

# **REWI ALLEY CHINESE SCHOOL OSCAR PROGRAMMEME POLICIES AND PROCEDURES**

A STIMULATING AND SECURE  
ENVIRONMENT FOR OUR CHILDREN

2023





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We provide a safe, varied and child-focused programme that takes the social, emotional, cultural and physical needs of the children into account.

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STANDARD ONE:

CLIENT– CENTRED SERVICES

1. *The organization treats people with respect and delivers services in a manner that has regard for their dignity.*
2. *The organization promotes client-centred practice as central to its service development and delivery.*

*Social Sector Accreditation Standards  
level 3 page 2*

## Part One Programme Services

### 1.1 Programme Philosophy

The Rewi Alley Chinese School OSCAR Programmes will provide a safe, varied and child-focused programme that takes the social, emotional, cultural and physical needs of the children into account. All activities will be based on the children's interests and the boundaries of the programme environment.

### 1.2 Programme Environment

The Rewi Alley Chinese School OSCAR Programme is a community-based programme which will provide a Positive and Child-focused environment encouraging children to participate in activities of their choice and interest.

Ensuring a safe and caring environment will be paramount.

Services are delivered free of any discrimination, coercion, harassment, and sexual, financial or other exploitation.

### 1.3 Programme Location

The Rewi Alley Chinese School OSCAR Programmes will use the space in Haslwell Centre (341 Haslwell Road, Haslwell, Christchurch), or the secure grounds as defined in the Site Plan depending on the numbers of children, activities and programme. All base venues and their surrounding outdoor areas these areas are considered ONSITE.

- The Programme will utilize the designated school rooms as its main rooms. These rooms will be used for morning tea, afternoon tea, homework, craft activities and passive activities. (60 children Max)
- The programme will identify a quiet area which is communicated to all children at the programme. The quiet area will be utilized if a child is sick, tired or needs some quiet time. The quiet area will contain comfortable seating and may contain board games, books, magazines or other quiet activities.
- The Programme may also use the secure grounds and facilities for outside activities.
- All measures will be utilized to identify risks and hazards to ensure the spaces available to the children are safe. Risk Management Form 1, and

Hazard Identification Form<sup>2</sup> are completed at the beginning of each programme and regularly throughout the programme.

- Boundaries will be based on the number of staff and the activities available at the time.
- At no time will children be permitted to be out of sight or sound of a staff member.

## **1.4 Cultural Issues**

The Rewi Alley Chinese School OSCAR Programmes will be sensitive to the special cultural needs of the children, families and members of the community who attend the programme.

- The programme will identify ethnic and cultural needs of children and their families. Families will be asked to identify any special cultural needs on the enrolment form.
- Staff will be encouraged to consider the special ethnic and cultural needs, and spiritual values and beliefs of any children during programme planning.
- Staff will take responsibility towards sensitivity to the above needs of the children throughout the programme.
- Staff will liaise with appropriate organizations and families when dealing with areas of cultural sensitivity.
- Staff will never be biased or breach the human rights of other staff, families, children or members of the public.
- A copy of the Human Rights Act and the Rights of the Child is in the appendix of these policies and procedures. These are given to staff during induction.
  - Te Puni Kōkiri – <https://www.tpk.govt.nz/en> or phone 0800 875 663
  - Ministry for Pacific Peoples – <https://www.mpp.govt.nz/> or phone 04 473 4493
  - Refugee and Migrant information – [www.immigration.govt.nz](http://www.immigration.govt.nz), <https://www.msds.govt.nz/about-msd-and-our-work/work-programmes/community/refugees-and-migrants.html>
  - Local regional office or look in your local phone book.

## **1.5 Children with special needs and/ or disabilities**

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

Parents must provide full information on the Enrolment Form such as:

- Medication
- Diet
- Extra care
- Specific support, supervision and arrangement e.g., toileting
- Child's schedule

Each case will be considered individually and every effort will be made to include the child within the limits of the programme resources.

If the decision is made to accept the child with special needs, the following measures need to be implemented:

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<sup>2</sup> Hazard Identification Form is found in the appendix  
RACS – QMS – REWI ALLEY CHINESE SCHOOL OSCAR Policies and Procedures

- All staff and volunteers are fully aware of the child’s requirements.
- Modify facilities and activities to accommodate the child.
- Extra staff may need to be hired.

## **1.6 Programme Planning**

- Children will be asked regularly about their interests. Where possible the children will be involved with programme planning. This will happen before and during the enrolment process and in general discussions with children and their families.
  - ✚ Child development will be considered when planning activities.
  - ✚ The programme will endeavour to teach the children to be confident in their recreational choices.
- Staff will meet regularly to debrief, review and plan the activities. All staff will have input into the programme planning during this meeting.
- The programme will embrace the use of social media and daily diary to encourage family and community participation in programme planning and continues improvement.
  - ✚ Programme plans will be displayed on the programme notice board, social media and online. Documentation of the Programme Plan will be evidenced by the Holiday Programme Plan.
  - ✚ Staff will evaluate programme plans and clients’ needs in the daily diary and on social media.

## **1.7 Programme Activities**

- The programme will provide a variety of child-focused and stimulating activities and experiences that will meet the children’s age and developmental needs. It will include three onsite days and two trip days per week where practical.
- In planning of the activities children’ ideas and interests will be taken into consideration. A range of pre-planned activities shall be offered to the children daily with a view to introducing them to new experiences and developing areas of interest.
- The children will be encouraged to participate in planned activities however they will always have the option of choice. Any child not participating in an activity will be offered an alternative activity where appropriate.
- The programme will cover a wide range of activities that meet educational values in the following (but not limited to these choices):
  - ✚ Arts and crafts
  - ✚ Indoor Games
  - ✚ Food preparation
  - ✚ Adventure Based Activities
  - ✚ Community service
  - ✚ Outings
  - ✚ Homework support
  - ✚ Fitness



## STANDARD TWO: COMMUNITY WELLBEING

1. *The organization provides services in a manner consistent with section 6 of the Children, Young persons, and Their Families Act 1989 (CYF & FA), where services reflect the principle that the welfare and interests of the children and young person are the first and paramount consideration.*
2. *The organization has a process for dealing with allegations of abuse and situations are raise concerns about the safety of a client or associated community members.*

*Social Sector Accreditation Standards level 3 page 3*

## Part Two Community Wellbeing

Rewi Alley Chinese School will provide services in a manner consistent with Section 6 of the Children, Young Persons, and Their Families Act 1989 (CYP&FA). The programme encourages a positive caring environment where inappropriate behaviour is discouraged. Children are asked to follow a set range of rules and boundaries. There are consequences for breaching these. All consequences will reflect the original behaviour.

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

- Staff will review the School's Process to Suspicions of Child Abuse<sup>3</sup>.
- Staff will be provided with a Code of Behaviour<sup>4</sup>. A copy of this will be kept on their staff files.

### 2.1 Behaviour Management Policy

The following rules will be adapted into the Rewi Alley Chinese School OSCAR Programmes:

✓ *Be Safe*     ✓ *Be Kind*     ✓ *Be Fair*

- The staff will go through the rules and discuss the meaning and the reasons for them with all new children.
- The rules and the consequences of breaching these rules will also be discussed regularly.
- A copy of the rules will be easily visual at the programme venue.
- At all times, staff will maintain a fair, consistent and positive approach to children's behaviour.
- In the instance that a child's behaviour breaches the rules or boundaries of the programme the staff will identify an appropriate consequence for this behaviour. Appropriate consequences are available in the Behaviour Management Plan<sup>5</sup>.

- Staff are encouraged to use positive reinforcement as a proactive behaviour management technique.

<sup>3</sup> Process to Suspicions of Child Abuse is found in this section

<sup>4</sup> Code of Behaviour is found in appendix

<sup>5</sup> Behaviour Management Plan is found in the appendix

- When children are in conflict with each other, staff will encourage the children to resolve the situation themselves and help them by making suggestions on how to do so. If children cannot resolve the conflict staff will support them until a solution is found.
- At no time will punitive discipline be used. This includes punishing children by physically hitting, withholding food or drinks, abusive, demeaning or condescending comments.
- Children will only be physically restrained if their immediate safety is at risk and verbal orders have failed.
- If a child's behaviour is consistently disruptive and all other attempts to rectify the behaviour have failed, the child may be withdrawn from the programme. The process will be that the supervisor contacts the parents/caregivers and management committee recommending the child be withdrawn from the programme. The committee makes the final decision.

Staff will receive training on behaviour management during the following:

- Induction training. Training is provided to all staff in recognizing and responding to suspected child abuse as part of their induction training and further follow up training.
- On the job training and guidance from Supervisor or Management
- External training from the OSCAR Network or other relevant training facility

## **2.2 Child Protection Policy**

It is our responsibility to ensure that all children have adequate care in our community. Rewi Alley Chinese School OSCAR Programmes is committed to the recognition and prevention of abuse of children and young people.

### **2.2.1 Abuse Allegations Process**

The programme has a process for dealing with allegations of abuse or situations that raise concern about the safety of a child and associated community member (e.g., family member, parent/caregiver, neighbour). The process covers how the programme will refer to section 15 of the CYP&F Act.

*Section 15 of the CYP&FA states: "Reporting of ill-treatment or neglected of child or young person – any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived may report the matter to a [Child, Youth and Family] social worker or a member of the police."*

*Documentation on file will include an acknowledgement of receipt of notification from Child, Youth and Family and follow-up information.*

According to Section 15, the programme staff will act on all suspicions of abuse in the following way:

- All abuses, incidents and observations will be recorded on the Incident Register<sup>6</sup>.
- Any suspicion that abuse is occurring will be reported to the programme management.
- After evaluating the situation to the best of their abilities, the programme management will report their observations to Oranga Tamariki, NZ Police or an appropriate third party.

### **2.2.2 Process on Suspicions of Abuse**

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<sup>6</sup> Incident Register is found in the appendix

It is the responsibility of the Rewi Alley Chinese School to report allegations of abuse or situations that cause concern. However, all staff and management members have the right to report directly to Oranga Tamariki or the local police if they feel this is appropriate.

- Staff will follow the Responding to Suspicions of Abuse Flow Chart<sup>7</sup>.
- All observations will be recorded in a confidential Incident/Abuse Register in a full and accurate manner and kept on file.
- No child, young person or associated community member should be interviewed or questioned about any suspected abuse.
- No staff member should act alone; staff should report their suspicions to a senior staff member and/or management.
- The staff team shall work with the chairperson or suitable board member to seek advice from Oranga Tamariki or the police to ascertain what steps should be taken next.
- Oranga Tamariki can be contacted for advice without declaring who is making the call or who is suspected of abuse.
- In case of immediate danger if safety is an issue, the programme management should act promptly reporting the matter to the Police or Oranga Tamariki.
- Documentation on file will include an acknowledgement of receipt of notification from Oranga Tamariki and follow-up information.

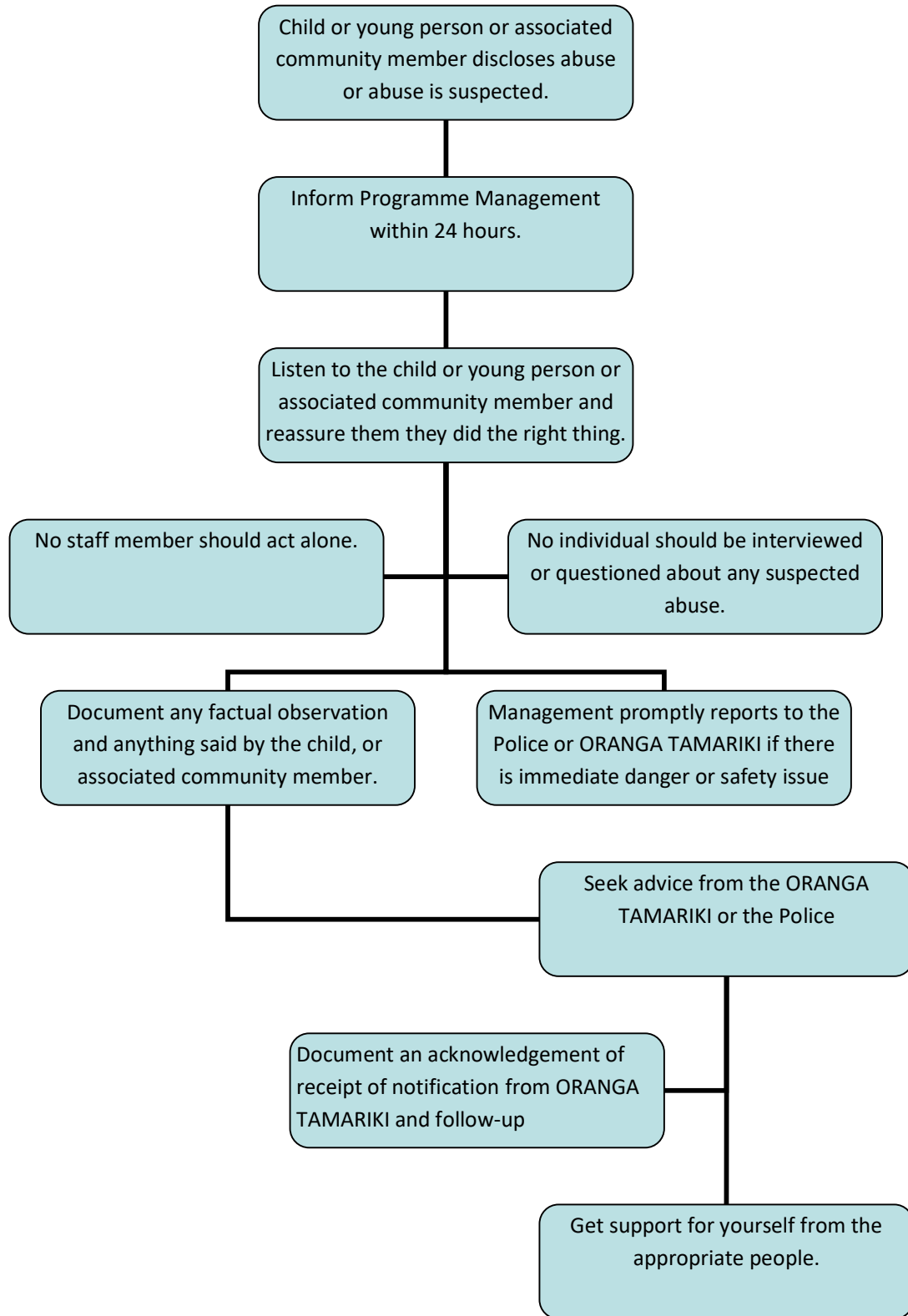
When a member of staff or management is suspected of abuse or if the concern is regarding a staff member or member of the committee you may want to discuss this with a person outside of the programme this may include the school principal, board members, the local health nurse, an OSCAR Advisor, etc.

