

The Logos Project

OSCAR Policy and Procedures

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Introduction

This manual contains the policies and procedures of The Logos Project Out of School Care and Recreation (OSCAR) holiday programme.

The policies and procedures in this manual have been designed with the wellbeing, safety and protection of the children as the key guiding principles. In addition they align with the CYF approval standards developed in 2005.

All staff and volunteers must be familiar with the contents of this manual and follow the policies and procedures at all times. Doing so will ensure consistency in application of policy and in practices.

If necessary information is not in this manual, or if new practices are introduced and need to be documented, or if any information in this manual is incorrect, advise the Programme Supervisor who will co-ordinate the necessary update.

The policies and procedures contained in this manual will be formally reviewed by The Logos Project Board of Trustees at least every two years to ensure they are up to date, match current practices and reflect current best practice in terms of child care programmes.

Ideally, the manual will be updated whenever any changes are made to particular policies or procedures so that it can always be relied on as an up-to-date resource for all members of staff and volunteers/volunteers.

A copy of this manual will be available to parents/caregivers and staff and volunteers at all times. It can be found on the parents' desk in the hallway.

Note: Throughout this policy, 'staff' refers to both employees and volunteers. Where something is relevant to only employees or volunteers, the words 'employees' and 'volunteers' are used.

1 – Programme Environment

1.1 Positive and child-focussed environment

The Logos Project OSCAR holiday programme seeks to provide a safe and positive environment. Our programme will offer a range of engaging and recreational activities and experiences for children of different ages, gender, needs and cultural backgrounds. The safety and wellbeing of all children is of utmost importance during the delivery of the programme.

1.2 Programme content

The programme will be planned and structured to ensure:

- Children feel safe, affirmed and receive care, attention and support from staff
- Children are treated fairly with dignity and respect
- Opportunities are provided for children to play and enjoy themselves
- Organised activities will be stimulating and will reflect the age, interest and background of the children participating.

The following activities will be offered on a daily basis:

- Arts and crafts
- Sport and active group games
- Free use of games and equipment
- Outdoor play.

Children will be encouraged to participate in planned activities, but may choose not to and can instead select from a varied range of resources available as long as they are not disruptive.

Equipment will be maintained and will be age-appropriate. Replacement of resources and equipment will be reviewed every year.

1.3 Programme venue

The Logos Project will provide adequate and appropriate space that is suitable for both the children and activities. The rooms allocated for the OSCAR holiday programme at The Logos Project centre, are suitable for up to 24 children.

1.4 Quiet space

It is essential that there is a space set aside for quiet activities so that children desiring their own quiet space are able to remove themselves from noise and activity, while remaining under adequate supervision.

There is a quiet space available for a child that may need it.

1.5 Safe outdoor areas

All outdoor play areas will be first scanned for any inappropriate, harmful, dangerous material before allowing children access.

Outdoor areas will always be supervised by appropriate Staff/Child ratios.

The Logos Project outdoor area situated at the back of the building may also be used to eat morning tea/lunch and play non-ball activities.

1.6 Facilities

The Supervisor will devise a cleaning plan to ensure that all parts of the Centre are kept clean and free of rubbish.

The general facilities including furniture, grounds and equipment will be checked and maintained. They will be safe, clean and hygienic.

All equipment used in the programme must be up to the recommended standard.

It is the responsibility of the Supervisor and staff to inspect all equipment before using it in the programme. Any equipment which is damaged and/or deemed unsafe shall not be used in the programme. All equipment will be checked using the Safety checklist.

1.7 Building Warrant of Fitness

Facilities will have an up-to-date warrant of fitness which is renewed annually.

The Logos Project is responsible for ensuring the building complies with other relevant fire and safety requirements.

1.8 Evacuation plan

To ensure safety of children, staff and any visitors on site at time of emergency:

- An accurately kept attendance sheet is kept and everyone is accounted for against it.
- Children are supervised in the assembly area.
- The staff must be aware of their own safety first, so they are able to care for the children.
- Staff must remain with the children until they have all been collected by a parent or an authorised adult. The role must be updated to make sure children who have been collected for after an emergency, are accounted for.

An evacuation plan and map belongs to the building no matter who is using it. It identifies all exits and an assembly point.

1.9 Notice of exits

A notice will be clearly displayed showing all exits and an assembly area, for use in the event of an emergency.

1.10 Exit signs

All exits will be clearly identifiable by exit signs.

1.11 Phone access

Staff have access to phone(s) in the building. A phone will always be available while a programme is running.

During holiday programme outings, the Supervisor will carry a cell phone at all times. This cell phone will be fully charged before the outing and have sufficient credit available for making calls.

