programme does not operate on public holidays. School holiday programmes may be provided if the need arises.

Fees

- The fee structure is stated on our enrolment form which is sighted prior to enrolment.
- The fee structure is regularly advertised in the school newsletter.
- Fees are paid directly to the school office during school hours; no payments or cash will be accepted by the Afterschool CARE Club staff.
- All fees are due on the last day of each week that the child attends, or by alternative arrangement with the school office.
- If a change to pre-booked arrangements is required, the school must be notified before 12:00 noon. We will not be held responsible for changes to bookings after 12:00 noon on the same day.
- A casual booking should be notified 24 hours prior to the day care is required. However, *in an emergency* situation, we can accept bookings up until 12 noon on the day required.

Additional booking/payment information:

- Full fees will be charged for public holidays that fall on permanent days if in term time.
- A 10% penalty fee will be added to accounts that are overdue by one week ● \$1 per minute will be charged for any child that is not collected by 5.30pm.
- Regular bookings require 2 weeks' written notice to admin@otp.school.nz
- Casual bookings require 24 hours' notice, please email admin@otp.school.nz
- No refunds for non-attendance, Fees will still apply for absences/sickness

2. Enrolment procedures

Each family must complete an enrolment form 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. The supervisor will liaise with the school administration officer and update enrolment forms termly.

Enrolment forms must include the following information:

- Child's name, address and home phone number
- Parent/guardian's names and work phone numbers
- Emergency contact
- Names of adults authorised to pick up the child
- Names of adults not authorised to pick up
- Special instructions regarding access
- Health problems, food or other allergies
- Consent to transport
- Any other information necessary to provide proper care ie; consent

3. Confidentiality

The OTP Afterschool CARE Club will ensure staff and child confidentiality. At all times the programme will comply with the requirements of the Privacy Act 2020.

- All forms, such as enrolment and staff information forms, will state why information is collected and what will be done with the information, for example emergencies, birthday, health and safety of a child. No information is shared except with the owner's permission or as required by legislation, for example, the Health and Safety Act, or for auditing purposes, MSD.
- 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.

4. Pick Up Procedure

- The parent/caregiver assigned to picking up the child(ren) must sign the child(ren) out at the time of pick-up. This is for both the safety of the children and to ensure correct invoicing for the services.

- Only approved persons, over the age of 14 years will be able to uplift a child as notified on the booking system or as advised by the parent/caregiver on a specific day.
- 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 must be given for children to leave the programme unaccompanied, i.e. to walk home alone.
- If the group is not within the centre (for example, outside in the playground), parents must make sure that the staff know their child has been picked up and signed out.

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

- Where a child has not been picked up by 5:45 pm and staff have not been notified, the staff will proceed to contact parents/caregivers and emergency contacts as per the enrolment details.
- At no time will a child be abandoned or taken off-site e.g. to a staff member's home; however, the programme supervisor is authorised to take all necessary steps to ensure the safety and well-being of the child, therefore if within one hour of the programme closing, there has been no contact from the parents/caregivers, the supervisor will contact the school principal who will seek advice from local police and Oranga Tamariki if necessary.

5. Programme Content

The OTP Afterschool Care Club provides a safe, varied and stimulating programme that meets the developmental emotional, intellectual and physical needs of the children.

The following activities will be offered on a daily basis:

- Afternoon tea
 - Home work time
 - Outside activity/free outdoor play
 - Planned activity – art/craft/drama/music/sport/computer
 - Free use of games and equipment
 - Clean up
- The Programme timetable is displayed at the venue.
 - 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 maintained and will be age appropriate.

6. Food

- Children will be provided with afternoon tea and all preparation will be handled safely within the kitchen area.

- Afternoon tea will follow nutritional guidelines. For example: cut up fruit, crackers, popcorn etc. Occasionally the children may be treated with biscuits and snack food.
- Occasionally staff may give children sweet treats as part of an activity, such as sweets for prizes.
- Parents are expected to brief staff fully on any food allergies or nutritional requirements that their children may have.

7. Health and Safety

All One Tree Point School Health and Safety policies apply to the Afterschool CARE Club where applicable. 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 wellbeing and safety of the children is foremost. All relevant legislation will be adhered to.

A minimum of 2 staff will supervise the programme at all times. Staff included in ratios will be at least 16 years old and the supervisor will be 20+ years old and on site at all times.