- The staff and management must act in the best interest of the child concerned.
- Staff or management member suspected of abuse will be suspended whilst undergoing an investigation.
- Oranga Tamariki and/or local Police will be contacted for advice.
- Programme management will refer to the relevant employment contract, advise the involved staff of the actions and their right to seek support/advice from appropriate representatives, and seek a response.
- In case of immediate danger if safety is an issue, the programme management should act promptly reporting the matter to the Police or Oranga Tamariki.

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<sup>7</sup> Responding to Suspicions of Abuse Flow Chart is found in this section

## *Responding to Suspicions of Abuse Flow Chart*



## **Part Three Staffing**

The Rewi Alley Chinese School OSCAR Programmes ensures it has sufficient, qualified and competent staff to deliver its services.

At Rewi Alley Chinese School OSCAR Programmes the management and overall site supervision must be carried out by an adult. For the purpose of this standard an adult is deemed by the Department of Oranga Tamariki, Ministry of Children to be a person 20 years plus. Staff and volunteers under 16 years may be involved in the programme but will not be solely responsible for any activity or the supervision of any child.

For the purpose of this Policies and Procedures Manual the definition of staff is defined as any person the organization relies on to deliver its services. This includes volunteers, contractors, members of governance and management committee and paid staff.

### **3.1 Staff Selection and Appointment**

The Rewi Alley Chinese School OSCAR Programmes provides quality care through fair and consistent recruitment procedures, and the supervision and training of all staff including relievers and volunteers. All relevant legislation is adhered to.

The recruitment and selection of all staff is the responsibility of the Rewi Alley Chinese School. All paid staff will be recruited according to the following procedure.

- All positions will be advertised, and a shortlist drawn up for interviewing.
- The Supervisor and staff as well as any volunteers' applicants will be provided with a full Job Description<sup>8</sup> that clearly states the roles and responsibilities of the position.
- All applicants will be required to provide a CV, two confirmations of identity, qualification proofs, a work history in chronological order for the last five years, and the names of at least two referees. It is the responsibility of the Management Committee employment personal or their nominee to contact the referees for verification of the applicant's experience and suitability to work with children.
- The Management Committee representatives will conduct interviews. The Employment personal

5. *The organization will follow a robust decision-making process in responding to the results of vetting, including safety checking.*

- 5.1 *The organization effectively manages any staff with a conviction, including members of governance.*
- 5.2 *Unless a core worker exemption is held, an organization does not employ any core children's worker who has a conviction for a specified offence under schedule 2 of the Vulnerable Children Act 2014.*

6. *The organization will complete Police checks, and any other relevant vetting for all staff at least every three years.*

7. *The organization has sufficient, qualified and competent staff to deliver its services.*

8. *The organization provides adequate induction, training, professional development and support for all staff.*  
*Social Sector Accreditation Standards level 3 page 6-8*

- will be responsible for the management of job applications and interview records.
- All aspects of the applicants' background, maturity, experience and training will be considered during the employment process.
  - Applicants will be selected on merit and not by means of discrimination. The Rewi Alley Chinese School OSCAR Programmes abides by the Human Rights Act 1993 and Vulnerable Children Act 2014.
  - Applicants will be informed of the interviewing committee's decision by telephone or email, with a letter of appointment being sent to the successful applicant.
  - Applicant will undergo a Police Vetting check.

## **3.2 Employment Agreement**

The Rewi Alley Chinese School OSCAR Programmes staff employment agreement will be in line with the School's Individual Employment Agreement.

An employment agreement that complies with legislative requirements clearly setting out wages and conditions of work will be provided by the OSCAR management committee and signed by the staff.

## **3.3 Nominated Roles**

The following roles will be assigned to staff by the Supervisor or directly assigned to the supervisor.

- ❖ First Aid Officer
- ❖ Fire Warden
- ❖ Health and Safety Officer
- ❖ Activity Assistant

The Supervisor will ensure nominated roles are filled in the event of staff illness or absence.

## **3.4 Police Vetting**

The Rewi Alley Chinese School OSCAR Programmes does not employ any person in a paid or voluntary capacity, including those in management positions, who has a conviction for sexual crimes or for any offence involving the harm or exploitation of children. All staff employed will be police vetted prior to being engaged.

Police vetting of the Rewi Alley Chinese School OSCAR Programmes management committee, staff and volunteers is completed prior to confirmation of appointment and at three-yearly intervals. Vetting must be undertaken by the Licensing and Vetting Service, Police National Headquarters, Wellington.

All employees including volunteers and committee members directly involved in the Programme must:

- Agree to a copy of their police record being obtained and must not work until their vetting form is sighted. The vetting form is subject to the clean slate legislation.
- The Police Vetting Form once returned, will be retained and filed in the employee's personal file. Oranga Tamariki and Rewi Alley Chinese School OSCAR Programmes management member will have access to these forms.

## **3.5 Performance Management**

### **3.5.1 Duty of Care**

Rewi Alley Chinese School OSCAR Programmes staff accept responsibility for children booked into the programme; from the time the children arrive at the programme, until the child, their parent or caregiver, or nominated person on the child's enrolment form signs the child out of the programme for the day.

### **3.5.2 Job Descriptions**

The Supervisor and staff as well as any volunteers will be provided with a full Job Description that clearly states the roles and responsibilities of the position.

### **3.5.3 Staff Code of Behaviour**

All staff are required to sign a Staff Information Sheet <sup>9</sup> and Code of Behaviour for Staff <sup>10</sup> stating they will abide by the policies and guidelines of the Rewi Alley Chinese School OSCAR Programmes.

### **3.5.4 Staff Induction and Training**

The Rewi Alley Chinese School OSCAR Programmes provides adequate induction, training, professional development and support for all staff.

- All staff will undergo an orientation process, which involves induction training covering the programme policies and procedures, behaviour management, health and safety, recognizing and responding to suspected child abuse, emergency procedures, first aid, etc.
- All staff will have experience and/or training in school-age childcare and/or recreation. Staff training needs will be reviewed during staff appraisals or as required. Opportunities for further training will be provided and all training will be recorded and kept on file.
- Regular staff meetings will be held to discuss any issue that may arise, activities, and resourcing.

### **3.5.5 Staff Appraisal**

All staff will receive annual performance appraisals at the end of Term 3 each year. These will be measured against the Performance Indicators in the Job Description. All staff will be reviewed by the Management Committee alongside the supervisor.

## **3.6 Staff Stress/Illness**

All staff involved in working at the Rewi Alley Chinese School OSCAR Programmes are encouraged to recognize their limits and work within these. It is expected that supervisors encourage relieving and volunteer staff to practice self-care.

If staff become unwell or are otherwise unable to attend the Rewi Alley Chinese School OSCAR Programmes, they should notify the supervisor or management as soon as possible.

## **3.7 Supervisors' Limit of Authority**

The Supervisor must consult with and reach agreement with the Management Committee in the following areas:

- Significant changes to the day to day running of the programme

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<sup>9</sup> Staff information sheet is found in appendix

<sup>10</sup> Code of Behaviour for Staff is found in appendix

- Items of expenditure greater than \$100.00
- Policy and operating guidelines changes

The Rewi Alley Chinese School OSCAR Programmes as the employer, is aware of workers' rights and obligations under the following Acts and any amendments to them:

- Employment Relations Act 2000
- Minimum Wages Act 1993
- Holiday's Act 2003
- Human Rights Act 1993.
- Health and Safety at Work act 2015
- Privacy Act 2020
- Protective Disclosure Act 2000



STANDARD FOUR:  
HEALTH AND SAFETY

1. *The organization ensures its place of work, and any place of work it uses or relies on for service delivery, comply with all legal and regulatory requirements.*
2. *The organization will, as reasonably practicable, provide and maintain a working environment for its workers and members of the public that is safe without risk to health.*
3. *The organization has safety and emergency plans for the evacuation of its place of work and any other place of work it uses for service delivery.*
4. *The organization responds effectively to adverse events in the workplace.*

*Social Sector Accreditation Standards  
level 3 page 9-11*

## Part Four Health and Safety

The Rewi Alley Chinese School OSCAR Programmes will adhere to all relevant health and safety legislation to ensure that children, staff, volunteers and visitors are protected from risk.

### 4.1 Safety Training for Staff

All Rewi Alley Chinese School OSCAR Programmes staff, including volunteers who are involved with the children in the programme, will be adequately trained in all health and safety procedures. The School ensures required staff have current first-aid training and certification. All staff and management will comply with all relevant health and safety legislation:

This training may be done through one of the following training applications

- The WorkSafeNZ
- In-house training
- Induction
- OSCAR Network training or other suitable organization

### 4.2 Buildings and Facilities

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

- The School building has a current warrant of fitness. Any issues with the condition of the building, particularly those relating to safety should be reported immediately to the health and safety officer or if unavailable to the Board of Trustees. Any maintenance or inspections are to be recorded on the school management journal by the Health and Safety Officer.
- Posters displaying the evacuation procedure are mounted on walls in the building. These will be visible to all staff, children, parents and caregivers.
- There are six exits in the building; the main entrance door, the front door entrance and the far end entrances. All exits in the building are clearly marked.

- There is disabled access at the side of the building.
- The programme premises, equipment and furnishings used, are kept in a clean and hygienic condition and complies with local council requirements. The venue and toilets are cleaned regularly by the school cleaner however staff are expected to ensure the venue is left in a reasonable state and have access to a cleaning kit which is kept in the cleaning cupboard. Staff will ensure all dishes are washed, dried and put away after use.

### **4.3 Safety Checks**

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

- Venue facilities and playground equipment will be checked at the beginning of each programme to identify risks. Any risks are then transferred to the Hazard ID form<sup>11</sup> and checked weekly.
- All play equipment will be checked before being put out for the day. Any damage will be recorded in the Daily Diary<sup>12</sup> with a note to the committee to organize repair or replacement of the damaged play equipment.
- All play equipment will undergo a stock take at the end of each year. All damaged equipment will be repaired or replaced as required. This will be noted in the Stock Take Register<sup>13</sup>.
- Children are not to play with unsafe play equipment.

### **4.4 Risk Analysis**

#### **4.4.1 All Risks**

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

- A risk analysis of the programme venue (this includes the inside and outside areas utilized by the programme) will be completed before the programme begins and at the beginning of each term or holiday period.
- Identified risks will be written on the Hazard ID form and checked at least weekly to maintain high safety standards.
- The Hazard ID form will be dated and signed by the assigned person.

#### **4.4.2 Risk Based Activities**

- Risk assessments shall be completed on all off-site activities or risk-based activities to determine suitable staff: child ratios. As a basic ratio high risk activity such as water-based activities shall have a ratio of 1:4.
- Staff will be appropriately trained and fit the purpose of the activity or processes.
- Risk assessment is to be completed before the activity starts and throughout the activity. All assessment and management need to be recorded on the Risk Assessment and Management System<sup>14</sup>.

### **4.5 First Aid Kits**

A maintained first aid kit is always to be kept at the programme which includes during offsite visits. The first aid kit is always to be stored out of reach of children.

- The staff will do a routine check of the first aid kit at the beginning of each term and holiday period using the First Aid Checklist<sup>15</sup>. Any required resources are to be purchased prior to the programme commencement.

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<sup>11</sup> Hazard ID Form is found in appendix

<sup>12</sup> Daily Diary is found in appendix

<sup>13</sup> Stock take register is placed in the QMS appendix.

<sup>14</sup> RAMS is found in the appendix

<sup>15</sup> First Aid Checklist is in the appendix.

- If the first aid kit has been checked but does not require any resources this check must be noted on the form and filed as evidence of a check having taken place.
- The first aid kit will be stored in the programme venue cupboards or in the supervisor's backpack whilst on outings.

#### **4.6 Toilet facilities**

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

- The toilet facilities will be checked daily to ensure they are clean and have enough toilet paper, soap and something suitable for drying hands.
- Staff will have access to a cleaning kit in the instance that the toilets may need cleaning throughout the programme's session.
- If more toilet resources are required these are to be purchased prior to commencement of the programme.
- During off site visits staff will carry hand sanitizer and tissues in the instance that offsite toilet facilities are lacking these.
- All off site public toilets will be checked for members of the public prior to the children entering.
- If a member of the public is using the facilities a staff member must enter the toilets to wait in the foyer whilst the children use the facilities.
- If this is not suitable then the children must wait until the member of the public leaves the facilities.
- If there is not a member of staff of the same sex present at the programme it is suitable for the children to utilize the disabled toilets.

#### **4.7 Food and Food Preparation**

The Rewi Alley Chinese School OSCAR Programmes health and safety policies and procedures are in line with the Rewi Alley Chinese School Health and Safety Plan<sup>16</sup> and the Health and Safety at Work Act 2015 and the Food Safety Act 2015.

- All food is handled in a hygienic manner, the preparation of food and the food preparation area is cleaned daily and as required.
- All food is to be stored in an appropriate container, refrigerator or freezer. If food is being taken on an outing it may be stored in a cooler bag with ice or something suitable.
- The food preparation area is to be cleaned daily, all dishes are to be washed and benches to be wiped down.
- Before all food preparation, hands will be washed and dried thoroughly.
- Food will be prepared in the kitchen area having access to a microwave, fridge, hot water and cooker.
- Food must not sit out for long periods of time. All food will be stored hygienically until it is served to the children.
- All food will be checked before use for expiry dates
- All children and staff are to wash their hands prior to eating.
- Rubbish will be sorted into recyclable, worm farm or compost, or other for disposal. It is the responsibility of the supervisor to ensure rubbish is disposed of suitably.

#### **4.8 Smoke-free**

The Rewi Alley Chinese School OSCAR Programmes is a smoke free programme. At no time during its operation is anyone permitted to smoke on the premises or on offsite visits.