If during an outing there is an emergency and there is no coverage for the cell phone, the Supervisor will assess the situation. If appropriate a staff member will be sent to a nearby house or building to use a local landline.

2 – Programme Operations

2.1 Enrolment procedures

Registrations for the holiday programme and flyers will be made available online and to particular community groups. All families must complete an enrolment and contact form, before the child can participate in the programme.

It states on the enrolment form that is the parent/guardian's responsibility to inform the supervisor of any changes of enrolment information.

Holiday programme registrations and enrolment need to be completed 2 weeks prior to the programme. The enrolment form includes the following information:

- Child's name, address and home phone number
- Parent/guardian names, email, work phone number and cell phone number
- Emergency contacts and phone numbers
- Names of adults authorised to pick up child
- Special instructions regarding access
- Health problems and allergies
- Cultural information
- Any other information deemed important/necessary by the parent/caregiver.

Information collected about children from their enrolment form is used only for the purposes of the holiday programme at The Logos Project and is kept in a secure place.

The information will be available for parents/caregivers to check for accuracy if they wish to do so. Information may also be shared with CYF staff for auditing purposes.

2.2 Maintaining accurate records

The Supervisor will keep accurate records regarding programme participants, including records of the current enrolments, attendance, health information and all medication administered by employees.

The Executive Office will keep staff records, including previous work details, vetting checks, employment agreements, job descriptions and first aid certificates on file for viewing by The Logos Project Board of Trustees, CYF assessors and supervisors at any time.

These forms and information will be kept under the Privacy Act of 1993.

All personal information shared in discussions between staff or at meetings will remain private. All sensitive and personal conversations including telephone conversations must be held privately.

No information is shared except with the permission of the owner of the information, or as required by legislation, e.g. Health and Safety Act.

2.3 Collection of and access to children

The Logos Project holiday programme operates Monday to Friday, starting at 8:45am and finishing at a definite advertised time. This gives the ability to finish the programme in relation to the needs of the children and staff.

All children arriving at the programme are required to be signed in by the parent/caregiver unless express permission is given by the parent/caregiver, e.g. a child arrives via public transport.

Children are dropped off, signed in by their parents/caregivers and then collected and signed out at the end of the programme by authorised adults named in the enrolment form.

Parents are required to pick-up their child by 5.00pm at the latest from The Logos Project building. If a parent/guardian is late due to unavoidable circumstances, such as being held up in traffic, or anything beyond their control, they are required to call The Logos Project, as soon as possible.

A child will never be left alone on the premises awaiting collection. No less than two staff will wait with the child. The parent/caregiver may be charged a late fee of \$10.00, at the Supervisor's discretion. An invoice will follow if charged.

2.4 Children not arriving

If a child is enrolled to participate but will not be attending the programme, parents need to call the Supervisor before 9.00am.

If a child has not arrived at the programme by 9.15am, the supervisor or assistant supervisor will contact the parent/caregiver. If the Supervisor is unable to establish contact with the parent/caregiver, the child will be marked absent. This will be followed by a phone call to the Police.

2.5 Children not collected

In cases where parents fail to pick their child up at end of the programme, the following procedure will be enacted:

1. Two staff members will remain with the child
2. Parents/emergency numbers will be phoned. The Logos Project will make every attempt to speak with a parent/caregiver and will leave phone messages if necessary.
3. If there has been no contact with the parent/emergency contact within one hour of the programme closing, the Police will be contacted. We will take the child to the Police station. The Executive Officer of The Logos Project will be informed of the situation.

The Supervisor must be informed by the parent/guardian if someone other than those listed on the enrolment form will be picking up the child. Under no circumstance will a child be released to someone not identified on the enrolment form, unless express authority is given by the parent/guardian.

Written permission is required from the parent or guardian if children are biking, walking or using a taxi or bus to be dropped off at the centre.

2.6 Excursions

Children will not be permitted to go on excursions unless parents/caregivers have signed a permission slip. Parents will be notified in advance of all activities planned away from the designated OSCAR site. This will be included in the programme outline, which parents receive prior to commencement of the programme.

A Risk Analysis Management form (RAMs) will be completed and the requirements met as recorded on that form. All staff are briefed in the requirements and action recorded on the RAMs. Every RAMs form will be signed by all staff.

The staff child ratio is 1:8 on excursions (see 5.3). Children will be put into groups with adults whose primary responsibility is the safety of that group. The children must be in sight of two adults at all times.

A roll call will be taken regularly on excursions.

An emergency action plan including safety check list, emergency contact details and medical details will be with the Supervisor. If ever the programme is operated out of range for mobiles, a nominated staff member and vehicle will be available for access, and will check the phone regularly.