Programme Supervision

The staff/child ratio will be as follows:

- At the centre 1:10
- On excursions and near water the ratio will be determined through the risk assessment process with a minimum of 1:8 for outings
- Bush area 1:6
- Beach/Sea/River 1:4

The supervisor is responsible for ensuring that staff are rostered so that all children are supervised at all times. Children will be in view of staff at all times when appropriate. 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).

Attendance checks are made shortly after 2.30pm and head counts will be made regularly during the afternoon, to ensure staff know at all times who is at the programme and who the children are. If a child is missing, the following procedure will be followed:

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

Personal Information

Personal information will be stored securely in a locked filing cabinet, access will be restricted to administration and caregiver staff, correction and accuracy of personal information will be advised to parents and caregivers.

If an individual wants access to information the organisation holds about them, the organisation will provide it. Individuals may request correction of this information or, when not corrected, that a record of the request is attached to the information.

We will take reasonable steps to make sure personal information is correct, up to date, relevant and not misleading.

Information is kept for as long as it is needed, and for the purposes for which it was obtained. The organisation securely disposes of personal information that is no longer needed.

Privacy training will be provided to staff at induction and on an ongoing basis.

The Privacy Officer is the Principal.



One Tree Point Afterschool CARE Club

Health and Safety



Child Health and Safety

All applicable One Tree School Health and Safety Policies apply to the Afterschool CARE Club procedures and are available on: <https://www.schooldocs.co.nz/> Username: otp Password: OTP0118

1. Sun Safety

We do our best to ensure that children and staff are, wherever possible, protected from skin damage caused by the harmful ultraviolet rays of the sun which can lead to skin cancer.

- Children and staff should wear sun hats when outside at play times and lunch times during terms 1 and 4.
- Children without sun hats are encouraged to stay in the shady areas.
- Sunscreen will be available during terms 1 and 4 and its use encouraged.

2. Child Abuse

All staff have been trained to recognise abuse and follow the One Tree Point School policy for Abuse Recognition and Reporting.

We have a designated child protection person is the principal, who is the primary point of contact. The designated child protection person is available and accessible to all other staff, and has experience and training in responding to child protection concerns.

We work with Oranga Tamariki and the New Zealand Police where appropriate, and liaises with partner agencies and community organisations to support early interventions, with the goal of safe and effective abuse response. The organisation shares information with appropriate agencies if it is in the best interests of a student and will support their wellbeing or safety.

Abuse response procedures:

Maintain awareness of the indicators of abuse.

Support any person disclosing abuse.

Ensure student safety. Contact the police if there is immediate danger, or Oranga Tamariki for support.

Record all available information, including disclosures, observations, and concerns.

Consult with the designated child protection person or seek support from an external agency. Do not act alone.

The designated child protection person supports the student through systems within the school or external agencies.

A record of all information in writing will be kept securely in a child protection file. The designated child protection person refers to this information when making decisions based on further evidence.

Documentation on file will include an acknowledgement of receipt of notification from Oranga Tamariki and follow-up information.

3. Pupil Transportation Use of Private Cars

In the event that private cars are used for trips or for emergency evacuation, the One Tree Point School EOTC transport policy will be followed:

- Any vehicle used for students must be registered and have a current Warrant of Fitness.
- All drivers providing transport must have their full driver licence, even if they are only transporting their own children.
- Drivers and passengers must be appropriately restrained at all times.
- All vehicles should be appropriately insured.
- Drivers who agree to provide transport must sign an assurance that the requirements above have been and will be met.
- It is against the law to smoke or vape in a vehicle that has occupants under the age of 18 years (whether it is moving or stationary)

4. First Aid

All OTP Afterschool CARE Club staff have a full first aid certificate.

Minor injuries and illnesses:

- Attend to child and make comfortable, put into a quiet place and notify the parents.
- Notify parent/caregiver & recommend attending doctor's surgery in the case of an accident.
- In the case of parents/caregivers being unavailable, if deemed necessary the child will be taken to the doctor by a member of staff.
- All injuries are noted in an accident/incident register which is kept in the Supervisor's cupboard in the After School CARE room, stating the child's name, date, time and place of injury, treatment administered and by whom, signature of the parent/guardian.
- Parents to be notified of any head injury.
- A register of pupils who are required to take medication will be kept. Information will include medicine/dose rate, time given, who is allowed to give and written permission from the caregiver. Staff must sign when they administer the medicine.
- Children with specific ailments/needs (e.g. allergies, asthma) will have their condition and their required treatment recorded on their enrolment form.
- The Principal will ensure that courses are arranged to keep staff competency current to St. John's Certificate level.
- In dealing with an injury, gloves must be worn.
- Staff who have notifiable diseases must take appropriate precautions to prevent cross infection.
- All medications are stored out of reach of children.
- A First Aid Kit is on site at all times and updated regularly (as per checklist) is kept out of reach of children and taken on out of school trips.