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<sup>16</sup> Rewi Alley Chinese School Health and Safety Plan is found in Appendix  
RACS – QMS – REWI ALLEY CHINESE SCHOOL OSCAR Policies and Procedures

- The School grounds are bound by law to be smoke free. No one is permitted to smoke on school grounds.
- Smoke free signs will be present at all venues to ensure promotion of our smoke free policy.
- Parents will be made aware of our smoke free policy during enrolment of their child.
- Staff are informed during induction of our smoke free policy.
- Any staff who do need to smoke during the programme's operation can only do so outside of the programme's boundaries and not within sight of the children. This includes off site visits.
- Staff are permitted to leave the programme to smoke if the staffing ratios are maintained however the staff must be out of sight of the children.

## **4.9 Cleaning**

The venue is expected to be left in a clean state at the end of each day.

- As all venues are shared facilities, all venues must be cleaned daily.
- A cleaning kit is provided to staff and staff have access to a vacuum cleaner, mop and bucket, as well as cloths and sprays for cleaning up.
- Cleaning may be required throughout the programme.
- The supervisor is responsible for ensuring the venue is kept clean this includes the kitchen and toilet area.
- All dangerous cleaning materials are always to be stored out of reach of children.

## **4.10 Dispensing Medicine**

All medication required whilst at the programme must be reported and collected by the staff.

- Medicine will not be administered to a child unless a Medical Consent Form<sup>17</sup> has been filled in and signed by parents.
- Medicine will be collected from parents and administered as per the stipulated instructions on the Medical Consent Form, recorded and signed by staff.
- All staff are made aware of any medical condition that any child has, and the action required.

## **4.11 Storage of Medicine**

At all times all medication is to be kept out of reach of children.

- All medicine must be clearly labelled showing the child's name and dosage, stored in the first aid kit cupboard and out of reach of children.
- During an offsite visit medication is to be kept in the supervisor's backpack which is always to remain with the programme.
- If the programme is split into groups, the group leader may need to be responsible for that medication and it will be kept in their backpack.
- At no times are children to have any medication in their personal effects during programme operation. This includes Ventolin and other personal medication.

## **4.12 Unwell children**

Unwell children should not be at the programme.

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<sup>17</sup> Medical Consent Form sample is available in the appendix  
RACS – QMS – REWI ALLEY CHINESE SCHOOL OSCAR Policies and Procedures

- If a child comes to the programme and is unwell their parents or emergency contacts will be contacted to collect the child.
- Whilst the child waits for their parents to collect them, they will be made comfortable in a quiet area of the room. A cushion, comfortable chair or bean bag will be made available and a blanket if required.
- A staff member with first aid training will be assigned to keep an eye on the child to ensure they do not deteriorate.
- The child's temperature may be taken to determine change in wellness.
- If a child is very unwell and they need urgent medical care they will be taken to a medical facility accompanied by a staff member. If this occurs a member of the management committee must be contacted. This is to ensure adequate staffing numbers at the programme are maintained and support is available to the staff during this emergency process.
- Any medical costs will be directed to the parents.
- If a child has a contagious illness they will be required to stay away from the programme until they are no longer contagious.

### **4.13 Accidents**

All accidents will be recorded in the accident register<sup>18</sup>

- When an accident occurs the names and details of the persons involved are recorded in the register.
- Parents are informed either by sighting the accident register, or by phone call or a note sent home, depending on the severity of the accident. Whatever means of communication must be written in the accident register.
- Any treatment given during the accident must be recorded in the accident register.
- The supervisor must be informed of all accidents.
- Management may need to be informed if the accident is one of severity.
- In the event of a serious accident the scene must be maintained undisturbed.
- In the event of a serious accident WorkSafe will be notified.

### **4.14 Incidences**

All incidents will be recorded in the incident register<sup>19</sup>.

- When an incident occurs the names and details of the persons involved are recorded in the incident register.
- Parents are informed either by sighting the incident register, or by phone call or a note sent home, depends on the severity of the incident. Whatever means of communication must be written in the incident register.
- Staff actions before, during and after, the incident must be recorded in the incident register.
- The supervisor must be informed of all incidents.
- Management may need to be informed if the incident is one of severity.
- Serious events must be communicated to MSD.
- In the case of serious incident WorkSafe will be notified.

### **4.15 Animal Safety**

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<sup>18</sup> Accident register is found in the appendix

<sup>19</sup> Incident Register is found in appendix

All animals are prohibited from the Rewi Alley Chinese School and its ground.

#### **4.16 Animal Encounters**

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

- If an animal comes onto the premises, staff will assess the danger of the animal and either remove the animal from the premises, restrain the animal until the owner can be contacted or contact local authorities to remove the animal.
- If an encounter with an animal occurs whilst on an outing staff will assess the danger of the animal and either remove or restrain the animal if appropriate or remove the children to a safe spot to ensure the children's safety.

#### **4.17 Sun-safety**

The programme promotes sun safety for children and staff.

- Hats are to be worn when outside. Parents are expected to provide their child/ren with a sunhat during the programme. Every effort will be made by staff to ensure the children are wearing their hats when outdoors.
- All staff will bring their own hats and will wear them outdoors.
- Outdoor activities will be organized so that the hottest part of the day is avoided if possible and time spent in the sun will be limited.
- There will be sunscreen available during summer programmes. If a child has an allergy to the sunscreen provided, they are expected to bring sunscreen of their own.

#### **4.18 Emergency Procedures**

In any major emergency the priority will be the safety of children and staff.

Emergency Procedures<sup>20</sup> are detailed on the wall in the corridors. All staff are to familiarize themselves with the instructions. If the fire alarm sounds, the building must be evacuated immediately, and all occupants must proceed to the assembly area near Carpark 1.

In the event of fires or earthquakes, the Fire/Earthquake evacuation procedures need to be followed. In the case of storms causing an emergency the programme is to remain inside the designated classroom. The Supervisor is responsible for contacting the local emergency services.

##### **4.18.1 Fire Evacuation Procedures**

The Fire Alarm response will be tested once each semester.

##### **In the event of a Fire Alarm:**

1. The Health & Safety Coordinator must wear a HIGH\_VIZ VEST to be easily identified.
2. If a fire is identified, do not attempt to put the fire out unless it is completely safe to do so. Otherwise wait for the Fire Service.

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<sup>20</sup> Emergency procedure is found in this section  
RACS – QMS – REWI ALLEY CHINESE SCHOOL OSCAR Policies and Procedures

3. Teachers **MUST** visually check the emergency exit stairs to confirm they are able to be used safely before evacuating in single file to the Muster Point.
4. Evacuate the buildings calmly and gather at the Muster Point. Teachers must be last to leave after confirming that the school rooms are clear.
5. Office staff will telephone the Fire Service, then evacuate the buildings and gather at the Muster Point with the First Aid Equipment.
6. The priority will be to check for any injuries and deal with these.
7. Teachers will check all students are accounted for, by checking against the class role.
8. Fire Wardens will inspect the school paying particular attention to the stairs, electrical fittings, plumbing and will be responsible for deciding when the staff and students can return into the school and resume their studies.
9. Should it not be possible to return to the buildings, a register of all students will be written up by each teacher and students' caregivers will be telephoned for student pick up.
10. The School Caretaker will secure the buildings, but only where it is safe to do so.

#### **4.18.2 Earthquake Procedures**

This response will be tested once each semester.

##### **In the event of an Earthquake:**

1. **DROP** to the floor
  2. **COVER** your head by gathering under desks
  3. **HOLD** on to anything or each other for stability
- Do not attempt to evacuate the building until the shaking stops.
  - The Health & Safety Coordinator must wear a HIGH\_VIZ VEST to be easily identified.
  - Teachers on second floor **MUST** visually check the stairs, both main stairs and emergency exit stairs to confirm they are not damaged and are able to be used safely before evacuating the upper classrooms in single file to the Muster Point.
  - Evacuate the buildings calmly and gather at the Muster Point. Teachers must leave only after confirming that the school rooms are clear.
  - Office staff will evacuate the buildings and gather at the Muster Point with First Aid Equipment.
  - The first priority will be to check for any injuries and deal with these or seek medical assistance.
  - Teachers will check all students are accounted for, by checking against the class role.
  - The School caretaker will inspect the school paying particular attention to the stairs, electrical fittings, and plumbing and will be responsible for deciding when the staff and students can return into the buildings and resume their studies.
  - Should it not be possible to return to the buildings, a register of all students will be written up by each teacher and students' caregivers will be telephoned for student pick up.
  - The School Caretaker will secure the buildings, but only where it is safe to do so.

#### **4.19 Drills and Safety Briefings**

Drills and safety briefings will be carried out and recorded as follows:

- Safety briefs will be given at the beginning of the programme or when a new child joins the programme in the middle of the programme.

- Drills will be carried out at a minimum of once a term for before or after school programmes.
- Drills will be carried out at the beginning of the programme and at least once weekly during the holiday programme.
- A record will be kept of when each emergency drill is held and the names of staff who participated. A record of the drill will be kept with the Evacuation Sheet for Holiday Programme<sup>21</sup>.

#### **4.20 Phone access**

The programme always has access to a phone.

- A landline phone is located in the office.
- During offsite visits staff will be provided with a cell phone if cell phone coverage is unavailable then the nearest landline must be identified for use in an emergency or alternatively a radio will be carried.
- The parents will have access to the programme cell phone number stated in the enrolment information or informed before offsite visits. The cell phone number will also be available at the programmes base site.

#### **4.21 Shoes**

- Children are asked that mud is not brought into the school building.
- In the event of an evacuation, nobody is to stop to put their shoes on if they have been removed.

#### **4.22 Safety Notifying and Reporting**

The Rewi Alley Chinese School OSCAR Programmes will understand and fulfil its statutory and/or regulatory obligations in relation to essential notification and reporting.

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<sup>21</sup> Evacuation Sheet for Holiday Programmeme is found in appendix  
RACS – QMS – REWI ALLEY CHINESE SCHOOL OSCAR Policies and Procedures



STANDARD FIVE:  
GOVERNANCE AND  
MANAGEMENT STRUCTURE AND  
SYSTEMS

1. *The organization has a clearly refined and effective governance and management structure and systems.*
2. *The organization collects, records, stores and uses information in keeping with the relevant legislation.*

*Social Sector Accreditation Standards  
level 3 page 12*

## **Part Five Governance and Management Structure and Systems**

The Rewi Alley Chinese School OSCAR Programmes is under the governance and management of the Rewi Alley Chinese School Trust.

The Rewi Alley Chinese School OSCAR Programmes maintains records in accordance with the Privacy Act 1993 and other relevant legislation.

### **5.1 Information and Photos**

All information gathered on staff, management, children and their families will only be used for the purpose it was collected. Information will be updated and change of circumstances noted each holiday period for all the children attending the programme. The programme's Enrolment Form contains a statement that "parents /caregivers are responsible for updating their enrolment details" to ensure in an emergency the programme can contact parents and emergency contacts.

Photos or videos may only be taken of children and staff who have signed the consent. These are for marketing; promotional and holiday programme use only.

### **5.2 Record Keeping**

- The Rewi Alley Chinese School OSCAR Programmes places a high value on privacy of information relating to staff, children and community members. The programme maintains the highest level of privacy and discretion in all matters in accordance with the Privacy Act 1993.
- All information on children, families, and staff is filed securely in a locked filing cabinet and/or password protected if in an electronic format such as an Excel or Word file. It will only be accessed by those who have the required authority to do so.
- All conversations between staff and parents must remain confidential.
- All staff must be extremely careful about what they discuss between themselves and should not discuss anything personal or private in a public area as per the Code of Behaviour.

### **5.3 Access to Records**

All information gathered as part of the enrolment process is given by a parent or caregiver and is required to be updated regularly and may be accessed by Child Youth and Families.

- Parents are to complete an enrolment form before a child attend. These will be updated annually for afterschool and every school holiday for school holiday programme.
- Information collected during the enrolment process can only be used for its intended purpose and will not be given or sold to any other organization. However, as part of the approvals process Oranga Tamariki may look at enrolment information.
- The programme advises the parents or caregivers about the above information on the Parent Contract of Enrolment<sup>22</sup>, which includes:
  - ❖ Who will have access to their personal information?
  - ❖ When access has been given to their personal information

### ***5.3 Archiving or Disposal of Records***

Archiving and disposal of the records will follow the Rewi Alley Chinese School general disposal procedure. The processes are in keeping with relevant legislative requirements. When appropriate, information is disposed of securely.

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<sup>22</sup> Terms and Conditions of Enrolment is found in the Enrolment Form  
RACS – QMS – REWI ALLEY CHINESE SCHOOL OSCAR Policies and Procedures

STANDARD SIX:  
FINANCIAL MANAGEMENT  
AND SYSTEMS

1. *The organization is financially viable.*
2. *The organization has financial management systems appropriate to the size and complexity of the organization.*
3. *The organization has adequate insurance cover for the size and complexity of the organization.*
4. *The organization has arrangements for the regular independent audit, or in some cases review, of financial accounts.*

*Social Sector Accreditation  
Standards level 3 page 13*

## Part Six Financial Management

The Rewi Alley Chinese School OSCAR Programmes's financial management system is in line with the Rewi Alley Chinese School Financial System. All Financial information will be recorded and reported using clear systems of financial reporting.

The Programme's primary sources of income include:

- Fees
- Voluntary contributions/Donations
- Subsidies
- Grants

### 6.1 Fees

All the fees will be payable in cash, Eftpos, cheque, automatic payment or internet banking.

- The School Administrator will be responsible for receiving and receipting the fees for the programme. Parents who have not paid in advance will be sent an account at the end of the programme.
- All paid fees will be recorded in the income and expenditure report.

### 6.2 Receipts

All income received will be receipted. A copy of each receipt will be given to the payee and a copy kept for the programme. The receipt will contain the following information:

- Name of child (or children)
- Date of payment
- Dates of the attendance at the programme
- Amount paid
- Initials of person receiving the payment
- Unique receipt number/code

The total fees will then be banked into the Rewi Alley Chinese School OSCAR Programmes account.

## **6.3 Subsidies**

It will be the responsibility of each parent/caregiver who wishes to apply for a subsidy. Forms may be obtained from the OSCAR supervisor. They will need to complete the relevant sections on the form and approach the supervisor to complete the sections on behalf of the programme.

