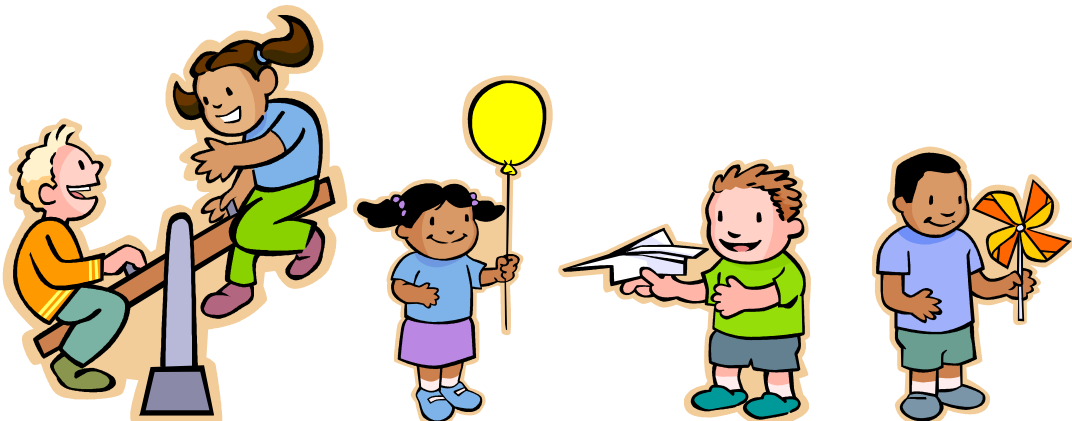


RANGIORA BOROUGH SCHOOL

BEFORE AND AFTER SCHOOL CARE

POLICY AND PROCEDURES

UPDATED MARCH 2020



Programme Philosophy

The programme aims to provide a safe and stimulating programme which caters for the children's different ages, sex and cultural backgrounds while attempting to encompass individual needs and interests.

The safety of the children is the paramount consideration during programme provision.

These policies will be reviewed annually. It is the responsibility of the management committee and the Board of Trustees for Rangiora Borough School to ensure that this is done.

Copies of these policies will be available to parents of the school at all times.

1. Operation

The programme will provide a well managed service that meets the needs of the Parents and Children of Rangiora Borough School

Programme hours

The programme will operate from 7.00am to 8.30am and 3.00pm to 5.30pm every Monday to Friday during the school terms. The programme will not operate during school holidays or public holidays. The afternoon programme will not operate on the last day of the school year, but the morning programme will.

Fees

The structure is clearly shown on the pamphlet attached to the enrolment form. Any changes made to these fees are notified to all families involved in the programme by way of personal letter.

Fees are to be paid directly to the reception desk at the school office on day of attendance for casual and within 7 days of invoice for permanent placements, either at the school office or by internet banking, (please ensure you use your child's name as reference). All moneys received at the school office will be receipted.

Parents will be charged a minimum of one hour fee for children who are enrolled for any specific day and do not attend for whatever reason. Late fee of \$1.00 per minute will apply for each child collected after 5.30pm.

Enrolment procedures

All families must complete an enrolment form and sign a parent contract before the child can participate in the programme. It is the parent's responsibility to inform the school office of any changes.

Enrolment forms must be completed with

- The child/ren's name, address and home phone number.
- Parent/guardian's names and work phone numbers and cellphone, if applicable.
- Minimum of 2 emergency contact names and numbers.
- Names of adults authorised to collect the child/ren.
- Special instructions regarding access.
- Health problem, allergies.
- Permission for Supervisor to transport injured/sick child to medical centre if parents are unable to be contacted in medical situation
- Permission to call ambulance if required in emergency medical situation.
- Any other information necessary to provide proper care.
- These forms will be updated annually and available for parents to check their emergency details for their own children.. No other enrolment form will be available to other parents.

Enrolment Updates & Annual Survey Forms

At the start of each year Enrolment Update forms will be sent home with a survey to be completed by parents. This will not only keep our records correct also give us an insight to Parents wishes/ideas for any programme improvements.



Confidentiality

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

No information given on the enrolment forms will be shared except with the owner's permission or as required by legislation, e.g. Health and Safety Act. Oranga Tamariki Act 1989.

All files holding confidential information will be duly secured and kept away for the access of unauthorised persons. All information shared in discussions between staff or at meetings are to remain between those persons.

All sensitive and personal conversations including telephone conversations shall be held discretely and in private.