5. Visitors to After School Care Programme

- All visitors must make themselves known to the programme supervisor.
- Visitors shall not bring animals on to school grounds without prior permission of the Programme Supervisor.

- Visitors will remain in view of programme staff and at not time be left alone with children
- Conversations of a confidential nature will take place, away from children and privacy will be maintained

6. Children with Additional Needs

- Children with additional needs will not be excluded from the programme, providing that the Supervisor is confident that the child's needs can be catered for without negatively affecting the other children and also to ensure that the child will benefit from being at the programme.
- Full information about the child's requirements including 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 school principal who will make the final decision

7. Trips

All trips will follow the EOTC guidelines outlined in the One Tree Point School policies.

- Children will not be allowed to participate on an After School CARE Club trip unless parents/caregivers have signed a permission slip.
- All trips will be approved in writing by the principal
- After School CARE staff will carry a cell phone for emergencies
- Parents will be notified in advance of all activities planned away from the centre and a planned schedule will be posted at the centre. Parents will be informed of the mode of transportation.
- The staff/child ratio on trips will be determined in the risk management process with a minimum ratio 1:8. Children will be supervised at all times by an adult whose primary responsibility will be the safety of that group.
- Where there is access to a swimming place, children will be supervised at all times by an adult with appropriate training and experience.
- The staff/child ratio for swimming will be determined by the risk assessment process
- Walks to nearby parks and playgrounds do not require a reduced staff ratio but all other trip safety procedures will apply.
- Staff will only allow children to go to the toilet in pairs. If using public toilets, an adult will stand outside.
- A first aid kit and children's emergency information will be taken on trips.
- A risk analysis will be made of all trips. This will include emergency procedures and staff responsibilities during emergencies.
- A contingency plan will be prepared beforehand for all trips in case of bad weather.
- When there is a road to cross a pedestrian crossing will be used, if they are available.
- Parents will be informed before their children are transported in private vehicles. Vehicles used to transport children must comply with all mandatory legal

requirements. All drivers must hold a current clean driver's licence and must agree to drive safely and maturely.

- When on a trip a list of the children participating will be left at the centre along with a note describing the group's whereabouts, expected time of return and phone contact number.

8. Hazards and Risk Management

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

- identifying and recording all potential health and safety hazards at the centre and any other venues 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 health and safety 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 a sun-safe policy in place which must be followed by children and staff.
- It is the responsibility of the supervisor 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.
- An accident register is maintained. An incident register will record all incidents and near misses.
- Routine facility and equipment checks are made and recorded by One Tree Point School.
- Serious Health and Safety incidents as defined in the Health and Safety at Work Act 2015, will be reported to WorkSafe New Zealand and any criminal event, the New Zealand Police.
- Appropriate documentation relating to adverse event will be recorded.
- A record will be documented of actions taken to prevent issues from recurring.

9. Behaviour Management

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.

The physical restraint rules will be followed and comply with the [Education \(Physical Restraint\) Rules](#) and the framework for physical restraint set out by the Education and Training Act 2020 (s. 101).

- Behaviour management procedures align with the One Tree Point School policies. These are documented and available to view on-site.
- Our policy is to ensure our environment is a safe and happy place for everyone involved. We maintain an emphasis on being polite, considerate and cooperative.

- Our rules and codes of conduct, which we expect the children to follow, are regularly explained to the children.
- The children have input in the creation and review of programme expectations and boundaries.
- If we experience behavioural problems and unacceptable behaviour is unchanged or escalates to become a risk to the child, other children, or staff, or is damaging property, the parent will be contacted and consulted. In the first instance, a report of the child/ren's behaviour will be collated. These reports must be signed by the parent/caregiver after each behavioural incident.
- If a parent has any questions or issues with how a child's behaviour is being managed, please contact the supervisor and/or the school principal
- Do not discuss these matters with staff members while the programme is in progress.
- Please note: We reserve the right to refuse or terminate a child's enrolment if there are unresolved behaviour issues.
- Positive reinforcement will be used at all times and a stimulating and varied programme will be provided to ensure against boredom.