A first aid kit and children's emergency information must be taken along on excursions. One staff member will be allocated to be responsible for the first aid kit. Where there is access to a swimming place, children will be supervised at all times by staff that are trained in water safety and resuscitation.

2.7 Walking and transport

When on walks, the children will be put into a buddy system and will walk in double file with one adult at the back and one adult leading. When crossing the road, pedestrian crossings will be used, if available. One staff member will stand in the middle of the road to ensure traffic has stopped before any children begin to cross and will stay there until all children are safely crossed.

Vehicles used to transport children must comply with all mandatory legal requirements. All drivers must hold a clean and current driver's license. Copies of licenses will be held on file at The Logos Project centre.

2.8 Complaints/Disputes/Grievances

The Executive Officer of The Logos Project is responsible for undertaking disciplinary action and for ensuring that it is in accordance with relevant legislation. The Executive Officer may assign some aspects of this to the Supervisor.

If a staff member is not performing sufficiently, every attempt will be made to help them understand the problem and ways to improve. Staff will be given two verbal warnings and one written warning stating the problem. The measures will include requirement to improve performance and a time frame in which this is to happen. If there is not sufficient improvement, the staff member may be dismissed. An employee may only be dismissed with the agreement of the Executive Officer and The Logos Project Board of Trustees.

Employees may be suspended on full pay pending further investigation if they are accused of serious misconduct:

- Physically abusing a child
- Sexually abusing a child
- Failing to observe programme rules so that a child is injured or in serious danger
- Stealing from or intentionally damaging OSCAR equipment, resources or The Logos Project centre

If the complaint is upheld, the employee will be dismissed with the agreement of The Logos Project Board of Trustees. Following a dismissal of this nature, the Executive Officer in consultation with the Supervisor, will prepare a follow-up report recommending any changes needed to avoid this situation re-occurring.

Staff complaints against other staff members must be referred to the Supervisor, and staff complaints about the Supervisor must be referred to the Executive Officer. If no agreement can be reached, the complaint will be taken to the Executive Officer. The Executive Officer will be informed of any serious complaints involving staff. If it is clearly inappropriate to approach the Supervisor or the Executive Officer, the staff will contact the chairperson of the Board of Trustees. Staff grievances against the Board of Trustees may be resolved in accordance with the provision of the Employment Relations Act.

If any parents/caregivers have complaints/disputes and/or grievances about the programme or staff members, they should first approach the programme Supervisor who will attempt to resolve the situation. If they have any further complaints/disputes and/or grievances, they should then contact The Logos Project Executive Officer.

Complaint forms are available for staff and parent/caregivers to complete, which record the grievance and plan of action decided upon. The Supervisor will keep the Executive Officer informed of any complaint received, and all complaints/disputes and/or grievances will be documented.

2.9 Cultural issues

Cultural issues may be of ethnic, social and/or religious nature. Relevant information can be noted in the enrolment form, which will therefore identify any issues that need to be attended to. The Logos Project does not discriminate against those of different cultural backgrounds.

The programme Supervisor will inform the staff of the child's needs to ensure that the appropriate care and support is given. This will be done positively and respectfully to ensure the child's needs are catered for, and without negatively affecting the needs of the other children.

2.10 Behaviour management

All programmes will be designed to guarantee that children and families experience an environment where they are safe, affirmed and their dignity is upheld.

Programme rules will be based on respect and dignity for each other, staff, environment and equipment.

At the beginning of each programme, staff will inform the children of these rules, what is expected of them and the consequences that will occur when these rules have not been followed. Positive reinforcement will be applied at all times and an engaging and varied programme will be provided. At no time will punitive discipline be used. This includes

punishing children by physically hitting, withholding food and drink, isolation from the group or demeaning, condescending comments. Children will always be appropriately supervised.

1. If a child misbehaves or ignores programme rules, staff will engage with the child or children involved in order to:
 - Understand why the child is misbehaving
 - Appropriately listen and manage any issues or conflict, from a strengths-based approach
 - Remind the child of the programme rules and what is expected of them and the consequences.
2. If the child continues with misbehaviour, s/he will be reminded of the expectations and made aware that if misbehaviour continues, it will result in a certain consequence, which is age-appropriate, e.g. sitting out of an activity and time out.
3. If a child then continues to misbehave, consequences for misbehaviour will be enforced such as:
 - Inclusionary time-out: the child will sit away from the group, in a clear visible area, for a short period of time, determined by the Supervisor (usually about five minutes). Before the child returns to the group, the staff member will review with the child what is expected of them.
 - Reducing physical play boundaries e.g. when a child continually leaves the designated boundaries.
 - Not being allowed to play with certain equipment e.g. when a child continually misuses that piece of equipment.
4. If the child continually misbehaves or the issue is likely to be ongoing, the Supervisor will notify the parents when they pick up their child, and they will be invited to support the staff in their attempts to encourage the child to behave appropriately.
5. If the child continually behaves in a way that endangers them or puts at risk other children, despite the above measures, parents will be notified by the Supervisor and asked to remove their child.