All personal information for past children enrolled in the programme will be held securely of a period of seven years. After the seven years the documents will be safely & securely destroyed.



Drop off and Pick up

Parents are expected to sign their children into the Morning Care. Students will be released at 8.30am to go to their classroom. Parents must sign their child/ren out of the Afternoon Care programmes. The Daily supervisor is to mark off each child on arrival at 3pm, roll check regularly throughout programme and to ensure that children are signed out.

Parents are expected to contact the supervisor or School Administration staff before the beginning of the programme if the child will not be attending.

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

- 1 Absences will be checked at the school office.
- 2 Parents will be telephoned.
- 3 If parents are unavailable, emergency contacts will be telephoned.
- 4 If there are no contacts available, the local police will be contacted.

Parents are expected to inform the supervisor and sign the register when collecting their child/ren.

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

- 1 Two staff members will remain with the child.
- 2 Parents and emergency contacts will be contacted.
- 3 If there has been no contact with the parents within one hour of the programme closing, the child will be taken to the local police station. A note will be left at the centre indicating where the child has been taken and the co-ordinator will be informed.

Parents will be charged a late pick up fee of \$1.00 per child per minute they are overdue.

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

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

Children with Special Needs

Children with special needs will not be excluded from the programme providing that the supervisor is confident that the child's needs can be catered for, without negatively affecting the other children and to ensure that the child will benefit from being at the programme. Full information about the child's requirements including medication, diet and supervision requirements must be obtained from the parents and included with the child's enrolment form. It is the supervisor's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements and that they feel confident to provide the necessary care. If the child will require further special aids, for example modified facilities, extra staff or staff training the supervisor will consult with the co-ordinator who will make the final decision. Each case will be considered individually and every effort will be made to include the child within the limits of the programme's resources.



Programme Content

The service will provide a safe, varied and stimulating programme that meets the developmental, emotional, intellectual and physical needs of the children.

Morning care will be held in the School Hall, art and craft will be available, quiet area will be available.

Afternoon Care will also be held in the School Hall

Between 3pm and 4pm will be quiet time, for afternoon tea, homework and or reading time.

After 4pm the following activities will be available to the children on a daily basis

- Arts and Crafts materials
- Sports equipment
- Quiet indoor games for groups
- Free use of games and equipment
- Free outdoor play

Children will be encouraged to participate in activities but may choose not to, as long as they are not bored or disruptive. Equipment will be well maintained and will be age appropriate.

Food

Children will be provided with biscuits and juice at the start of each afternoon programme. If parents think this is not sufficient for their child's needs they are welcome to send extra appropriate food to school in their lunch box to accommodate their child.

There will be no food provided for the morning programme. Parents are expected to feed their child/ren breakfast before arriving in the morning.

Food Preparation for After School Care. All food for afternoon tea that requires being cooked or reheated must be done with care and cleanliness. When the children have finished their afternoon tea all plates, bowls and utensils are to be thoroughly cleaned and returned to the appropriate cupboard. All surfaces with which food was prepared and or eaten from must be cleaned/disinfected with the correct products and cloths.



3. Health and Safety

The Programme will take place in a safe and healthy environment, suitable for the care of children and for the needs of staff and volunteers. At all times the well being and safety of the children is first and foremost. All relevant legislation will be adhered to. Health and Safety procedures also reflect and include that of Rangiora Borough School

Programme Supervision

The staff /child ratio will be 1:10 for both morning and afternoon programmes. There will always be a minimum of two staff/volunteers on duty.

The Supervisor is responsible for ensuring that staff are rostered so that all children are supervised at all times. Children will be in view, and no further than 20 meters from staff at all times. Children will be informed of the boundaries they are expected to stay within at all times and must inform an adult when they are going to leave the area (to go to the toilet etc). They are not to leave the area without informing an adult and with a buddy. Their boundary is to be Upper Middle/Senior playground (Climbing wall end of playground for children older than 8 years) Quad/Astro turf area in front of "S" Block. Term 1 & 4 - Junior Playground and sand pit for children under 8 years (staff member and supervisor to carry hand held radio if going to Junior Area or sand pit). Toilet used is in Hall.

Attendance checks and head counts will be made regularly and often during each programme. If a child is missing, the following procedure will be followed.

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

A first aid kit and children's emergency information will be held at the programme.