Once both parties have completed and signed the form, parents will be advised that it is their responsibility to send the forms to WINZ themselves. The parents will be responsible for paying the full cost of the programme if their application for subsidies is declined.

## **6.4 Terms and Conditions of Payment**

Parents/Caregivers are expected to pay in advance. If they cannot then an arrangement may be made with the administrator.

If a parent acquires a debt they will be invoiced at the enrolment.

If a parent/caregiver does not pay before the programme starts or fail to arrange with the administrator, the child will not be admitted to the programme.

## **6.5 Payment and recording of expenses**

### **6.5.1 Payment of Expenses**

A budget will be drawn up at the beginning of each term to show the following areas of expense.

- Wages
- Stationery
- Craft materials
- Resource materials
- Outdoor activities/Trips
- Food
- Maintenance
- Other

Payment of all resources will be required to be approved by the school. All purchases should be made by invoice. If in the instance cash purchases do need to be made, then a receipt is to be kept as proof of purchase.

This claim form will also require a signature from the management for authorization and will then be passed on to the Treasurer to organize reimbursement. The treasurer will need to update the expense record on the system (see below).

### **6.5.2 Recording of Expenses**

All expenses need to be recorded in the expenses sheet. This will be completed by the Administrator and reviewed by the Treasurer.

A report updating the expenses will be completed for every committee meeting.

## **6.6 Banking**

As each payment for the programme is received and recorded it will be kept with the Administrator and banked on a regular basis.

## **6.7 Payment of wages**

Staff will receive a pay slip which details the following:

- Name of Employee
- Employment role
- Dates of the days worked
- Number of hours worked
- Hourly rate
- Any extra payments due
- Total due
- Administration signature

## **6.8 Auditing**

As part of the Rewi Alley Chinese School programmes, the OSCAR holiday programme accounts will be audited annually. The following reports are available for viewing when needed:

- Annual audited accounts
- Audit reports and auditor's opinion
- Auditor's letter

## **6.9 Insurance**

The REWI ALLEY CHINESE SCHOOL always has an appropriate and current level of insurance in place. It includes indemnity for staff, governance, asset and proper insurance and business continuity insurance.

## Part Seven Resolution of Complaints

All parents and staff have a right to make a complaint or share a concern. All complaints and concerns will be discussed and noted at the following committee meeting or sooner.

The basis of the complaint needs to be identified and rectified if appropriate.

The following procedures need to be followed for any complaints:

- When a verbal or written complaint or concern is raised the supervisor should discuss it with the person concerned and report to the management committee.
- If this is not appropriate this may be directed to the management committee member within 24 hours. A copy of these people and their contact details is available on the notice board at the programme.
- Any complaint received either verbally or in writing by the management committee must be responded to within 5 working days of having received the complaint.
- A note is to be made in the minutes of the next committee meeting of the complaint, any investigation and the resolution, if possible.
- If not, possible it will be decided at that committee meeting who will be responsible for the investigation of the complaint and the follow up resolution. Results need to be noted in the minutes of the next committee meeting.
- The committee may need to ask for support regarding the complaint and may contact several support agencies identified<sup>23</sup>.
- If the complaint cannot be made directly to the programme, ORANGA TAMARIKI or Department of Labour can contact.

### STANDARD SEVEN:

#### RESOLUTION OF COMPLAINTS AND RELATED TO SERVICE PROVISION

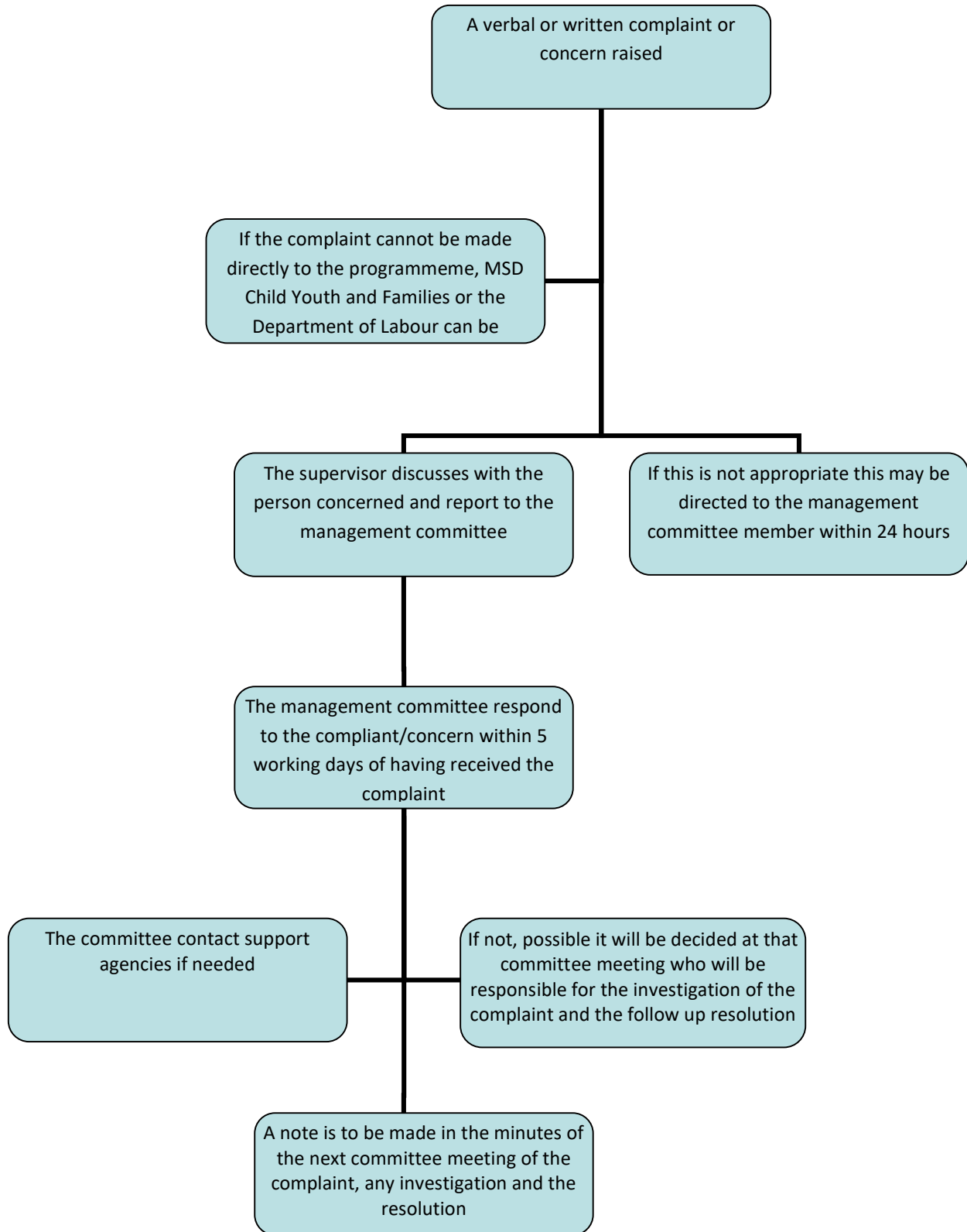
*The organization has a formal process for receiving, considering and resolving complaints that is soundly based in law and is consistent with the principles of natural justice, and ensures the support and safety of the complainant throughout the process.*

*Social Sector Accreditation Standards level 3 page 15*

The Complaint Procedure Flow Chart<sup>24</sup> will be displayed at the venue and explained to the parents at enrolment.

<sup>23</sup> Support Agencies can be found in the appendix

## Compliant Procedure Flowchart



<sup>24</sup> Complaint Procedure Flow Chart is found in this Section

STANDARD EIGHT:  
QUALITY IMPROVEMENT

*The organization regularly monitors and makes improvements to its services.*

*Social Sector Accreditation  
Standards level 3 page 16*

## Part Eight Quality Improvement

Rewi Alley Chinese School OSCAR Programmes quality assurance and improvement is in line with the Rewi Alley School Trust Quality Management System.

Quality improvement ensures:

- This is done in line with the Vulnerable Children Act 2014.
- The rules and processes remain fair and effective.
- Complaints are being dealt with expeditiously and fairly.
- All events must be communicated to parents and all serious events must be communicated to MSD.

### 8.1.1 Quality Management System

#### 8.1.1 Scope

The Quality Management System (QMS) covers all the Rewi Alley Chinese School OSCAR Programmes operations.

#### 8.1.2 Purpose

The QMS is for the use of both management and staff at the School to improve the quality of services and programmes offered.

#### 8.1.3 Policy

The School is committed to continuous improvement of the Quality Management System. It will action this by the regular and annual assessment of quality that includes input from staff, trainees, and interested stakeholders.

#### 8.1.4 Amendments

The QMS is subject to ongoing audit and review by the processes set out in it. The School welcomes feedback which aims to improve the QMS and the quality of the systems in it.

#### 8.1.5 Availability



Two copies of the QMS are maintained: The main copy is kept by the Board and the second copy is on site; staff are required to be familiar with its content.

## **8.2 *The Internal Review Process***

The School is committed to the practice of quality assurance. To achieve this, it ensures that its policies and procedures:

- are internally reviewed annually.

The annual internal review is scheduled in February. It may occur at other times if triggered by feedback or the need is identified. This audit is conducted by the management Committee.

- are subject to ongoing review
  - by the Supervisor  
The Supervisor, who is on site each day of operation, constantly reviews the programme and its performance and procedures. This is a daily activity. Changes can be made at once.
  - by the Students  
Students can comment informally and directly to the Supervisor at any time. An evaluation form is available.
  - By the Parents/Caregivers  
Parents/caregivers can contact the Supervisor, the management committee or a board member to raise any matter of concern or feedback.

The nominated management committee member is responsible for recording all instances of non-compliance that are identified on the appropriate control sheet; to make any amendments which are required to both copies of the manual; and to record such changes on the QMS control sheet.

This applies to any matters whether found through internal or external review.

## **8.3 *External Review Process***

The Rewi Alley Chinese School OSCAR Programmes and its policies and procedures are externally reviewed by MSD on an audit cycle which determines whether the programme is meeting standards.

## **8.4 *Control of Document and Data***

- All policies, procedures and forms relevant to it require some level of control.
- The policies, procedures, forms and their revisions are reviewed and approved by the Board.
- There is one controlled copy of this manual. It is kept by the Board.
- Revisions to the hard copy manual are made by the management committee and a copy is available to staff and interested parties.
- The current status of forms is indicated by a version number and date recorded on the form (e.g. version 1. Issue date: March 2018).

## Part Nine Client Services and Programmes

### 9.1 Enrolment

#### 9.1.1 Enrolment Form

The Enrolment Form is to be completed and signed by the parents/caregiver for each child before the child can participate in the programme. This is at the beginning of a school year or when the child first attends the after-school programme and every time the child is enrolled in a school holiday programme for each school holiday period.

The Enrolment Form <sup>25</sup> must include the following information:

- Child's name, age, address and home phone number
- Parent/caregiver's name and work number and cell phone number if available
- At least two Emergency contacts
- Names of adults authorized to collect the child. If a parent or guardian is not authorized to collect a child, the reason must be significant and evidence must also be provided, e.g. custody, access to a protection order.
- The day/s of the week and the particular sessions the child will be attending.
- Parent/guardian consent when any child has been allowed to leave the programme un-accompanied.
- Special instructions regarding access
- Any health or medical conditions, allergies and medication required (Medicine should not be administered to any child without the written consent of the child's parent)
- Name and contact number of family doctor
- Any cultural needs or requirements
- Transporting children
- Photos of children(optional)
- Signature of parent/caregiver and date signed
- Rewi Alley Chinese School OSCAR Programmes Parent Contract <sup>26</sup>– duly signed and dated

#### STANDARD NINE:

#### CLIENT SERVICES AND PROGRAMMEMES

1. *The organization collects appropriate information and ensures the needs of the client match the criteria for service.*

1.1 *The organization ensures it has necessary consents.*

2. *The organization develops timely, effective plans for all client services and programmemes.*

*Social Sector Accreditation Standards level 3 page 17*

<sup>25</sup> Enrolment Form is found in appendix

<sup>26</sup> Parent Agreement is found in appendix

Rewi Alley Chinese School OSCAR Programmes Parent Contract will also advise:

- Parents of their responsibility to inform Rewi Alley Chinese School OSCAR Programmes of changes to information given on the Enrolment Form
- Custody or access arrangements or protection orders that relate to the child

### **9.1.2 Enrolment Procedure**

- All parents or caregivers will complete the enrolment form, sign the parent contract and pay fees to ensure a space is held for the child on the programme.
- Parents are informed at enrolment of the programmes' complaints policy, behaviour management policy and drop off and collection of children policy.
- Staff will check all enrolment forms to ensure they are correctly completed and enquire about:
  - ❖ All health or medical needs - the parents will need to complete a medical registration form for all medication. All medication is to be kept with the supervisor unless other arrangements are made.
  - ❖ All cultural needs are discussed with the parent and all staff are then made aware of this need.
  - ❖ Custody arrangements are discussed with the parent enrolling the child.
  - ❖ Best contact details for parents and what parents will be doing during the programme.
  - ❖ At least two emergency contacts.
  - ❖ Photos release arrangement.
- Copies will be made of all enrolments. The supervisor will have these copies available for taking offsite during outings.

### **9.2 Drop off and Collection of children**

Children are to be dropped off and/or picked up where appropriate by a parent or caregiver unless prior arrangements are made with parental consent, preferably in writing.

- Parents are expected to sign their children in at the beginning of the programme and sign their children out at the end of the programme.
- Parents are expected to contact Rewi Alley Chinese School OSCAR Programmes by phone, WeChat or text message or leave a message before the start of the programme if their child will not be attending.
- Parents will be charged if their child is absent after the programme starts.
- Parents are to inform Rewi Alley Chinese School OSCAR Programmes staff of any change of person who is collecting the child. If they are not listed on the child's enrolment form this is to be advised preferably by writing.
- Parents are to give written permission for children to leave the programme unaccompanied. This will only be granted in agreement with staff at the enrolment.
- Children will remain with Rewi Alley Chinese School OSCAR Programmes staff until they are collected.
- Staff is responsible for duty of care until the last child is picked up from the programme.
- A late pickup fee may be applied if the parents collect their children after the scheduled closing time.