At all times, staff will sustain a fair consistent, positive and strength-based approach to children's behaviour. Staff will seek to help children resolve conflict with each other and to support them by making suggestions on how to do so. If the children cannot solve the conflict, staff will intervene. All serious incidents will be recorded and kept confidential.

Physical restraint will only be actioned if a child's immediate safety is at risk.

All staff will receive behaviour management training at the beginning of each year and a revision before the holiday programme. The programme Supervisor and any other suitably experienced staff will facilitate this.

2.11 Children with special needs and/or disabilities

Children with special needs will not be excluded from The Logos Project holiday programmes, given that the Supervisor is confident that the child's needs can be catered for without negatively impacting other children, and that the child with special needs will benefit from the programme.

The enrolment form must include a section about the child's medication requirements and any other special requirements, which is to be obtained from the parent or caregiver of the child prior to commencement of the programme. The Supervisor must make sure that all staff are fully aware of the child's requirements.

In cases where the child needs further special aids, for example, facilities need to be modified, or the team require extra staff or training; the supervisor will consult the Executive Officer of The Logos Project, who will make the final decision. Each case is independent, and decisions will be made specifically to each case, within the limits of the resources of the OSCAR programme running at The Logos Project centre.

The OSCAR programme will cater for 'cultural needs', without negatively affecting the other children. Refer to 1.2 for more information about this.

2.12 Policy accessibility

Policies will be kept in a location, which is both private, but accessible to the Supervisor and staff on the programme for referral to when needed. This will be the allocated resource room which parents have access to at any time.

2.14 Updating procedures

The Logos Project Board of Trustees and staff will review this policy every two years. It is the responsibility of the Trust to ensure that this is done.

Procedures are to be updated as required to reflect current practice. Current procedures are to be forwarded to CYFs for their records.

3 – Health and Safety

3.1 Health and Safety training

The programme will be provided in a healthy environment in which the participants can develop values on safety. The Logos Project staff will be trained in health and safety procedures, and the centre complies with all relevant health and safety procedures to ensure safety of children, staff, volunteers and visitors. The well-being and safety of the children will be foremost at all times.

This training will require at least one staff member present at the programme to be trained on food hygiene and first aid. The Logos Project will pay the fee for the course and for the employees' time on the course.

A safe and healthy workplace is fostered for staff through meetings to discuss health and safety, and ensuring all are aware of the relevant policies and procedures. The Executive Officer of The Logos Project and Supervisor of the programme are responsible for ensuring all procedures are in place to ensure the safety of the children and staff at all times, during the running of the programme.

The programme will practice evacuation drills at the beginning of every holiday programme.

3.2 Risk identification

All staff will be involved in hazard identification, and information on identified hazards will be made available to all staff. A written assessment will be established that recognises the hazards at the programme site and the means of dealing with these hazards.

To maintain the safety of the children:

- All potential safety hazards must be identified and recorded. The records will be kept in the OSCAR resource room.
- Assessment will be carried out of the potential risk of these identified hazards, to both staff and participants of the holiday programme. These will be carried out regularly, to make sure hazards have not changed. Staff are involved in this identification, so they are fully informed of potential risk.
- Regulations will be put in place to prevent, remove or minimize the risk to children and staff.
- Healthy and safe work practices will be used and maintained, which the Supervisor will role model, as well as the necessary staff training.
- Staff must comply with the Code of Conduct and regulations put in place to ensure a safe and healthy practice at the programme. This includes the sun-safe policy relevant to both children and staff.
- A Risk Analysis and Management Form must be completed and the requirements on the form met, at all times, and especially before an excursion.

3.3 Accident/Incident register

A register of all accidents & incidents will be kept in the OSCAR folder. This can be found in the OSCAR resource room or with the Supervisor.

A record must be kept of every accident and health or safety incident to children, staff and visitors during any OSCAR programme. This record is kept in the OSCAR folder.

The following items are recorded in the OSCAR folder:

- name of person injured
- time and date of the accident or incident
- description of where and how the accident or incident happened
- nature of the injury
- how the injury was treated
- name and signature of staff member completing the record, and signature of parent or caregiver.

Near misses which, if circumstances had been different, may have caused serious harm must also be recorded in the Health and Safety Folder. Near misses are treated as incidents rather than accidents. Near misses are recorded so that steps may be taken to reduce the likelihood of the incident occurring again in the future.