At all times, staff will maintain a fair, consistent and positive approach to children's behaviour. Positive Behaviour for Learning principles are followed as outlined below:

- Remind the child in a calm and assertive manner of what is expected and refer to the school CARE values.
- If the behaviour continues the child will be reminded again and warned of the consequences that will result.
- If the child continues to misbehave after two warnings the consequence will be enforced.

Consequences must be appropriate to the behaviour and may include:

- Being removed from the activity, for 'reflection time'; 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 5 minutes.) Before the child returns to the group the staff member will review with them what behaviour is expected and the impact their behaviour had on others.
- Having a physical play boundaries reduced (for example, when a child continually misuses that piece of equipment)
- Not being allowed to play with a certain piece of equipment (for example, when a child continuously misuses that piece of equipment)
- If a child continually misbehaves, parents will be asked to meet with the supervisor and the school 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 school and asked to remove the child.
- 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, for example they will not be allowed to play with each other until the conflict is resolved.



One Tree Point Afterschool CARE Club

POLICIES & PROCEDURES

Staff and volunteers



Staff and Volunteers

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. The programme also considers anyone relied on to deliver services, including volunteers and paid staff, is considered staff, inclusive of members of governance.

All relevant legislation will be adhered to.

1. Recruitment and Appointments

All appointments for the One Tree Point After School CARE Club staff will follow the Appointment Procedures outlined in the One Tree Point School policies.

The selection and recruitment of staff is the responsibility of the One Tree Point School principal, in consultation with the supervisor. All paid staff will be recruited according to the following procedure:

Staff files will include:

- Employment agreement,
- Copies of CVs,
- interview records,
- documentation of reference checks,
- Two forms of ID,
- confirmation of police vetting,
- Vetting risk assessment,
- documentation of induction training and all other professional development undertaken,
- personal contact information for emergencies,
- tax and bank account information
- First Aid Certificate
- Child Protection Training
- Privacy Training.

2. Training and Supervision of Staff

- The Principal is responsible for ensuring that all staff, including volunteers are sufficiently trained and experienced to ensure the safety of the children at all times.
- New, young or less experienced staff will receive adequate support and supervision.
- All staff will be provided with induction training in the policies and procedures of the programme relevant to their position with particular attention paid to:
 - health and safety
 - child and behaviour management
 - emergencies
 - child protection
 - supervision
- At least one staff member at all times will have a current First Aid Certificate

- Staff training needs will be reviewed during staff appraisals or as required and opportunities provided for further training as needed.
- A budget amount from the MSD funding will be set aside for training new staff and up-skilling other staff

3. Police Vetting

All One Tree Point After School CARE Club staff have been police vetted in accordance with the Police Vetting for Non Teachers school policy.

Completed (MOJ) Ministry of Justice checks will be done for all Board Members.

All staff will complete Police checks at least every three years and all members of governance will complete (MOJ) Ministry of Justice checks at least every three years.

4. Staff Discipline

The One Tree Point Employer Responsibility Policy sets out the steps we take to meet our obligations and commitments as a good employer.

We expect all employees to maintain proper standards of integrity, conduct, concern for the wellbeing of students, and public interest.

All staff will adhere to the One Tree Point School Code of Conduct, a hard copy of which will be provided on appointment.

Concerns about serious misconduct are investigated through the formal complaint procedure, and advice is sought from appropriate individuals and agencies such as NZSTA, insurance companies, legal professionals, teacher unions, and regional Ministry of Education staff.

5. Non-Teaching Staff Appraisal

- All non-teaching staff will be appraised annually prior to the budget being set.
- In general the Principal will act as the appraiser although the Principal may ask the Board for assistance.
- The Principal and the staff member will consult to determine the process for the appraisal.
- The review process will evaluate the performance of the staff against a number of key indicator points. The process will be recorded in a performance agreement and implemented annually.
- In considering the process and the key indicator points which will be used, due regard must be given to the staff members job description.
- At the appraisal interview an appraisal report should be completed and agreed upon by the appraiser and appraisee covering agreed performance goals.
- The appraisal report must be signed by both the appraiser and appraisee.
- The appraisal report will be held in the staff member's personal file.
- In general, documentation related to the staff member's appraisal interview will remain confidential to the Principal, unless the staff member agrees otherwise. In the event of a personal grievance action the Board will have access to the documentation.