### **9.3 Children not arriving at the programme when expected**

If a child does not arrive at the programme when expected staff must identify the location of the child to the best of their ability.

Procedures:

#### **Step 1:**

A supervisor will contact the child's parents/caregivers or in the case of after school programmes the school that the child is enrolled in, to identify the child's whereabouts. If there is no information available as to the whereabouts of the child emergency contacts will be contacted in the case of an absence, within 10 minutes of a child not arriving.

#### **Step 2:**

If step one is not successful a Rewi Alley Chinese School OSCAR Programmes staff member will search the immediate environment and surrounding areas for the absent child if they are to be expected at the programme. 10 minutes after step one.

#### **Step 3:**

Parents/caregivers will be notified by the Rewi Alley Chinese School OSCAR Programmes supervisor when the child is found. Within 5 minutes of child being found.

#### **Step 4:**

Failing to locate the absent child, parents/caregivers will be notified, and then police will be contacted regarding the missing child within 30 minutes of step 1.

A fee of maximum amount of \$50 plus any extra cost may be incurred as a finder's fee if the child has not been cancelled from the programme.

### **9.4 Children not collected at the end of the programme**

The following procedure will be adhered to:

- Minimum two Rewi Alley Chinese School OSCAR Programmes staff members will remain with the child until they are collected.
- Parents/caregiver or emergency contacts will be contacted to collect the child by the supervisor.
- If the Rewi Alley Chinese School OSCAR Programmes supervisor is unsuccessful in contacting the parents/caregivers or emergency contacts, the police will be contacted for advice after 30mins.

### **9.5 Transporting children**

Children will be transported safely in appropriate vehicles. All vehicles must meet the current regulations for New Zealand.

- Vehicles may include bus, taxi, vans or private vehicles.
- All vehicles will be checked before use for WOF, and Registration and a copy of the driver's license will be kept on file.
- If traveling in more than one vehicle the vehicles will travel in convoy to the destination and/or communication will be available from vehicle to vehicle this may include cell phone, walkie talkie or something similar.
- Parents/Caregivers will be informed prior to any offsite visit involving transport and asked to sign a permission form <sup>27</sup>(this may be included in the enrolment form for school holiday programmes).
- Anyone transporting children in private vehicles will be required to have a copy of their license kept on file and a current police vet.
- Rewi Alley Chinese School OSCAR Programmes will always hire a reputable and reliable bus company to transport the children in all our outings.
- A car will be made available in an emergency.
- In an emergency a staff member may be in a situation where the ratios are 1:1 in a vehicle. In this situation the child must sit in the back seat.

## 9.6 *Off-site activities*

The staff child ratio will be a maximum of 1:8 depending upon age of the child.

The supervisor will bring along on all outings:

- Copies of the enrolment forms where the information of all children are contained.
- The programme's cell-phone for emergencies
- A First-Aid kit

A risk analysis will be made on all outings with RAMS and Safety Action Plan <sup>28</sup> completed.

In the event of accident or breakdown, the following procedures apply:

- Ensure the children are calm and safe.
- Ensure children are closely supervised by staff at the roadside away from oncoming vehicles while waiting for a rescue vehicle to arrive.
- In the instance that it is unsafe outside of the vehicle the children are to remain inside the vehicle.
- In the instance that it is an unsafe position for the children to remain inside the vehicle and outside the vehicle the police will be contacted for support.
- Parents/caregivers will be contacted if the programme will be returning to the venue later than expected.

## 9.7 *Minimum staffing*

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<sup>27</sup> Permission form is found in the Activity/Sport Parent Consent Form in appendix

<sup>28</sup> RAMS and Safety Action Plan is found in appendix

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

- The staffing roster will always include at least two staff. One will be assigned as a supervisor and one as an assistant.
- No staff member is to be left alone with one child.
- If a staff member cannot attend their rostered day the supervisor will need to be informed and is responsible for contacting a reliever on the relievers list<sup>29</sup>. If no one is available a committee member shall be contacted to attend the programme.
- If the supervisor is unable to attend a committee member is to be contacted to arrange a reliever for the programme and the assistant fills in as supervisor.

## **9.8 Supervisor**

The programme will always have one identified person as supervisor who is 20 years plus.

- The supervisor will always be in attendance of the programme during operational hours. This means until the last child has gone home.
- If the assigned supervisor is unable to attend the programme the committee shall be responsible for assigning another person as supervisor.

## **9.9 Minimum Age**

The minimum age to be counted in staff ratios shall be 20yrs.

- All staff and volunteers shall be over the age of 20years if they are to have a responsibility of the children.
- Any person under the age of 20 years can still work in the programme however shall not be included in any staff: child ratios.
- Any person under the age of 20 years must always be actively supervised by a person over the age of 20 years.

## **9.10 Site supervision**

For the overall site supervision, ideally the supervisor shall be a person over 20 years.

- The supervisor must remain on-site and be available to children.
- If the supervisor is unable to attend the programme a reliever or the assistant should be over 20 years

## **9.11 Minimum staffing ratios**

The programme will adhere to suitable staffing ratios.

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<sup>29</sup> The relievers contact list shall be filed with the employment information and staff files

- Onsite ratios will be 1 staff member:10 children.
- Offsite ratios will be 1 staff member: 8 children.
- High risk activities including but not limited to swimming, shall be 1: 4.
- **A minimum of two staff will always be onsite.**

## **9.12 Attendance records**

The programme has a daily register of all children in attendance and staff are always aware of children's presence.

- The supervisor is responsible for checking the register on arrival of children at the programme.
- Staff shall keep each other informed as to the whereabouts of children during programme operations.
- Regular checks will be done though out the programme to ensure all children are present.

## **9.13 Boundaries**

The children shall play in safe areas.

- Children shall not play in areas that may cause harm such as in car parks or along unfenced boundaries.
- All boundaries are to be told to the children on arrival at the venue (this may be during an offsite visit) and reinforced during the programme.

## **9.14 Medication and Unwell Children**

### **9.14.1 Consent of Medication**

All medication required whilst at the programme must be reported to and collected by the staff.

- Medicine will not be administered to a child unless a Medical Consent Form<sup>30</sup> has been filled in and signed by parents.
- Medicine will be collected from parents and administered as specified on the Medical Consent Form, recorded and signed by staff.
- All staff are made aware of any medical condition that any child has, and the action required.

At all times all medication is to be kept out of reach of children.

- All medicine must be clearly labelled showing the child's name and dosage, stored in the first aid kit cupboard and out of reach of children.
- During an offsite visit medication is to be kept in the supervisor's backpack which is always to remain with the programme.

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<sup>30</sup> Medical Consent Form sample is available in the appendix

- If the programme is split into groups, the group leader may need to be responsible for that medication and it will be kept in their backpack.
- At no times are children to have any medication in their personal effects during programme operation.

### **9.14.2 Unwell children**

Unwell children should not be at the programme.

- If a child comes to the programme and is unwell their parents or emergency contacts will be contacted to collect the child.
- Whilst the child waits for their parents to collect them, they will be made comfortable in a quiet area of the room. A cushion, comfortable chair or bean bag will be made available and a blanket if required.
- A staff member with first aid training will be assigned to keep an eye on the child to ensure they do not deteriorate.
- The child's temperature may be taken to determine change in wellness.
- If a child is very unwell and they need urgent medical care they will be taken to a medical facility accompanied by a staff member. If this occurs a member of the management committee must be contacted. This is to ensure adequate staffing numbers at the programme are maintained and support is available to the staff during this emergency process.
- Any medical costs will be directed to the parents.
- If a child has a contagious illness they will be required to stay away from the programme until they are no longer contagious.





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# APPENDIX

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Part One Parent Information Pack

Part Two Staff Files

Part Three Administration Files



## **Appendix**

### ***Part One Parent Information Pack***



# Parent Information Sheet

## Welcome to the Rewi Alley Chinese School OSCAR Programmess

### Enrolment

Please make sure that your name, phone number and emergency contact names and phone numbers are entered on the form, and all other relevant information (medical conditions, allergies, etc.) are recorded.

Please notify the office/Supervisor/Administrator when details (address/phone/allergies etc.) on forms need updating. These forms are available through the office or at the OSCAR Programmess.

### Food

We provide morning tea/afternoon tea for all children. Sandwiches, muesli bars, crackers, and biscuits are available to eat. Apples, ice blocks and sometimes popcorn are also given.

Water is available to drink. A drink bottle is recommended, and children can refill if needed.

### Absences

After your child/ren are on the roll we expect them to attend on the days signed up for unless the Supervisor is notified or contacted.

**If you fail to contact the Supervisor or Administrator regarding any absences you will still be charged \$20.00, each time you fail to do so.**

All parents are charged a certain amount per week depending on hours booked and you will be charged if your child is away to hold your space. You must contact the Supervisor or Administrator directly if your child is sick or away from school.

Children with Work and Income subsidies will be charged for all absences unless hours have been changed through your Case Worker. You will always be charged the amount WINZ has recorded for your child. It is your responsibility to contact WINZ of any changes.

### Collecting your child

Only persons on your enrolment form will be authorized to pick up your child/ren. All children are to be picked up at the **latest by 5.30pm** each day. Please advise in writing if someone other than those on the enrolment form is collecting your child/ren. **If a child is collected late a fee at the rate of \$20 per 15 minutes will be charged.**

### Signing your child/ren out

Every child is to be signed out when collected. This is essential for safety reasons and in the case of any emergency.

# Suspected Abuse

**Child abuse** may be encountered when a child discloses abuse to a friend or a staff member or when there are signs of injury, neglect, distress or sudden and inexplicable changes in a child's general attitude and behaviour.

Procedures to be followed in the case of suspected child abuse will differ in cases where there is:

- (a) An urgent safety need to such an extent that the student cannot return home that day
- (b) The need for a thorough planned investigation when the student is not at immediate risk of further abuse.

Any person has the right to make direct contact to Oranga Tamariki /Police if they suspect abuse.

Section 15 CYP&F Act: reporting of ill-treatment or neglect of child – Any person who believes that any child has been, or is likely to be harmed (whether physically, emotionally or sexually), ill-treated, abused, neglected, or deprived may report the matter to a social worker or member of Police.

Staff have this right; however, where the concern relates to a child in the school, it is preferred, and recommended, that the concern is conducted through the supervisor, who may already hold relevant information related to the same concern. Where the concerns are about the action of the supervisor, referrals to the deputy principal and or Board Chairperson should be made.

Staff who have a disclosure made to them in the class will accept the disclosure with little or no comment but follow the matter up with the student and supervisor without delay.

The Supervisor, after careful discussion with the reporting staff member, will gather all information the School has about the student.

If urgent as in (a) above (**Urgent Safety Need**), the Supervisor will make an immediate referral to the Police or Social Worker of CYPS or WINZ. The child's parents / caregivers will be advised by the statutory agencies involved, of any action taken, as required under the CYPS Act. This will be as soon as it is appropriate depending upon the child's safety, the need for follow up or referral to another agency.

If (b) above is the case (**No Immediate Risk**), the Supervisor will refer to statutory agencies, after full consultation with staff and other professionals involved. The parents /caregivers will be advised by the agency taking the action, if any action is planned.

If a staff member is implicated as being responsible for the abuse, contact with the Board of Trustees Chairperson shall be made immediately, by the Supervisor. The Board shall ensure that the interests of the staff member (refer to NZEI guidelines) and those of the child are met.

Any reporter of suspected child abuse is protected from any criminal, civil or disciplinary action under S16 CYPS Act. The prime concern of the School will be to refer to persons with statutory obligation to investigate and, as necessary, act to protect the Student. The staff member's primary concern then is to support the student in any subsequent action.

# Behaviour Management Plan

√Be Safe    √Be Kind    √Be Fair

The Rewi Alley Chinese School OSCAR Programmes encourage a positive caring environment where inappropriate behaviour is discouraged.

All students are expected to follow the following rules:

- We follow directions.
- We stay within the school boundaries.
- We use equipment properly.
- We work and play co-operatively.
- We use appropriate language.
- We care about others.

Unacceptable behaviour will include but may not be limited to:

- All physical violence
- Physical and emotional bullying
- Verbal abuse and swearing
- Theft and vandalism
- Racism and sexism
- Substance abuse

There are consequences for breaching the above rules. All consequences will reflect the original behaviour. Failure to do so may result in removal from the programme.

- Staff will go through the rules and discuss the meaning and the reasons for them with all new children.
- The rules and the consequences of breaching these rules will also be discussed regularly.
- Staff are encouraged to use positive reinforcement as a proactive behaviour management technique.
- In the instance that a child's behaviour breaches the rules or boundaries of the programme the staff will identify an appropriate consequence for this behaviour.
- At no time will punitive discipline be used. This includes punishing children by physically hitting, withholding food or drinks, abusive, demeaning or condescending comments.
- At all times, staff will maintain a fair, consistent and positive approach to children's behaviour.
- When children conflict with each other, staff will encourage the children to resolve the situation themselves and help them by making suggestions on how to do so. If children cannot resolve the conflict staff will support them until a solution is found.
- Children will only be physically restrained if their immediate safety is at risk and verbal orders have failed.

# Complaint/Abuse Reporting Form

**Name of complainant:** .....

**Address:** .....

**Contact phone:** ..... (home) ..... (work) ..... (Mobile)

**Nature of the complaint:** (please describe who or what the complaint is about)

.....  
 .....  
 .....

**Additional information for suspected abuse:**

Name of the child/children (as known as/nicknames): .....

Date of birth (if known): ..... Ethnicity (if known): .....

Reasons why it is believed that the child is at risk: .....

.....

*Please hand the complaint form to the Programme Administrator or Supervisor. Your complaint will be treated in confidence; however, the matter will need to be discussed with the parties involved to resolve the matter. If the Administrator or Programme Supervisor cannot resolve your complaint, you will be contacted by the Principal to discuss the situation further. If the complaint has still not been resolved the School Board of Trustees will be notified and steps will be taken until all parties are satisfied.*

Signed by the complainant: ..... Date: .....

**To be signed by the following once the complaint has been resolved:**

Signed by the Complainant: ..... Date: .....

Supervisor: ..... Date: .....

Administrator: ..... Date: .....

Management Representative: ..... Date: .....