Accident and incident records provide useful information for identification of risk, hazards or trends (e.g. regular occurrences of the same kind of incident may indicate that a particular hazard is not properly controlled).

Accidents resulting in serious harm must be notified to OSH. A full definition of serious harm is defined in the Health and Safety in Employment Act 1992. This definition may be accessed via the OSH website at www.osh.govt.nz

Some examples of serious harm include death, severe respiratory disease, poisoning, chemical burns, penetrating eye wound, bone fracture, burns requiring referral to a specialist medical practitioner, any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.

OSH is part of the Department of Labour. Any notification of serious harm must be made as soon as possible after the accident – initially the notification may be verbal, but it must be followed up with a written form (an OSH form which is available via the OSH website) within seven days of the occurrence.

3.4 First aid kits

There are large first aid kits at The Logos Project centre with easy access to staff only. The Supervisor or appointed staff member will take a first aid kit with them whenever their

programme is off site. First aid kits will be updated and checked frequently. All The Logos Project vehicles have first aid kits that are regularly checked and updated.

A first aid kit must be kept at the centre and taken on excursions. The first aid kit must contain medical details of participants of the holiday programme. The first aid kit will be located in the resource room, separate from any of the rooms the OSCAR programmes run out of and inaccessible to children of the programme or visitors of The Logos Project.

First aid kits must also contain a record book, which staff members use every time they have removed an item/s from the first aid kit. The Supervisor will be in charge of the first aid kit on excursions.

All employees must carry a current first aid certificate. Volunteers must achieve their first aid certificate at the earliest possible opportunity.

3.5 Sun protection

Maintaining the children's health is crucial, so every precaution will be taken to ensure that children will be protected from the sun.

The Logos Project will provide an effective sun screen (within use-by date) for the OSCAR programme. Sunscreen will be applied to each child, by a staff member, before going out in the sun.

Staff must also ensure that they have applied sunscreen to themselves. Staff must reapply sunscreen to both children and themselves every two hours, or as often as needed, to avoid harm.

Parents will be asked to supply their child with appropriate clothing such as rash shirts or hats during programme hours.

3.6 Dispensing medicine

If children on The Logos Project holiday programme require medication, parents must give written consent and details of what this entails. If this medication needs to be administered inside the hours that The Logos Project holiday programme is running, employees are required to refer to details on the consent form daily to administer medication. The dosage of medication to be given must also be indicated on the consent form, and signed by parents.

All medication must be clearly labelled with the child's name. This is to prevent administering the wrong medication to a child.

Any medication changes or additions must be updated on the consent forms, and parents need to sign it again, indicating their knowledge and consent of this change. The consent form will include date of signature and applicable details of the child.

A register will be maintained of the time, date of medicine administration and signature of the employee who administered the medicine. Volunteers must not administer medicine to children.

3.7 Medicine accessibility

Children's medication will be stored in the OSCAR resource room, inaccessible to children. Only the Supervisor of the holiday programme will be allowed to administer medication to a child. They will ensure medication is returned to its location, thus preventing accessibility to children.

3.8 When a child is unwell

If a child is brought into the centre with an infectious illness, which may jeopardise the health of other children and staff on the programme, the supervisor will ask the parents to remove the child from the centre.

Should a child become unwell during the day, they will be made comfortable and calm, taken to a quiet area by one staff member and the parents will be notified. The child will be supervised at all times.

3.9 Toilet procedures

While the OSCAR holiday programme is operating, adults will use the staff toilets only, leaving the male and female toilets as the toilets used by the children.

When the programme is in a public place, a staff member will check the facilities before children use the toilets.

Staff will wait outside until the child has finished using the facilities. The staff will only enter the facilities in the case of a stranger entering the facility.

Children must make staff aware if they want to use the toilet facilities.

3.10 Premises are clean

The OSCAR programme will be held in a clean and safe work place for staff, as well as healthy environment for programme participants. This means that spills are cleaned immediately after they occur, and if necessary, a slippery floor sign will be placed around this area.

Bins will be available in rooms and the kitchen as well as toilets at the centre, so rubbish disposal is made easy. The Logos Project centre will be cleaned daily and cleaning equipment is accessible at all times.

3.11 Food handling and preparation

Parents are advised to supply their child with a packed morning tea and lunch, as well as a named bottle of water.

Parents must brief staff fully on any food allergies or special nutritional requirements which the children have. This will be asked in the enrolment form prior to commencement of programme.

In cases where staff of the holiday programme are handling and preparing food for the children, such as formal activities or celebrations, proper procedures must be fulfilled. This includes:

- Washing hands before food handling and after food handling.
- Using different utensils for meat/fish than non-meat/fish products.
- Food preparation area is kept clean and orderly and fridge is cleaned once a week, when it contains food that will be eaten by the children.
- Food is offered/served to children on clean utensils/crockery.
- An area for washing dishes and cleaning up is needed.
- All preparation surfaces need to be well-scrubbed and sanitised.