Hazards and Risk Management

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

- Identifying and recording all potential health and safety hazards at the centre and any other venues used
- Assessing the risk to staff and programme participants of all identified hazards.
- Putting controls in place to remove or minimise the risks.
- Using healthy and safe work practices together with staff training.
- Regular inspections by staff to check that hazards have not changed.
- Compliance with all relevant codes of practice and regulations.
- A Sun-safe policy will be in place which must be followed by children and staff.

It is the responsibility of the co-ordinator to ensure all procedures are in place to ensure the safety of staff and children at all times.

All employees will be involved in hazard identification, and information on identified hazards will be made to all staff.

Health and safety information will be discussed at staff meeting where staff will be informed of all health and safety policies and regulations.

Smoke Free policy

A Smoke-Free policy will be adhered to at all times when the programme is operating. Staff may not smoke while on duty or when in sight of the children. No smoking signs will be displayed in the indoor areas.

Buildings and Facilities

It is the co-ordinator's responsibility to check that the programme building has a current building warrant and that it complies with other relevant fire and safety requirements. The final responsibility lies with the owner of the building. The co-ordinator will liaise with the School Board of Trustees in the event of any problems.

Cleaning

The daily cleaning of all buildings used for the programmes will be undertaken as per the school regulations.

Accident and Emergency Procedures

A first aid kit will be kept at the programme at all times. The kit will be kept out of reach of the children. It is the responsibility of the supervisor to ensure that it is maintained and well stocked.

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



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

- Staff will immediately inform the supervisor.
- Appropriate first aid will be administered.
- If a child needs medical attention, parents will be contacted to ascertain if they would prefer to take the child themselves or would they prefer staff to take them to the medical centre of their choice. If parents or alternative contacts are unavailable, the child will be taken to the nearest available medical facility. Supervisor is to use their discretion as to either their private vehicle or wheelchair to be mode of transport, for the patient, to Medical Centre.
- If serious injury occurs, parents will be notified and an ambulance called.

Accidents and incidents will be recorded by staff in an incidents book and parents notified at the end of the day. Staff involved and Parents to sign incident report.

All accidents to staff, including near misses, will be recorded and investigated. An accident will be investigated as recommended in the 'Approach to Accident Investigation' brochure.

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

- Staff will calm the child.
- Parents will be contacted.
- The Child Adolescent and Families Mental Health Service will be contacted if required.

For trauma of staff, the supervisor will ensure that professional supervision is made available.

Emergency and Disaster Procedures

Procedures for Emergency and Disaster include that of Rangiora Borough School, School Docs Policies and Procedures.

Both fire and earthquake drills will be carried out once a term for the before and after school programme. The co-ordinator and supervisor will develop a plan of action for emergencies involving either fire or earthquake which is clearly displayed in every room and which includes:

- How to recognise the nature of the emergency
- How and where the children will collect outside.
- Ensure everyone is accounted for.
- How to recognise the emergency is over.

The daily supervisor is responsible for

- Keeping a record of each drill including the names of the adults present.
- Ensuring that new staff/volunteers are aware of the procedures.

Any notifiable injury, illness or incident incurred due to accident, emergency or disaster will be notified to WorkSafe New Zealand and the Ministry of Social Development.

Illness and Medication

Children who may have illnesses which are not infectious or notifiable shall not be discriminated against and shall have the same rights as other children to attend.

If a child becomes ill during the day they will be made comfortable, put into a quiet area and the parents will be notified.

Medicine will not be administered unless a consent form has been signed by parents. This form must include dosage and a record will be signed by the staff member when they administer the medicine. Parents must check this form daily. All medicine must be labelled showing the child's name and dosage and stored out of reach of all children. The consent forms and medicine register are kept in the school office and will be taken to the programme if medicine is required by a student

All staff must wear disposable gloves when administering first aid.

Staff who have a notifiable disease must take appropriate precautions to prevent cross infection eg not participate in administering first aid.

Child Protection/Associated Community Member Protection

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

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

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

- All incidents and observations will be recorded.
- Any suspicion that abuse is occurring will be reported to the school principal. **No staff member is to discuss, question or investigate a situation with the child/children/Community Member.**
- The supervisor will inform the school principal.
- The school principal will consult with Oranga Tamariki (OT)/ Police to ascertain what steps will be taken.
- Although no staff member should act alone and must report all suspicions to the Supervisor or Principal, any staff member has the right to report a case of suspected abuse to the police or to OT
- All documentation in relation to any notification will be held on file – including any and all correspondence/receipts of correspondence with OT and/or Police.