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# Appendix II

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## *Part Two Staff Files*



# Job Description – OSCAR Supervisor

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## *REWI ALLEY CHINESE SCHOOL OSCAR HOLIDAY PROGRAMME*

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Responsible to: OSCAR COORDINATOR

General Responsibility – to assist the Coordinator in management, care and supervision of children for an effective activity programme, working under their direction.

Hours of Work – Your hours of work vary based on demand (numbers of children attending). You will have designated days when you would be required to start at the designated time. The Supervisor may determine an early finish if numbers are low.

Specific Responsibilities –

- (1) To be fully familiar with the OSCAR Guidelines
- (2) To be aware of Rewi Alley Chinese School OSCAR Programmes policy and procedure
- (3) To be fully familiar with the Rewi Alley Chinese School OSCAR Programmes staff duty of care responsibilities
- (4) Preparation and supervision of refreshment – children behave in orderly manner, and handle food with appropriate etiquette.
- (5) Being prepared for, and conducting one activity per day, at the designated ‘activity’ time, catering for a group of children.
- (6) Maintaining and supporting supervision and care of children playing within the defined area, ensuring safe, fair and harmonious play, and addressing any issues of dispute or conflict
- (7) Attending to any first aid needs as required.
- (8) Keeping the coordinator informed of any incidents, regarding welfare, health or behaviour of children, and any matters raised between yourself and parents.
- (9) Exercising due care with equipment and resources.
- (10) Maintaining a clean and tidy environment

General Information

At all times you must maintain a positive manner with children which ensures their confidence in you, and their willingness to approach you. Similarly, parents must find you approachable and helpful.

This position carries significant responsibility in the care of other people’s children. For your own safety, you should always ensure you have at least **two** children in any area you are working with them, must conduct discipline calmly within the bounds of acceptable practice, and must maintain confidentiality in all matters of personal information pertaining to children, their families, staff and the school.

*Note: Under terms of the Education Act, school staff are screened through a Police Vetting, initially, and thereafter every 3 years. The process is confidential to the Principal, and should the check identify any records significant to the context of a position caring for children, your appointment is likely to be withdrawn. This would be discussed between the Principal and yourself first.*



# Job Description - Assistant Supervisor

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## REWI ALLEY CHINESE SCHOOL OSCAR HOLIDAY PROGRAMME

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Responsible to: OSCAR SUPERVISOR

General Responsibility – to assist the supervisor in management, care and supervision of children for an effective activity programme, working under their direction.

Hours of Work –Your hours of work vary based on demand (numbers of children attending). You will have designated days when you would be required to start at the designated time. The Supervisor may determine an early finish if numbers are low.

Specific Responsibilities –

- (1) Preparation and supervision of refreshment – children behave in orderly manner, and handle food with appropriate etiquette.
- (2) Being prepared for, and conducting one activity per day, at the designated ‘activity’ time, catering for a group of children.
- (3) Maintaining and supporting supervision and care of children playing within the defined area, ensuring safe, fair and harmonious play, and addressing any issues of dispute or conflict
- (4) Attending to any first aid needs as required.
- (5) Keeping the supervisor informed of any incidents, regarding welfare, health or behaviour of children, and any matters raised between yourself and parents.
- (6) Exercising due care with equipment and resources.
- (7) Maintaining a clean and tidy environment
- (8) To be fully familiar with the OSCAR programme Policies and procedures

General Information

At all times you must maintain positive manner with children which ensures their confidence in you, and their willingness to approach you. Similarly, parents must find you approachable and helpful.

This position carries significant responsibility in the care of other people’s children. For your own safety, you should always ensure you have at least **two** children in any area you are working with them, must conduct discipline calmly within the bounds of acceptable practice, and must maintain confidentiality in all matters of personal information pertaining to children, their families, staff and the school.

*Note: Under terms of the Education Act, school staff are screened through a Police Vetting, initially, and thereafter every 3 years. The process is confidential to the Principal, and should the check identify any records significant to the context of a position caring for children, your appointment is likely to be withdrawn. This would be discussed between the Principal and yourself first.*

# Code of Behaviour for Staff

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## *REWI ALLEY CHINESE SCHOOL OSCAR Holiday Programme*

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Staff are to be supportive, non-abusive and to present themselves as a positive role model. Many children have affectionate natures and express themselves freely. Regardless of the situation and child's culture and nature, staff must avoid inappropriate physical contact. To minimise the risk of actual or alleged abuse in a programme, we are committed to raising awareness of all staff working with children, to help staff avoid being put in any inappropriate or risky situations.

- a) All Staff (paid/unpaid) must be aware of policy and procedure and their duty of care responsibilities.
- b) All Staff (paid/unpaid) must ensure they are not in situations where they are alone or out of sight with individual children.
- c) The physical contact of a child during changing (this will be recorded, and parents informed of any child needing to be changed) or cleansing must be for the purpose of that task only and not be more than is necessary for that job. Children should be encouraged to take care of themselves to the limits of their ability.
- d) If a child initiates physical contact in the seeking of affection, reassurance or comfort it is appropriate to respond in a manner suitable for that child's developmental stage and needs. It is not appropriate to force any form of unwanted affection or touching of a child.
- e) In making physical contact with children, adults should be guided by the principle that they will do so solely in order to meet the child's physical or emotional needs. Touching should not be initiated to gratify adult needs. Children should not be asked to take care of adults needs, physical or otherwise.
- f) Staff must be aware of where all children are at all times.
- g) Supervisors should ensure volunteers and visitors are never alone with a child or group of children and the Supervisor will also know where each staff member is at all times.
- h) Clothing should be appropriate for activities. A staff uniform may be supplied.
- i) Personal visits and phone calls shall not interfere with responsibilities of supervision.
- j) Staff must realise their individual emotional and physical limitations, know when to ask for support and/or relief.
- k) Confidentiality must always be maintained, this means it is inappropriate for staff to discuss individual children out of the workplace.
- l) Any medication must be labelled and stored out of reach of children.
- m) Staff must use administration block toilets or when using the hall toilets check first there is no child using the facility and attach the sign on the outside of the door.
- n) Adult topics of conversation should not be held in front of children, any discussions between adults in front of children, should be suitable for the child to hear.
- o) Staff should maintain a professional relationship with families with respect to confidentiality, objectivity and conflict of interest.
- p) Except in an emergency, children must not be taken from the programme without parental consent.
- q) If a staff member is implicated as being responsible for abuse, contact with the Board of Trustees Chairperson shall be made immediately, by the Principal. The Board shall ensure that the interests of the staff member (refer to NZEI guidelines) and those of the pupil are met.
- r) Should any investigation be deemed necessary the staff member will be stood down on full pay until the outcome of the investigation is known.

# Referee Check

*REWI ALLEY CHINESE SCHOOL OSCAR Holiday Programme*

**Applicant's name:** .....

Check done by: ..... Date: .....

**Referee's name:** .....

Address: ..... Phone number: .....

Relationship to applicant: ..... How long has known applicant? .....

How well does he/she work with children? .....

How well does he/she relate to or communicate with parents/adults?

.....  
.....

Do you have any concern about his/her ability to work in a before/after school care/holiday programme?

.....  
.....

How well does he/she work with other staff? .....

What are his/her strengths? .....

Does he/she show initiative when required? .....

Is there anything about the person's background you think we should know about, or would be useful for us to know?

.....  
.....  
.....  
.....  
.....

# Risk Assessment for Appointment of Staff Member

*Rewi Alley Academy/Chinese School/Education & Cultural Centre*

<b>Candidate Name:</b>		<b>Date:</b>	
<b>Role applied for:</b>			<i>Tick when completed</i>
<b>1. The identity of the candidate has been verified (using ALL methods below)</b>			
Original primary identity document (to verify that the identity is a real one)			
Original secondary identity document (shows the identity is in current use by the candidate)			
Photographic verification provided (either on one of the above documents, or another recognised document through an “identity referee”)			
<b>This process has also verified any name changes and collected overseas identity documents</b>			<i>where applicable</i>
<b>2. The candidate has completed a written application process, which includes a work history (covering preceding 5 years.)</b>			
Credentials/qualifications/membership of professional bodies: check for authenticity.			<i>where applicable</i>
Are there any concerns / inconsistencies / gaps in information?			
<b>3. The candidate has been interviewed.</b>			
Are there any concerns / inconsistencies / gaps in information? (Refer to interview records & follow up actions.)			
<b>4. A minimum of two referee checks have been conducted (as per MSD OSCAR Standards)</b>			
Are there any concerns/ inconsistencies / gaps in information? (Refer to referee check documents.)			
<b>5. Police vetting has been completed</b>			
Note: When the Police Vetting application has been submitted, but not yet received, any new staff member can only be given provisional employment, subject to the outcome of the Police Vetting check.			
Names of person/s conducting this risk assessment:			
In relation to the role specified above, record the outcome of the risk assessment below:			

# Employee Details/Staff Information Sheet

*Rewi Alley Academy/Chinese School/Education & Cultural Centre*

English Name 英文姓名		Chinese Name 中文姓名	
Phone 家庭电话		Mobile 手机号码	
Emergency Contact 紧急联系人电话		Residential Status 是否为新西兰公民或 PR	<input type="checkbox"/> YES <input type="checkbox"/> NO
Email 电邮地址		Date of Birth 生日	
Home Address 家庭住址			
IRD NO. 税号		TAX Code 税码	
Bank Name & Account 开户银行及账户			
Name of Account Holder 开户人姓名			
Starting Date in Rewi Alley 工作开始时间		Interruption 中途有无间断教学工作 <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please list below 如有, 请列出具体时间段
<b>Office Use Only</b>			
CV	<input type="checkbox"/> YES <input type="checkbox"/> NO	CV received time	
Application on file	<input type="checkbox"/> YES <input type="checkbox"/> NO	Reference checks completed	<input type="checkbox"/> YES <input type="checkbox"/> NO
Police vetting done	<input type="checkbox"/> YES <input type="checkbox"/> NO	Police vetting received time	<input type="checkbox"/> YES <input type="checkbox"/> NO
Applicant received job description	<input type="checkbox"/> YES <input type="checkbox"/> NO	Applicant received policies and procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO
Induction training done	<input type="checkbox"/> YES <input type="checkbox"/> NO	Code of Behaviour signed	<input type="checkbox"/> YES <input type="checkbox"/> NO
IEA	<input type="checkbox"/> YES <input type="checkbox"/> NO	IEA signed time	

## Declaration

1. I declare that the information provided by me is true and correct to the best of my knowledge and brief.
2. I agree if there is any change of my detail information, I will inform the school as soon as possible.
3. I have read, understood and agree by all the programme's policies and procedures. I agree to allow the child, Youth and Family OSCAR Assessor to view my police vetting record and my employment file.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

# Staff Appraisal Form

*Rewi Alley Chinese School OSCAR Programmes*

Employee Name:	Position:	
Name of appraiser	Position:	
Appraisal Period:	From:	To:
Type of review:	<input type="checkbox"/> Annual <input type="checkbox"/> Special	

## **PART A      To be completed by the EMPLOYEE**

Have you undertaken any professional development (courses/training/ reading/discussion)?
Have you achieved any results/ goals or improved any areas of your performance?
Have you identified any areas of your performance which you feel you would like to improve? If so, how do you think this could be done? (Suggest possible things that you could do, or that the employer could do to help you)
Is there anything which might be hindering your ability to do your work as well as possible? (e.g., workplace issues, or lack of training)



**PART B To be completed by the APPRAISER**

<b>The Employee</b>	<i>always</i>	<i>usually</i>	<i>sometimes</i>	<i>never</i>
is punctual				
completes tasks on time				
works with care and accuracy				
has a good relationship with colleagues				
abides by health and safety regulations				
Uses a variety of learning materials and activities				
Encourages students to participate actively				
Establishes a good programme atmosphere				
Attends meetings and contributes ideas				

**Further comments:**

Signed..... (Appraiser)

Date ...../...../.....

Signed..... (Employee)

Date ...../...../.....



# Training Register

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*REWI ALLEY CHINESE SCHOOL OSCAR Holiday Programme*

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Staff training is required for:

- Behaviour Management
- Health and Safety
- Recognizing & responding to suspected child abuse
- Emergency Procedures
- First Aid

<b>Name</b>	<b>Behaviour Management</b>	<b>Health &amp; Safety</b>	<b>Child abuse</b>	<b>Emergency procedures</b>	<b>Date Police Vet</b>	<b>First Aid</b>

## Contact Details

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*REWI ALLEY CHINESE SCHOOL OSCAR Holiday Programme*

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The OSCAR Sector in Aotearoa New Zealand	parents can contact 0800 559 009 OSCAR providers can contact 0800 776 843	<a href="https://www.oscarnz.nz/">https://www.oscarnz.nz/</a>
Oranga Tamariki	0508 326 459	<a href="https://www.orangatamariki.govt.nz/">https://www.orangatamariki.govt.nz/</a>
Child Matters	(07) 838 3370	<a href="https://www.childmatters.org.nz/">https://www.childmatters.org.nz/</a>
Employment NZ	0800 209 020	<a href="https://www.employment.govt.nz/">https://www.employment.govt.nz/</a>
Te Kāhui Tika Tangata Human Rights Commission	0800 496 877	<a href="https://tikatangata.org.nz/">https://tikatangata.org.nz/</a>
Inland Revenue Department	0800 257 777	<a href="http://www.ird.govt.nz">www.ird.govt.nz</a>
Ministry of Health	0800 400 569	<a href="https://www.health.govt.nz/">https://www.health.govt.nz/</a>
Ministry of Maori Development (Te Puni Kokiri)	0800 875 839	<a href="http://www.tpk.govt.nz">www.tpk.govt.nz</a>
Ministry of Social Development	(04) 916 3300	<a href="http://www.msd.govt.nz">www.msd.govt.nz</a>
NZ Food Safety Authority	0800 00 83 33	<a href="https://www.mpi.govt.nz/food-business/">https://www.mpi.govt.nz/food-business/</a>
Occupational, Safety & Health – OSH	0800 SITE SAFE (748 372)	<a href="http://www.sitesafe.org.nz">/www.sitesafe.org.nz</a>
OSCAR Network in Christchurch	(03) 379 3915	<a href="mailto:info@oscarnetwork.org.nz">info@oscarnetwork.org.nz</a>
Work and Income	0800 559 009	<a href="http://www.workandincome.govt.nz">www.workandincome.govt.nz</a>