Staff and volunteers of the OSCAR holiday programme, will be informed of the procedures involving food handling and preparation prior to programme commencement.

3.12 Animals at the centre

Animals will not be kept as pets on The Logos Project holiday programme premises, except one small fish tank that contains goldfish. Efforts will be made to keep the tank clean and access will not endanger the children.

3.13 Encountering and dealing with animals

In cases where children or staff may encounter an animal near or around the programme, at a park or beach, the following procedures must be carried out:

- The safety of children is paramount; children will be removed from the area. Staff will supervise the children away from the animal, to maintain their safety, while one staff member carries out necessary measures to clear the area and inform the staff that the area is safe.
- The Executive Officer will be contacted by the supervisor to discuss the situation and they will discern what the appropriate response to the situation is.
- The Supervisor will call the appropriate authorities if that is what the Executive Officer of The Logos Project and the Supervisor decide.
- The Supervisor will then direct staff and children away from area – either to remain at the site or to return to the centre.

3.14 Safety checks of equipment, including playground equipment

Equipment must be well maintained and age appropriate. Staff must check equipment regularly, to make sure it is safe. Replacement of equipment will be reviewed annually.

Staff must make sure that playground equipment at the nearest park is safe and checked before they are used by children. Staff must assess if playground equipment is age appropriate, using the Safety checklist.

3.15 Smoke-free environment

During the running of the programme, the premises will be strictly smoke-free. People needing to smoke must leave premises to do so, and be out of visual sight of the participants of the programme.

4 - Child Protection

4.1 Volunteers and visitors at The Logos Project

Supervisors and other employees working on the holiday programme are responsible for adults visiting or volunteering on the OSCAR programme at The Logos Project.

Volunteers and visitors must always be visible by a staff member when interacting with children of the holiday programme. All visitors and volunteers attending a holiday programme session at The Logos Project must abide by all the programme rules.

Individuals other than the assigned staff or volunteers assisting with OSCAR holiday programme, such as entertainers or short-term volunteers, must always be in sight of a staff member at all times.

Staff, volunteers, visitors and any other adults at The Logos Project building, must use separate toilet facilities to children. These toilets must be appropriately signed indicating who can access them.

4.2 Allegations of abuse

The appropriate staff (Supervisor or Executive Officer of The Logos Project) will refer to Section 15 of the CYP&F Act if any allegations of abuse occur, or any situations around this matter that may raise concern about child safety.

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

4.3 Action on allegations of abuse

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

1. Write notes and record all unusual observations that apply to someone being abused.
2. Report concerns to the programme Supervisor (if the programme supervisor is the one accused, report to The Logos Project Executive Officer).
3. The matter will then be reported, either by the programme Supervisor, Executive Officer of The Logos Project or by the complainant, stating reasons for and suspicions of any abuse.

4. A written record will be made by the staff member/supervisor/person making the complaint, stating reasons for suspicions of abuse. This will be passed on to Child Youth and Family, and kept on record.

If a complaint has been made about an employee or volunteer, the Board will suspend the person concerned, formally, as soon as the matter has been reported to Child, Youth and Family. The suspension will remain in place until there is an outcome.

Under section 15 of the CY&F Act, any person has the right to go to Child Youth and Family if they believe a child is being abused, even if the Supervisor is unable to do so.

4.4 Staff supervision of the programme

A minimum of two staff must supervise the programme at all times. Visitors and volunteers must always be in sight of a staff member when interacting with children.

For toilet supervision refer to 3.9.

4.5 Code of Conduct

Programme staff will be provided with a Code of Conduct, which they must read and sign to indicate that they have read it.

This Code of Conduct indicates the appropriate behaviour during the running of the programme. Copies of this will be given to all employees and volunteers on the programme. A copy of the Code of Conduct will also be held at the centre.

4.6 Staff training in the context of child abuse

A child protection course will be attended by at least one employee each year.

This employee must train other employees and volunteers in recognising and responding to suspected child abuse, prior to commencement of holiday programme.

5 - Programme Supervision

5.1 Child supervision

The Supervisor is responsible for ensuring that staff are assigned appropriately so that all children are supervised at all times.

Children are supervised by a minimum of two staff and are within sight and sound of a staff member at all times.

Children will be informed of the boundaries they are expected to stay within at all times and must inform a staff member when they are going to leave the area (e.g. go to the toilet). If they require help, staff must work in pairs.

5.2 Staff age

All employees and volunteers included in the ratios will be aged 16 and over.