If a staff member is accused or suspected of child abuse:

- Consult immediately with the Principal or nominated person in charge. **No staff member is to discuss, question or investigate a situation with the child or children.**
- Physical/behavioural observations and anything said by the child should be carefully documented (include date, time, who was present).
- The Principal or nominated person that received the information should contact OT or local Police.
- Follow the recommendations of OT/Police, The Board chair should be informed.
- Initiate an initial employment investigation.
- Maintain close liaison with OT & Police, follow their recommendations.
- Notify the employee of the allegation and advise of the potential consequences.
- Advise the employee of the right to seek support from union or other representatives.
- The Board needs to determine whether they will defer their process while the police do the preliminary investigation, or whether they will proceed.

- Accurate records will be kept of any comments by the student complaints and/or allegations, and follow-up action will be taken.
- Deciding when and who will inform the parent(s) and or caregiver(s) will be determined by OT and police in consultation with the school.
- Any documentation regarding notifications, from Oranga Tamiriki, Police etc, will be held securely.

Toileting Facilities

The use of the Hall toilets are available for use during Before and After School Care sessions. These are checked regularly for cleanliness by the programme Supervisor, any problems are rectified immediately or School Caretaker is called for assistance.

No child is to go to the toilets without advising a supervisor/programme caregiver first. The staff member will then take the child to the toilet area, checking the toilets are vacant and 'standing guard' outside to ensure the safety of that child. In doing this the staff member can also still keep watch on the other children outside.



Sunsafe Guidelines

The Supervisor, in conjunction with the other staff on duty will ensure that the following guidelines are adhered to.

- During daylight saving months, staff will encourage students and other staff to:
 - wear hats that shade the face, neck and ears.
 - Wear clothing with sleeves and collars that are made from a closely woven fibre,
 - Make available SPF15+ broad spectrum, water resistant sunscreen before all outdoor activity, including reapplication every 2 hours.
 - Use shady areas and inside the hall whenever possible.
 - If a student requires special sunscreen it must be provided by the Parents.

Students will be involved, through the school's curriculum, in a variety of learning activities to develop the knowledge, skills and attitudes relevant to personal protections.



In the event of dangerous Animals entering the school grounds:

- Staff will ensure that all children are sent inside the hall out of harms way.
- If able to capture and contain animal safely they will do so.
- The animal control officer will be contacted at the Waimakariri District Council (03) 313 6136.



4. Behaviour Management

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

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

Children will be supervised by a staff member at all times.

When a child misbehaves or ignores programme rules staff will:

- 1 Remind the child in an assertive but not aggressive manner what is expected and the consequences of disobeying.
- 2 If the behaviour continues the child will be reminded again and warned of the consequences that will result.
- 3 If the child continues to misbehave after 2 warnings the consequence will be enforced.

Consequences must be appropriate and may include:

- Being removed from the activity and put into 'time-out', that is the child will be made to sit away from the group in a clearly visible spot for a period determined by the supervisor

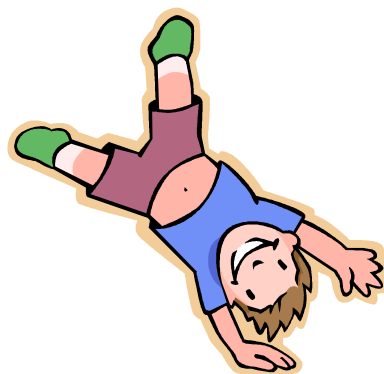
- (usually about five minutes). Before the child returns to the group the staff member will review with them what behaviour is expected. (eg. For disruptive or aggressive behaviour).
- Having physical play boundaries reduced (eg. When a child continuously leaves the defined boundaries).
 - Not being allowed to play with a certain piece of equipment (eg. When a child continuously misuses that piece of equipment).
- 4 If a child continuously misbehaves a daily report will be written out, parents will be notified when they pick up the child, and asked to sign the report. Parents will be asked to support the staff in their attempts to encourage the child to behave. If disruptive behaviour continues, parents will be asked to meet with the supervisor and school principal to plan a course of action.
- 5 If a child continuously behaves in a manner that endangers themselves or other children, despite the above measures, parents will be notified and asked to remove the child.

At no times will punitive discipline be used. This includes punishing children by physically hitting, with holding food and drink, abusive, demeaning or condescending comments.

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

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

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



5. Programme Management

The programme will be run in a manner which keeps control of day to day finances and shows accountability to the Rangiora Borough Board of Trustees and families who use the programme.