6. Dispute Resolution

- Any dispute on the appraisal process or its results may be referred to the Board.
- In the event of dispute, the principles of natural justice will apply.
- Each party in the dispute can seek the advice they desire and provide the evidence they deem relevant.
- The Board, as the employer, will have responsibility for the final decision.
- The Principal will report annually to the Board on non-teaching staff appraisals.

7. Staff Complaints

- The One Tree Point School Concerns and Complaints policy will be followed in the event of any complaint made by or against OTP After School CARE Club staff.

8. Sexual Harassment

Sexual harassment is seen as a serious offence. It can be detrimental to one's work performance, to learning, to job opportunities as well as to self-esteem and reputation. All employees must be able to work, and be part of an environment that is free from sexual harassment.

All members of the school community will be informed of the nature of implications of sexual harassment, and will act to reduce the risk of its occurrence.

The Principal shall ensure that a contact person is chosen by the staff, who will be able to give information to other staff about procedures, and act as a support person to the complainant.

All complaints of sexual harassment will be taken seriously, investigated quickly, privately and fairly as per the Support Staff in Schools Collective Agreement.

In the event of a sexual harassment complaint the Harassment Complaints Procedure outlined in One Tree Point School policies will be followed.

9. Smoke Free Environment

In accordance with legislation all One Tree Point School buildings and grounds are smoke and Vape-free at all times.

10. Complaints Process – Programme

This procedure has been formulated to ensure that all complaints concerning the After School CARE Club programme and involving children are handled in a manner which is just and fair.

The normal sequence of events is:

- Initial direct approach to the supervisor verbally and then in writing if unresolved. Alternatively complaints can be directed to the principal.
- The programme supervisor will inform the principal of verbal complaints/concerns.
- If unresolved, the complaint then goes to the school Board in writing
- All participants to a complaint action should maintain confidentiality of information and documents.
- Complaints will be resolved after consultation with the parties concerned.

- Responses to written complaints should be made in writing, as soon as possible.

A copy of this procedure is available to parents at the programme or school office. Parents are advised of this on the enrolment form.

A record of complaints and their resolution will be kept in the school office.



One Tree Point Afterschool CARE Club

POLICIES & PROCEDURES Emergency Procedures



PURPOSE

To provide a system of safe evacuation from school buildings or school property during an emergency.

To provide procedures in case of lockdowns or where students/staff must remain inside for a given length of time.

- The Programme Supervisor will be responsible for calling emergency services if needed – Dial 111.
- If any staff member sounds the emergency bell, the Programme Supervisor must be informed immediately as to where a fire or other emergency is, so that appropriate steps can be taken.
- Staff and Programme Supervisor will undertake any necessary searches should children be unaccounted for, remembering personal safety is paramount.
- Pupils will remain under close supervision until the bell is rung or the Programme Supervisor indicates an ALL CLEAR and that it is safe to re-enter the buildings.
- Pupils will be allowed home under adult supervision if this is judged necessary but not without first notifying the Programme Supervisor
- Evacuation procedures will be displayed and followed and drills practised at least once a term and twice during each Holiday Programme. These procedures will be aligned with the policies of One Tree Point School.
- All emergency procedure drills will be recorded.

EARTHQUAKE

There is no warning bell for an earthquake.

- In an earthquake, take cover immediately under a table or desk. Turn away from windows or glass panels.
- Stay calm and quiet
- If outside when it occurs, stay away from buildings or objects that could fall on you.
- When the earthquake is over follow the Tsunami evacuation procedure:

TSUNAMI

SIGNAL

Community Siren and Phone Alerts

Evacuate to: 213 Port Marsden Highway

What to do:

- Assemble all children in the after school CARE room and take the roll
- Send text to whānau/caregivers informing them of the tsunami evacuation
- Contact school leadership Shirley Winters 0276772032 or Gemma Bradburn 021226264 any school staff on site will be available to help with the evacuation.
- Take the emergency grab bag, cups, water bottles and any food with you.
- Allocate children to staff cars, taking photos before leaving school grounds - Evacuate to 213 Port Marsden Highway.

At the site

- If the house is not available, evacuate to the paddocks preferably under the trees.

LOCKDOWN

In certain situations it may be necessary to move, or keep, all students inside. These situations include severe storms, a major accident in the school vicinity, or any other dangerous situation.