5.3 Minimum ratios

Staff/child ratio will be:

- On-site 1:10
- Off-site 1:8
- Near water 1:6

At no time must staff ever be left alone one on one with a child or with a group of children.

Should staff members find themselves alone with a child or without adequate staff present at any time, they will need to:

- Inform the Supervisor and get the required staff
- Fill out an incident report form stating the time, place, children present and action taken.

In addition to meeting ratio requirements, staff experience, training, maturity, and understanding of children must also be considered when ascertaining appropriate staffing for the activities being offered.

Some conditions require additional staffing more than the minimum ratios set out above, for example, activities around water, and attendance at the programme by a child with special needs. This additional staffing should be at senior youth worker level or above.

In addition, some high risk activities may require staff with professional experience or qualifications, such as water safety and resuscitation.

Acceptable ratios for such activities must be determined as part of the risk assessment conducted prior to the activity taking place.

5.4 Supervisor attendance

The Supervisor must be in attendance at the programme during programme hours.

The Logos Project Executive Officer (or nominated representative) must be contactable at all times during the operational hours of this programme.

5.5 Supervisor suitability

The Supervisor is usually the Community Programme Leader. In the event of illness or other issue leading to unavailability, the Supervisor role must be handed over to a staff member employed at Programme Leader level or above.

All Supervisors or management will be 20 years old and over.

5.6 Attendance records

Staff must know at all times who is at the programme and where the children are.

Records of attendance will be kept on a daily basis. These attendance records will also be of assistance to emergency services if required.

5.7 Procedures for safe playing

The boundaries for playing outside are clearly defined. Children may not play in a car park or by any unfenced boundary near a road. Children must be within sight and sound of staff at all times. Ways to achieve this include:

- Having relevant rules, e.g. about physical boundaries
- Making sure doors always remain open if children are in another room without a staff member in attendance
- Ensuring staff position themselves in places that maximise their view, whether outside or inside
- Ensuring staff are always close enough to the children to be able to intervene or assist when needed.

5.8 Written risk assessment

Staff and child ratios will always take in the nature of event to ensure appropriate ratio is met. This is to be recorded before each event.

Examples of activities requiring a higher staff ratio include rock climbing, outdoor activities, near water, camps. All water activities will have a ratio 1:6.

6 - Staff and Management

The Logos Project is aware of workers' rights and obligations in respect of:

- Employment Relations Act 2000
- Minimum Wages Act 1993
- Holidays Act 2003
- Human Rights Act 1993

The financial management procedures should be read alongside The Logos Project Finance Policy 1.2.

6.1 Recruitment

Employee selection and recruitment is the responsibility of the Executive Officer of The Logos Project in consultation with the Supervisor. All paid employees will be recruited according to the following procedure:

- most paid staff employment will be sought by word of mouth, advertised in local papers or will already be a volunteer or paid staff of The Logos Project
- a short-list of interviewees is drawn up from the applicants
- a minimum of two referee checks are conducted for each applicant before appointment
- A standard questionnaire is prepared to guide the interviews. Each interview is thoroughly, consistently and fairly carried out and documented.
- The application, interview results and information from referees are all taken into consideration and the most suitable applicant is selected. They are advised of the proposed appointment, subject to a clear police record check.
- Police vetting is arranged. Is there evidence of convictions of a nature inconsistent with childcare work?
 - If **no**, proceed to the next stage.
 - If **yes**, the candidate is advised that the appointment will not be made, staff then to proceed with the next most suitable applicant.
- A letter of appointment is sent to the successful applicant stating:
 - agreed starting date, and
 - rate of pay
- Employees will be provided with a full job description that states responsibilities, skills, certification and standards required. An employment agreement is signed by the Executive Officer and the new employee. A confidential personnel file is set up for the new employee where a copy of the agreement is kept. A copy is also given to the new employee.
- Copies of CVs or previous work details, vetting checks, interview notes, employment agreement/contract, job description, first aid certificate will be kept on in the personnel file for management, CYFS, and supervisors to view.
- The employee signs a statement that they will abide by The Logos Project policies, including the Code of Conduct.

- Upon commencing employment the employee will undertake a basic induction to working at The Logos Project. They will then undertake a more detailed induction to the OSCAR programme with the Supervisor and other relevant staff, which will be tailored to the inductee's needs.
- Employees must sign an agreement after reading, understanding and agreeing to The Logos Project OSCAR Policy and Procedure manual as part of their induction process, before commencing delivery.
- All the unsuccessful applicants are contacted to thank them for their application and request permission to retain records of their application and other associated documents.

6.2 Definition of staffing

Staffing refers to both paid and voluntary staff on the programme, unless otherwise stated, where the language 'employees' and 'volunteers' is used instead.

Policies and procedures are required to be met by both paid and voluntary staff.