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## **Appendix III**

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### ***Part Three Administration Files***



# Holiday Programme Enrolment Form

## 假期班注册表

PART ONE: CHILDREN'S DETAILS 学生资料				
Child 1 第一个孩子	Name 姓名	Ethnicity 民族	DOB 生日	Gender 性别
Child 2 第二个孩子	Name 姓名	Ethnicity 民族	DOB 生日	Gender 性别
Child 3 第三个孩子	Name 姓名	Ethnicity 民族	DOB 生日	Gender 性别
PART TWO: PEOPLE AUTHORISED TO COLLECT YOUR CHILD(REN) 接送人资料				
Your child(ren) will only be released to those people listed. To add or remove a person please notify the programme supervisor.				
1	Name 姓名	Relationship to child: 与学生关系		Phone 电话
2	Name 姓名	Relationship to child: 与学生关系		Phone 电话
Mother's name 母亲姓名			Email 电子信箱	
Address 地址				
Home phone 家庭电话		Work-phone 工作电话		Mobile 手机号
Father's Name 父亲姓名			Email 电子信箱	
Address 地址				
Home phone 家庭电话		Work-phone 工作电话		Mobile 手机号
PART THREE: EMERGENCY CONTACTS 紧急联系人资料				
1	Name 姓名	Relationship to child: 与学生关系		Phone No 电话
2	Name 姓名	Relationship to child: 与学生关系		Phone No 电话
PART FOUR: PEOPLE NOT AUTHORISED TO COLLECT YOUR CHID/REN 被禁止接送人资料				
1	Name 姓名	Relationship to child: 与学生关系		Phone No 电话
If one parent is not authorized to collect the child(ren), the reason must be significant and evidence provided, e.g. custody, access or protection order. 如父母一方被列为禁止接送人, 请说明原因:				
PART FIVE: ENROLMENT DETAILS 报名详情				
<input type="checkbox"/> Permanent 整周				
<input type="checkbox"/> Casual 单天 (Please tick the days you would like to enrol your child 请选择)				

Week 1 第一周	<input type="checkbox"/> 周一 Monday	<input type="checkbox"/> 周二 Tuesday	<input type="checkbox"/> 周三 Wednesday	<input type="checkbox"/> 周四 Thursday	<input type="checkbox"/> 周五 Friday
Week 2 第二周	<input type="checkbox"/> 周一 Monday	<input type="checkbox"/> 周二 Tuesday	<input type="checkbox"/> 周三 Wednesday	<input type="checkbox"/> 周四 Thursday	<input type="checkbox"/> 周五 Friday
Week 3 第三周	<input type="checkbox"/> 周一 Monday	<input type="checkbox"/> 周二 Tuesday	<input type="checkbox"/> 周三 Wednesday	<input type="checkbox"/> 周四 Thursday	<input type="checkbox"/> 周五 Friday

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### PART SIX: SPECIAL NEEDS 特殊要求

All allergies, diet, special requests, behaviour, medical conditions and any custody of family information needed to ensure your child's safety and wellbeing

Does your child have an allergy? - How is this allergy best managed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please list 请说明
Does your child have a medical, health or behavioural condition? - How is this condition best managed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please list 请说明
Family Doctor's Name 家庭医生姓名	Phone No: 电话	
Other 其它		

### PART SIX: PARENT CONTRACT 报名须知

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask a member of staff. 请签署本合同完成注册。如果您对活动有任何疑问, 或希望在签署副本之前了解相关政策, 请及时联系相关工作人员。

I/We agree and acknowledge 我/我们同意并接受以下条款:

- I have read and understand the enrolment information. 我已阅读并了解招生信息。
- I accept the policies and procedures of the programme. 我接受相关的政策和程序。
- I understand that my child(ren) will abide by the programme rules and codes of behaviour. Failure to do so may result in removal from the programme. 我明白我的孩子必须遵守相关活动规则和行为守则。违反这些规定可能会导致不再被允许继续参加活动。
- The Supervisor has my permission to arrange any necessary urgent medical treatment at my cost. 我授权主管为我的孩子安排必要的紧急治疗。我将承担由此产生的相关费用。
- I will notify the Supervisor of any changes to enrolment information in a timely fashion. 如果注册信息有任何变化, 我会及时通知工作人员。
- I give permission for my child's photograph to be taken and accept that this may be used for publicity purposes. 我允许校方拍摄我的孩子的照片并用于宣传或发表。
- I agree to pay all fees when invoiced weekly. Failure to do so will result in my child(ren)'s removal from the roll. 我同意支付所有费用。欠费将导致我的孩子不能继续参加活动。
- There are no refunds after commencement of the programme. 活动结束后学校不退还任何费用。
- The information gathered may be viewed by the Ministry of Social Development. 社会发展部有权查看收集的信息。
- All care will be taken to provide supervision of children attending the programme in accordance with programme policies and procedures. 所有与活动相关的护理和监管将严格按照有关政策和程序执行。

Signature 家长签名	Date 日期
-------------------	------------

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the OSCAR programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time. 隐私权法案 1993: 您所提供的信息是必要的, 其目的是为了 OSCAR 程序的安全和有效运行。所有的个人信息将在活动结束后予以销毁。欢迎您随时查看有关您的孩子的注册信息。

**For School Office Only 限办公室使用** Starting Date 始期 \_\_\_\_\_ Finishing Date 止期 \_\_\_\_\_ No. of Weeks 周数: \_\_\_\_\_

Date Paid	Total	Payment Method	Payer's name	Payer's signature	Receiver initials	Receiver sign	Receipt Number

第二页 Page 2

# Medication Consent Form



**Parent/caregiver to complete:**

Consent for medicines to be administered to: .....

Details of dosage, administering instructions, etc.:

.....

.....

.....

.....

.....

Date to be administered from: ..... to: .....

Signed (parent): ..... Date: .....

Date	Time	Name of Medicine	Dosage	Name of Staff Administering Medicine	Signature of Staff

# Hazard Identification Form

*This form is to be completed before the programme starts and at least weekly during the programme to maintain high safety standards. It will then be filed in the office for future reference.*



<b>Date:</b>				
<b>Hazard</b>		<b>Action</b>		<b>Review</b>
<b>Hazard and/or harm identified</b>	<b>Where or what task is being performed?</b>	<b>Action taken:</b>	<b>Does the action eliminate, isolate or minimize the risk?</b>	<b>Date of last review:</b>
<b>Staff Signature:</b>				



# First Aid Kit Checklist

*This form is to be completed at the beginning of each term and holiday period. Any required resources are to be purchased prior to the programme commencement. It will then be filed in the office for future reference.*



<b>Date of check</b>													
Assorted plasters													
Assorted gauze bandages													
Sterile gauze swabs													
Non-stick sterile dressings													
Triangular bandages													
Sterile saline solution													
Sterile eye patches													
Disinfectant													
Disposable gloves													
Scissors													
Tweezers													
Other													
<b>Staff initials</b>													
<b>Signature</b>													

# Safety Checklist



*This form is to be filled in every day before the programme starts. It will then be filed in the office for future reference.*

Day of the week		Monday	Tuesday	Wednesday	Thursday	Friday
Date						
Example		Checked <input type="checkbox"/>	Checked <input type="checkbox"/>	Checked <input type="checkbox"/>	Checked <input type="checkbox"/>	Checked <input type="checkbox"/>
<b>Outdoor and playground</b>	No rubbish/ equipment in safe condition					
<b>Indoors</b>	Floors are clean and clear					
<b>Toilets</b>	Floors are clear and dry, clean hand towels					
<b>Equipment</b>	Clean and in safe condition					
<b>First Aid Kit</b>	Stored securely away from children					
<b>Cleaning Equipment</b>	Stored securely away from children					
<b>Programme</b>	Risk assessments completed for activities					
<b>Rules</b>	Children reminded of safety rules					
<b>Staff Signature</b>						

# Risk Assessment Management System



*This form is to be filled in and submitted 5 days prior to the planned outing or other activities and submitted to the Programme Coordinator for approval. It will then be filed in the office for future reference. Please keep a copy with the Safety Action Plan.*

<b>Activity:</b>					
<b>Location:</b>					
<b>Date:</b>			<b>Time:</b>		
<b>Supervisor/ coordinator:</b>					
Risks					
Factors that could lead to the risk			Reducing the risk (eliminate/isolate/minimize) (cancel if can't minimize)	Emergency plan to manage the risk	
<b>People</b> i.e., skills, attitudes, age, health, ratios, etc.	<b>Equipment</b> i.e., clothing, transport, activity specific gear, etc.	<b>Environment</b> i.e., weather, terrain, water, season, etc.			
<b>Minimum skills required by staff (if appropriate):</b>					
<b>National standards (if applicable)</b>					
<b>Comments:</b>					
<b>Activity approved:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Signature of Supervisor/Coordinator:</b>		

# Safety Action Plan



Complete by: .....

<b>Activity:</b>					
<b>Location:</b>			<b>Contact number of the venue:</b>		
<b>Date:</b>			<b>Time:</b>		
<b>Number of children:</b>			<b>Number of staff:</b>		
<b>Supervisor/ coordinator:</b>					
<b>What could go wrong?</b>	<b>What would cause it to go wrong?</b>	<b>How could we prevent it from going wrong?</b>	<b>Whose responsibility is it?</b>	<b>When/where will it be done?</b>	<b>Emergency plan</b>

<b>Group members requiring special consideration:</b>	<b>Pre-activity checklist:</b> (tick when completed)	<b>On the day:</b> (tick when completed)
<b>Health:</b>	<input type="checkbox"/> Off-site venue visited <input type="checkbox"/> Permission slip returned <input type="checkbox"/> Medical information checked <input type="checkbox"/> SAP form completed <input type="checkbox"/> SAP form to all staff	<input type="checkbox"/> Medication <input type="checkbox"/> First aid kit <input type="checkbox"/> Cell phone <input type="checkbox"/> Intentions notice at programme <input type="checkbox"/> Equipment checked <input type="checkbox"/> Attendance/enrolment formation
<b>Behaviour:</b>		
<b>Other:</b>		

Comments: (including if still going ahead with activity and if not, why not): .....

.....

# Accident/ Incident/sickness Register



Date/ Time	Student Name	Type of Injury/Problem	Location	Management	Staff name & Signature	Parent Signature

# OSCAR Programme Daily Diary



Date: .....

Staff: .....

1	Safety Checklist Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Incident/Accident/Sickness Record		
*	Time:		
	Location:		
	Type of problem:		
	Management:		
	Incident/Accident/Sickness Register Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*	Time:		
	Location:		
	Type of problem:		
	Management:		
	Incident/Accident/Sickness Register Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Staff Note		
Staff Signature:		Date:	

# Activity/Sport Parent Consent Form

## 外出/体育活动家长同意书



Parents/Guardians must have completed and signed this form before they will be permitted to participate in the above activity or sport. No exceptions will be made.

Activity/Sport 活动名称			
Date 日期			
Destination/Location 地点			
Purpose of the trip 活动内容			
Transportation 交通			
Supervisor 领队		Mobile 手机	

Parent/guardian to complete (请家长填写下表):

Student 学生信息	Name 姓名	
	Gender 性别	
	Age 年龄	
	Special Needs 特殊需要	
Parent/Guardian 家长/监护人信息	Name 姓名	
	Relationship to the student 与学生关系	
	Contact Number 联系电话	

**Parent/guardian Consent (Please complete and return this form to the school office.)**  
**家长同意申明 (请填完后交至学校办公室)**

I give permission for my child named above to participate in the above activity/sport. My signature evidences that I accept general liability for the participation of my child in the activity or sport identified above.

我同意我的孩子参加上述活动，并愿意承担相关责任。

Parent Signature (家长签名): .....

Date (日期): .....

# Attendance Register

## 学生考勤表



Date 日期:							
No 序号	Child's name 学生姓名	Phone 家长电话	Time in 到校时间	Parent's signature 家长签名	Time out 离校时间	Parent's signature 家长签名	Note 备注
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							



# The Rewi Alley Chinese School Health and Safety Plan

The School's plan is based around the following 7 elements:

## 1. Hazard and Risk Management

Rewi Alley Chinese School has identified and assessed work-related health and safety (H&S) risks. During organisational change, risk assessments are undertaken so that the health and safety impacts can be understood and managed. There are processes to eliminate or minimise risks to health and safety caused by this work.

## 2. Incident Management

Rewi Alley Chinese School has well-defined processes for reporting and investigating incidents, to identify root causes and then to respond to those in a timely way. The aim of our incident management is to identify and implement remedial actions which will prevent the incident occurring again.

## 3. Emergency Management

Rewi Alley Chinese School has documented plans for managing potential emergencies that may arise in the workplace. These plans have been communicated to all personnel working on site. Plans are also regularly tested by simulation with workers, teachers and students.

## 4. Injury Management

Rewi Alley Chinese School has processes for ensuring that injured personnel are properly cared for. In the case of serious injuries and fatalities, this care extends to families, care givers and work colleagues.

## 5. Worker Engagement

Rewi Alley Chinese School has processes for engaging with our workers on health and safety matters. These processes cover engagement generally and in specific circumstances when an organisation is legally required to engage with its workers.

## 6. Contractor Management & Site Induction

Contractors coming on site at Rewi Alley Chinese School are briefed about any existing hazards including health and safety matters. Contractors are required to complete a contractor hazard notification document to be used to brief all staff on new hazards.

## 7. Worker Participation / representation

Worker participation practices have been put in place so that workers can effectively participate in improving health and safety on an ongoing basis. Participation practices provide workers with ongoing options to raise health and safety concerns, gather and share information about health and safety issues, offer suggestions for improving health and safety, contribute to decisions which affect work health and safety and, be kept informed about health and safety decisions.

Rewi Alley Chinese School has established processes for receiving and considering information regarding incidents, hazards and risks and for responding in a timely way to that information. Worker representation is one form of participation. We have also recognised the need for Health and Safety representatives as a further method of worker representation.

## 8. Continuous improvement

Rewi Alley Chinese School has established a continuous improvement process as a fundamental part of our H&S Management System. Continuous improvement includes an audit and review process.