SIGNAL

- **An Intermittent Bell will ring.**

What to do:

- Assemble all children into the After School CARE room and take the roll
- Close and lock all doors and including corridors
- Get on the floor out of sight of the windows

FIRE EVACUATION

SIGNAL

- **A Continuous bell will ring.**
- In the event of a fire, call 111 immediately.

What to do...

- Quickly leave the building in an orderly fashion by the safest route. ● Staff to check designated areas; (corridors, toilets etc) ● Assemble in the middle of the rugby field.
- Staff mark the roll.
- Report to the Fire Brigade/Principal

2. Emergency Equipment

- All staff should be aware of the location of emergency equipment.

- The Principal will ensure that the local Fire Safety Officer undertakes regular fire checks (buildings, alarms, procedures and equipment).
- A fully stocked First Aid kit will be kept in the Afterschool Care room.
- At least one staff member who holds a current First Aid Certificate will be supervising children at all times.



One Tree Point Afterschool CARE Club

POLICIES &

PROCEDURES

Buildings and Facilities



Buildings and facilities

It is the schools responsibility to check that the programme centre has a current building warrant and that it complies with other relevant fire and safety requirements.

- The Supervisor will liaise with the Principal in the event of any problems.
- 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
- washing all kitchen cloths and tea towels

Weekly:

- cleaning fridge and any areas where food is stored
- dusting
- sorting and checking art areas, toys, equipment

End of Term:

- laundering floor cushions, soft toys, dress ups

Pets

No pets are allowed on school premises without prior permission from the school principal.



One Tree Point Afterschool CARE Club

POLICIES

&

PROCEDURES

Financial Management



Financial Management

One Tree Point After School CARE Club will run by a manner which keeps control of day-to-day finances and shows accountability to the School Board and the families who use the programme.

- The overall financial management of the OTP Afterschool CARE Club is the responsibility of the school principal and the Board finance committee.
- The school administration officer will be responsible for overseeing the collection of fees and invoicing families.
- All financial transactions relating to the OTP Afterschool CARE Club will be managed and kept separate from OTP school finances.
- No cash payments will be accepted at the programme.

Account information for parents:

- For those that wish to retain a recurring booking, payment is required two (2) weeks in advance of attendance in order to secure children(s) place. Shorter-term payments may be arranged by automatic payments or via internet banking direct to the programme bank account.
- Casual bookings will be invoiced after the child's attendance and must be paid on receipt of the invoice.
- Any issues or variation to regular payment schedules must be discussed with the school administration officer.
- The rate charged is dependent on a "firm" booking. When a child attends extra days, which are outside of the confirmed booking, these will be charged at the casual rate. The "early pick-up" rate is only payable for confirmed early pick-up bookings.
- Children enrolled for "early pick-up" but are collected later will be charged at the full session rate. Our sign-out function records 'real-time' to verify the time of pick-up.
- Two weeks' notice, in writing, must be provided if a child is to be withdrawn from the programme or there is a change required to the days of care, otherwise, a two-week fee is payable based on the previous booking.

Late Payments

- Late payment may incur a finance charge of 10% and non-payment will result in notice being given of your child (ren)'s enrolment being cancelled. If there are difficulties in meeting the payment of fees, please contact the school office so that alternative arrangements can be negotiated. We prefer a friendly settlement to alternative courses of action.
- Late payments may be handed over to a collection agency who will actively seek all monies owed, including penalty fees and may include seeking legal redress.

Payment Disputes

- Where there is a dispute over payments received or not received, OneTree Point School will provide statements to demonstrate monies received and banked. Parents will be required to provide proof that payment was made to the correct designated place.
- Where this cannot be provided, the parent will be required to complete the payment

Casual Bookings

- Casual Bookings will only be taken if space permits. There is no guarantee of placement for these bookings. Families will only pay for the sessions booked and attended.
- A discount applies to recurring full-time and part-time bookings. All bookings will be charged in full including absences. Placement is guaranteed - with a recurring booking, fees are collected for the booking not the attendance.

The One Tree Point School Board finance committee may delegate certain tasks to the supervisor as appropriate, for example, to purchase pre-approved items for the programme including weekly food and any resources required within budget.

Financial Procedures Purchasing

Purchase orders are to be pre approved by the principal and used for all supplies required for the programme.

Purchases should not exceed the weekly budget allowance (exceptions can be made but only with the prior approval of the OTP school finance committee).