6.3 Minimum age of volunteers

Volunteers must be over the age of 18.

6.4 Training

Where appropriate, staff will be offered training opportunities.

All staff will have experience and/or training in school age childcare/or recreation. This experience is necessary before being considered to work on holiday programmes.

Staff training needs will be reviewed during staff evaluations or as required and opportunities provided for further training as needed.

The Logos Project will train annually staff in St John's or Red Cross first aid certificates.

The Logos Project Executive Officer and Supervisor are responsible for ensuring all employees maintain the safety of the children at all times through adequate training in:

- basic first aid
- behaviour management
- Health and Safety
- recognising and responding to suspected child abuse

- emergency procedures
- venue policies.

Training for the above will take place either in staff training days a few weeks before each programme commences, or will be held on a specific day for a specific subject where a professional may be brought in to train staff in that area e.g. recognising and responding to suspected child abuse.

New or less experienced staff will be given specific support and supervision by their line manager in conjunction with the supervisor.

Staff are given the Policy and Procedures manual to study and have the option of ringing the Supervisor whenever anything is unclear.

Basic training of the Policy and Procedures manual will take place with all staff a couple of weeks out from each programme.

An Attendance Register will be kept at all training events, stating what the training is for and who is there. This will then be kept on each individual's file.

6.5 Performance management systems

An appraisal of employees and volunteer will be the responsibility of The Logos Project Executive Officer and the programme Supervisor.

Performance appraisals will be carried out annually for each staff member with the sole intention to increase awareness of their performance and to ensure a high standard of care at the programme. Appraisals may be carried out earlier than the one-year period. This is likely to be the case with new and voluntary staff.

The appraisal will be based on the job description, and will establish individual and group strengths and identify areas for personal development.

For employees, it will consist of a self-appraisal and interview with the line manager and Director of The Logos Project. For volunteers, it will consist of a self-appraisal and interview with the Supervisor.

Objectives for improvement/developmental will be set for the next term of employment.

If a staff member is not able to do the job even after training it is up to the Supervisor and Executive Officer to decide their future employment.

All appraisals will be confidential and kept at The Logos Project in personnel files.

6.6 Staff responsibilities

Employees and volunteers must be clear about their areas of responsibility, limits of responsibility, and expectations of their work and behaviour, which will be included in their staff booklets upon employment.

In the event of a breach of the Code of Conduct, disciplinary procedures will be followed as outlined in the codes set out for employees and volunteers.

6.7 Police Vetting

A police vetting form will be carried out to all staff over 16 years of age. Checks are to be repeated every three years.

Police vetting checks are obtained from: www.police.govt.nz/vetting-process

6.8 Staff with convictions

Any person who has had a conviction for sexual crimes or for any offence involving the harm or exploitation of children, cannot work in a paid nor voluntary capacity at The Logos Project.

All workers including volunteers must:

- Release details of any criminal records to the Executive Officer
- All staff over 16 are required to sign statements that they have no previous convictions or pending criminal convictions.

6.9 Competent financial management

All financial information is recorded using MYOB Accounting and MYOB Payroll software packages.

6.10 Accounting systems

Bank statements are reconciled monthly and financial reports produced for the Board of Trustees.

Most holiday programme fees are collected during the booking and enrolment days, and are banked in The Logos Project's account within the week.

The Executive Officer is responsible for the day to day financial management of The Logos Project which includes the OSCAR Holiday programme.

The Financial Administrator is responsible for issuing receipts for enrolment fees.

The Supervisor of each programme is responsible for the holiday programme petty cash. This is kept locked in the petty cash tin.

All receipts, whether for petty cash or credit card payments are to be coded and submitted to the Financial Administrator by the end of each holiday programme.

6.11 Budgets & financial statement

The annual budget is prepared using previous year's actual figures, alongside any known changes.

The predicted income from grants is based on a conservatively estimated figure, based on what has been received previously, and any other pertinent information.

Annual financial information is compiled in a timely manner, i.e. within three months of year end.

6.12 Accounts

Any day to day expenditure must be signed off by the budget holder (in this case, generally the programme supervisor) prior to payment. All expenditure must be supported by an authorised tax invoice/receipt which is to be kept on file.

The Logos Project Executive Officer will reconcile accounts and prepare reports.

6.13 Evidence of audited accounts

Financial accounts are audited and kept by The Logos Project Executive Officer for the Trust's record keeping. The annual audit clearly shows MSD/OSCAR funding. The Logos Project's financial year runs from the 1st January to 31st December.

Annual reports (including audited accounts) are available on the Charities Commission website.

Our legal name is The Marist Youth Ministry Trust, as registered on the Charities Commission website. We operate under the name The Logos Project.