**Photo 1:** Shows the School Evacuation Muster Point.

**NOTE: THIS DOCUMENT AND ALL COMPLETED FORMS TO BE FILED IN THE H&S RECORDS BOOK.**

**NOTE: ALL COMPLETED FORMS MUST BE FILED IN THE H&S RECORD BOOK.**

# Hazard and Risk Management Check List Page 1

The following potential safety issues have been identified and are to be regularly checked using the following checklist:

Date: \_\_\_\_\_

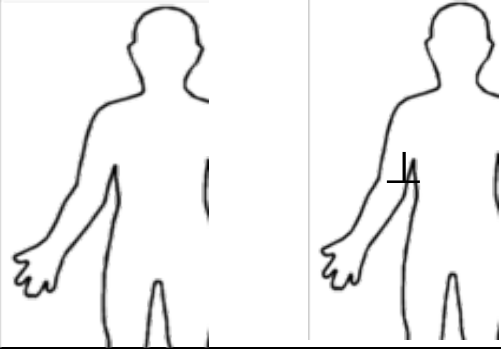
<b>1</b>	<b>Buildings &amp; Housekeeping</b>	<b>Check</b>
	Floors, any damage? Clean? Free from obstruction? Coverings have no trip hazard.	
	Lighting adequate, windows clean and undamaged?	
	Utility areas, toilets clean and hygienic? Soap, toilet paper and hand drying available? Adequate water?	
	Kitchen, clean and hygienic? Floors dry? All waste disposed of. All equipment has a defined storage place. All linen clean and well stored?	
	Emergency exits all identified and clear – checked outside egress?	
	Handrails, stairs and walkways, all clear and secure? No tripping hazard	
	Shelves not overloaded? Cabinets secured to wall?	
<b>2</b>	<b>Electrical</b>	<b>Check</b>
	No visible damage to electrical equipment, switches, plugs, including computers? Data Projectors? Heaters?	
	Cords all safely stored away from walking areas. Appliance cords inspected and tagged. Plugs not overloaded?	
	Nothing placed near the electrical switchboard?	
<b>3</b>	<b>Personal Protective Equipment</b>	<b>Check</b>
	High-viz vests ready for Safety Officers to wear in emergencies?	
<b>4</b>	<b>Site Control and Signage</b>	<b>Check</b>
	All signs displayed and correctly located? Exits, fire extinguisher, assembly point?	
	Emergency procedure documentation prominent?	
	Visitor sign in/sign out?	

<b>5</b>	<b>Fire Protection</b>	<b>Check</b>
	Fire extinguishers, all in place and inspected current? Clear access? Correct signage?	
	Fire exits all clear and identified?	
	Staff trained to use equipment. Register of training signed off?	
<b>6</b>	<b>Emergency Planning</b>	<b>Check</b>
	Emergency evacuation plan displayed?	
	Emergency contact numbers displayed?	
	First aid locations labelled. First aid kits checked and current?	
	Staff register of first aid qualified people. Certificates up to date?	
	Incident register available and reviewed?	
	Accident / Emergency procedure readily available?	
	Risk Register available and current? (Could this be the risk register?)	
<b>7</b>	<b>Induction and Job Safety Training</b>	<b>Check</b>
	Training register for all personnel on site?	
	Each class safety exercise recorded in training register: <ul style="list-style-type: none"> <li>• Classrooms evacuation to assembly point?</li> <li>• Earthquake drills?</li> </ul>	
	Cleaning instructions complete, cleaner trained and records up to date?	
	Date of the last safety meeting? Date:	
<b>8</b>	<b>Supervision</b>	<b>Check</b>
	Health & Safety Coordinator is trained?	
	Records of any Contractor Inductions filed?	

**NOTE: ALL COMPLETED RISK REVIEW DOCUMENTATION MUST BE DATED AND FILED IN THE H&S RECORD BOOK.**

# Rewi Alley School Incident Management Report – Page 1

**NOTE: THE FOLLOWING INCIDENT MANAGEMENT REPORT MUST BE COMPLETED FOR EVERY INCIDENT.**

<b>DATE:</b>	<b>TIME:</b>
<b>ADDRESS</b> (Update as required):	<b>INDIVIDUAL'S NAME:</b>
<b>PHONE:</b>	<b>PARENT CONTACTED:</b> Y / N
<b>INCIDENT TYPE:</b> <input type="checkbox"/> Injury <input type="checkbox"/> Near Miss	<b>DATE OF BIRTH:</b>
<b>INJURY TYPE:</b>	<b>SUPERVISOR'S NAME:</b>
<b>INJURY TYPE:</b>	<b>DETAILS:</b> (mark injury location) 
<b>TREATMENT PROVIDED:</b> (Tick) <input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> Nurse <input type="checkbox"/> Doctor <input type="checkbox"/> Ambulance <input type="checkbox"/> Hospital?	
<b>DETAIL WHAT HAPPENED:</b>	
<b>DETAIL CORRECTIVE ACTIONS PLANNED/TAKEN:</b>	
<b>WHAT DO YOU THINK CAUSED OR CONTRIBUTED TO THE INCIDENT?</b>	
<b>INITIAL RISK ASSESSMENT:</b> (Tick) <input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	
<b>Signed (Injured Person)</b> _____ <b>Dated:</b> _____	
<b>Signed (Site Supervisor)</b> _____ <b>Dated:</b> _____	

## Rewi Alley School Incident Investigation Form – Page 2

<b>Who reported the Incident:</b>	
<b>Names of observer/s:</b>	
<b>Describe site and environment conditions at the time:</b>	
<b>Any other comments:</b>	
<b>Reasons for the incident happening.</b>	
<input type="checkbox"/> Organisational Factors	<input type="checkbox"/> House Keeping
<input type="checkbox"/> Operating procedures	<input type="checkbox"/> Environmental
<input type="checkbox"/> Unsafe behaviour	<input type="checkbox"/> Training / Supervision
<input type="checkbox"/> Time pressure	<input type="checkbox"/> Other
<b>Any other comment:</b> _____	
<b>Were the immediate actions taken enough?</b>	
YES	NO
If the answer is NO, please explain:	
<b>Who:</b> _____ <b>By Date:</b> _____	
<b>Date Completed:</b> _____	
<b>Are there any long-term solutions that need to be implemented?</b>	
YES	NO
If the answer is NO, please explain:	
<b>By whom:</b> _____ <b>By Date:</b> _____	
<b>Date Completed:</b> _____	

# Rewi Alley School - Fire Alarm Response

The Fire Alarm response will be tested once each semester.

## In the event of a Fire Alarm:

1. The Health & Safety Coordinator must wear a **HIGH\_VIZ VEST** to be easily identified.
2. If a fire is identified, do not attempt to put the fire out unless it is completely safe to do so otherwise wait for the fire Service.
3. Teachers on the second floor MUST visually check the stairs, both main stairs and emergency exit stairs to confirm they are able to be used safely before evacuating the upper classrooms in single file to the Muster Point.
4. Evacuate the buildings calmly and gather at the Muster Point. Teachers must be last to leave after confirming that the school rooms are clear.
5. Office staff will telephone the Fire Service, then evacuate the buildings and gather at the Muster Point with the First Aid Equipment.
6. Priority will be to check for any injuries and deal with these.
7. Teachers will check all students are accounted for, by checking against the class role.
8. Fire Wardens will inspect the school paying attention to the stairs, electrical fittings, plumbing and will be responsible for deciding when the staff and students can return into the school and resume their studies.
9. Should it not be possible to return into the buildings, a register of all students will be written up by each Teacher and students' caregivers will be telephoned for student pick up.
10. The School Caretaker will secure the buildings, but only where it is safe to do so.

---

**NOTE: RECORD THE DATE OF LAST TEST AND FILE IN H&S RECORDS BOOK**

**Test Date:** \_\_\_\_\_

# Rewi Alley School - Earthquake Response

This response will be tested once each semester.

## In the event of an Earthquake:

4.       **DROP**       to the floor
5.       **COVER**      your head by gathering under desks
6.       **HOLD**       on to anything or each other for stability

Do not attempt to evacuate the building until the shaking stops.

The Health & Safety Coordinator must wear a **HIGH\_VIZ VEST** to be easily identified.

Teachers on the second floor **MUST** visually check the stairs, both main stairs and emergency exit stairs to confirm they are not damaged and are able to be used safely **before** evacuating the upper classrooms in single file to the Muster Point.

Evacuate the buildings calmly and gather at the Muster Point. Teachers must leave only after confirming that the school rooms are clear.

Office staff will evacuate the buildings and gather at the Muster Point with First Aid Equipment.

Priority will be to check for any injuries and deal with these or seek medical assistance.

Teachers will check all students are accounted for, by checking against the class role.

The School Caretaker will inspect the school paying attention to the stairs, electrical fittings, and plumbing and will be responsible for deciding when the staff and students can return into the buildings and resume their studies.

Should it not be possible to return to the buildings, a register of all students will be written up by each Teacher and students' caregivers will be telephoned for student pick up.

The School Caretaker will secure the buildings, but only where it is safe to do so.

---

**NOTE: RECORD THE DATE OF THE LAST TEST AND FILE IN H&S RECORDS BOOK**

**Test Date:** \_\_\_\_\_



# Rewi Alley Health & Safety Meeting – Page 1

Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Meeting Chair: \_\_\_\_\_

Items for Discussion:

1. Follow up on actions from the last meeting and confirm action taken:
2. Report on any incidents, near misses or hazards occurring since the last meeting:

3. The last period performance was:

**GREEN** Controls were put in place on identified hazards \_\_\_\_\_

**AMBER** No injuries, damage or environmental incidents \_\_\_\_\_

**RED** Occurrence of an injury, near hit or environmental incident \_\_\_\_\_

4. Report any new Health, Safety and Environmental risks to be aware of:

5. Record any safety, environmental or health improvement suggestions?

6. What is this Meeting's Safety Focus?

\_\_\_\_\_

7. Today's training topic for discussion is:

\_\_\_\_\_



# Rewi Alley Site Induction – Page 1

Site Address: \_\_\_\_\_

Ph: \_\_\_\_\_

Contractor Identification: \_\_\_\_\_

***The School Health & Safety Coordinator is: David Lemon***

- All safety rules, procedures and signs must be followed at all times.
- You must identify your Site Supervisor to the School Health & Safety Coordinator and to the Principal.
- Personal protective equipment must be worn.
- You are obligated to Eliminate, Isolate or Minimise all hazards and report any hazard or unsafe condition to the site School Health & Safety Coordinator.
- Barricades must be used to ensure children are clearly routed away from hazards and are not to be moved or crossed without permission from the Site Supervisor.
- Any injury or near hit must be advised to the Site Supervisor.
- Alcohol, Illicit drugs, offensive weapons are not permitted on site.
- No smoking on the school site.
- Hazardous materials are to be stored safely and securely.
- Electrical equipment must be checked, tagged and in good condition.
- Each person is obligated to work in a safe manner that does not endanger themselves or any people in close proximity.
- Contractors must be aware that young students may be watching their actions and they must behave in a responsible and safe manner.

### ***Hazards to be highlighted:***

- Trip hazard on stairs...

### ***Location of safety equipment:***

- Fire extinguishers, First aid kit, Assembly point, Water locations, .....

### ***Emergency exits and evacuation procedures:***

- This manual and its contents...

### ***By signing the register over page, you acknowledge:***

- You have been advised and understand the site-specific hazards and know the locations of those hazards and how they are controlled.
- You have read this document and been advised of Emergency Evacuation Procedures.
- You will provide and use all appropriate Personal Protective Equipment.

**Sign the Site Induction Register on the back of this document.**

**Master copy in Health & Safety Manual**

**Photocopy given to the contractor.**

## Rewi Alley Site Induction – Page 2

**Site Induction Register:** Signing below indicates you have been inducted to the site.

<b>Date:</b>	
<b>Name:</b> →	<b>Signature:</b>
<b>Company:</b>	
<b>Inducted by:</b> →	<b>Signature:</b>

<b>Date:</b>	
<b>Name:</b> →	<b>Signature:</b>
<b>Company:</b>	
<b>Inducted by:</b> →	<b>Signature:</b>

<b>Date:</b>	
<b>Name:</b> →	<b>Signature:</b>
<b>Company:</b>	
<b>Inducted by:</b> →	<b>Signature:</b>

<b>Date:</b>	
<b>Name:</b> →	<b>Signature:</b>
<b>Company:</b>	
<b>Inducted by:</b> →	<b>Signature:</b>

<b>Date:</b>	
<b>Name:</b> →	<b>Signature:</b>
<b>Company:</b>	
<b>Inducted by:</b> →	<b>Signature:</b>

## Health & Safety Coordinator – Job Description

The Health and Safety Coordinator is responsible for overseeing the implementation of the Rewi Alley Chinese School Health and Safety Plan.

### ***Responsible to:***

The Health and Safety Coordinator is directly responsible to the Rewi Alley Chinese School Board of Trustees.

### ***Responsibilities and duties:***

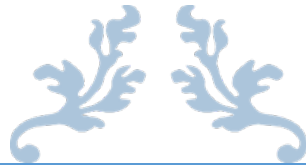
- Develop (as part of the school plan), in conjunction with the Health and Safety Committee, the School Health and Safety Plan. (This Plan)
- Implement the Health and Safety Plan by:
  - Managing hazards and removing/minimising/isolating hazards using the Hazard Identification Checklist – See Page 3.
  - Ensuring all staff, Teachers and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
  - Bringing to the attention of the Chairman of the Board of Trustees, any major health and safety issues on a regular basis
  - Reporting all major accidents to OSH (if required by law).
- Work with the Board of Trustees to develop a budget for implementing the Health and Safety Policy
- Oversee the implementation of the strategies in the Health and Safety Policy
- Submit regular reports to the Board of Trustees.
- Undertake Fire Evacuation and Earthquake Response Drills once per semester.
- Maintain up to date, all records in the H&S Records Book.

### ***Knowledge and skills required:***

- Can communicate effectively.
- Is well organised.
- Has a high level of attention to detail.

### ***Time commitment required:***

The estimated time commitment required as the Health and Safety Coordinator of Rewi Alley Chinese School is 1 hour per week.



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# A STIMULATING AND SECURE ENVIRONMENT FOR OUR CHILDREN

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[OSCAR Policies and Procedures]



2023

REWI ALLEY CHINESE SCHOOL