Receipts

All receipts for purchases must be kept and handed to the school finance officer.

Budgets

- A budget for the Afterschool CARE Club will be set by the One Tree Point School Board finance committee at the beginning of the school year. Any items required over and above this amount must be pre-approved by the school Board.
- It is the responsibility of the One Tree Point School Board to ensure government funding is accounted for separately from other income.
- It is the responsibility of the One Tree Point School Board committee to arrange for the annual auditing of accounts.

Information Sheet (Staff)

Name:	
Address:	
Phone number:	
Emergency Contact:	
IRD number:	
Any additional relevant information:	
Starting date:	
Finishing date:	

Staff Declaration

**I have read, understood and agree to abide by all programme policies and procedures.
I agree to allow the One Tree Point School Principal to view my police Vetting record
and my employment file.**

_____ Signature _____ Date

Application on file

Induction Training received:

- Reference checks completed
- Applicant received job description
- Police Vet form completed
- Tax forms completed
- Employment Agreement signed
- Applicant received Policies and Procedures
- Received Code of Conduct

- Behaviour Guidance
- Health & Safety
- Responding to Child Abuse
- Emergencies

Principal Signed

Staff Member Signed



OSCAR Staff Code of Conduct

OSCAR programmes aim to create an environment for children that is stimulating, fun, caring and safe. In order to achieve this, staff should be aware of these professional guidelines:

Treat all children with dignity and respect

this means:

- you recognise that all children have the right to feel safe and to be safe
- you will not physically punish children in any way intentionally harm children either physically or emotionally e.g. by ridiculing, threatening, or abusive behaviour
- you provide physical comfort or reassurance for children through verbally positive comments but do not force on children any unwanted affection or touching
- you take care to ensure any activity suits the age and ability of the children participating
- you can encourage and assist children, but do not force children into any activity
- you communicate programme rules and boundaries clearly and are fair and consistent with children who misbehave

Always be aware of safety

this means:

- when supervising children, you give this task your complete attention
- if a situation is unsafe you act immediately and/or get help
- if you see any possibility that an activity could cause an accident or injury you must stop the activity immediately
- you talk with the Programme Manager about incidents where safety was a concern

Act professionally

this means

- you read and make sure you understand your job description
- you remember that you are a role model for children's behaviour
- you are punctual and ready for work at the required time
- you are dressed appropriately and are "fit for work"
- do not smoke at the programme

- you do not discuss adult topics around children
- you do not allow yourself or other staff/visitors to be alone with a child
- you are friendly and courteous to parents
- you respect the confidentiality of any discussions with parents about children's behaviour, check with the Programme Manager – they should be present when the issues are more serious
- any observations/concerns regarding child abuse must be conveyed to the Programme Manager
- complaints about the programme must be referred to the Programme Manager
- if you have any concern or grievance you may also discuss this with the Programme Manager or management representative
- There is policy for behaviour management, child protection, health and safety. If you have questions or concerns about any situation then talk to another staff member and refer to these other policies. You are expected to follow these policies and procedures at all times.

Work as a team

this means

- staff help each other to do their job whenever possible
- you ask for help and advice whenever it is needed. For instance, when there is a task that's not understood or situation where you don't know what to do
- when anyone asks, they get help as soon as possible and are not criticized for seeking help

You should turn up for work, ready and fit to perform your role in a safe and proper manner

Being "fit for work" includes

- being dressed appropriately (refer to Dress Code if relevant)
- not bringing children or siblings with you unless expressly agreed to by the Programme Manager
- not under the influence of non-prescriptive drugs, alcohol or other substances that reduce ability to perform duties
- If prescription drugs you are using have the potential to impair performance, you must advise the Programme Manager

Serious Misconduct

Acts of serious misconduct may result in the staff member having their employment with the programme terminated without further notice or formal warning

The following are examples of the types of actions and behaviour that we consider to be serious misconduct:

- failure to disclose criminal convictions to the Programme Manager
- abusive or offensive behaviour to any other person in the course of employment
- theft, vandalism, or unauthorised use of property belonging to the programme, another staff member, or any other person

- falsification of programme records
- bringing into or consuming at the programme, non-prescribed drugs, or other dangerous substances
- the disclosure to unauthorised persons of any confidential information belonging to the programme or concerning any children, families or staff members
- failure to record and report any workplace accident
- serious harassment of programme staff or families.