Over-all supervision of the programme is the responsibility of the co-ordinator who reports to the Rangiora Borough Board of Trustees. The Board of trustees must approve all policy, financial reports and budgets, monitor expenditure and set limits on how much spending can be delegated.

A record of each child's attendance must be kept by the co-ordinator. The co-ordinator will be responsible for the collection and banking of fees.

The responsibilities of the co-ordinator and daily supervisor will be clearly detailed in their job descriptions.

It is the co-ordinator's responsibility to:

- Keep clear financial records
- Ensure government funding is accounted for separately from other income
- Set the budget in consultation with the school principal for approval by the Board of Trustees.
- Arrange for the annual auditing of accounts.

6. Staff, Volunteers & Children's Workers

(Definition: a person who works in, or provides care, a regulated service and regular care of a child/children without parent/guardian being present)

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

Recruitment

The selection and recruitment of staff is the responsibility of the School Principal in consultation with the School Board of Trustees. All paid staff will be recruited according to the following procedure.

- All positions will be advertised and a short list of applicants drawn up for interviewing.
- Interviews will be carried out by School Principal, at least one member of the School Board of Trustees and the Programme Co-ordinator.
- All applicants will be required to provide the names of at least three referees. It is the School Principal's responsibility to contact the referees for verification of the applicant's experience and suitability to work with children.

- The interviewing committee's recommendation must be verified by the School Board of Trustees before the applicants are informed of the decision.
- Applicants will be informed of the Interviewing committee's decision in writing.

All workers including volunteers must:

- Release details of their police record to the School Principal. No person with a conviction for sexual crimes or crimes of violence against any person may be employed at the Before and After School Programme.
- Sign a statement that they will abide by centre policies.
- Give consent for Police Vet to be carried out every two (2) years.

Staff will be provided with a full job description that states responsibilities, skills, certification and standards required.

The information to be held on file will include: application form, CV, copy of any qualifications, written interview process, confirmation of identity, two referee checks and previous work history.

A written employment contract clearly setting out wages and conditions of work must be signed by the employee.

Teacher Aide Staff employed by the school may be employed by Before & After School Care. Their employment process is based on the school / Ministry of Education guidelines.

For staff specifically employed for Before and/or After School Care

Where relevant, staff will be offered training opportunities. Staff will be compensated for attending weekly staff meetings.

Training and supervision

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

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

Complaints

Parents will be informed on enrolment that there is a complaints procedure. This will be included in information given to parents at enrolment available on request at the School Reception.

This information will include the contact details of Oranga Tamariki should parents wish to report a serious concerns.

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

- 1 Approach the supervisor who will attempt to rectify the situation. The co-ordinator may be approached initially if preferred.
- 2 If the parent is still unhappy they should then contact the co-ordinator or school principal.
- 3 Further complaints must be made in writing and must contain details of the grievance and desired outcomes. The management committee or Rangiora Borough School Board of Trustees will respond to the complaint within 14 days. Where possible a mutually agreeable outcome will be sought.

The supervisor will keep the co-ordinator informed of any verbal complaints received.

Where possible the requests of parents will be incorporated in programme planning and design.

Grievances.

The School Principal is responsible for undertaking disciplinary action and for ensuring that it is in accordance with all relevant legislation. If a staff member is not performing adequately every reasonable effort will be made to help them understand the problem and to improve. Staff will be given 2 verbal warnings and one written warning clearly stating the problem, the measures required to improve and a time frame for this to occur. If there is not sufficient improvement the staff member may be dismissed. A staff member may only be dismissed with the agreement of the School Principal and School Board of Trustees. Staff may be suspended on full pay pending further investigation if they are accused of

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

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

Staff complaints against other staff members must be referred to the School Principal. If an agreement can not be reached the complaint will be taken to the School Board of Trustees. Staff grievances against the Board of Trustees will be resolved in accordance with the provisions of the Employment Contracts Act 1991.

Performance Appraisal

Appraisal of the staff will be the responsibility of the School Principal.

Performance appraisals will be carried out annually for each staff member with the sole intention to increase awareness of their performance and to ensure a high standard of care at the programme.

The appraisal will be based on the job description, establish individual and group strengths and identify areas for personal development. It will consist of a self-appraisal and interview with the School Principal and School Deputy Principal. Objectives will be set for the next term of employment.

All appraisals will be confidential

Volunteers

Supervision of volunteers is the responsibility of the Daily Supervisor. Volunteers must undergo the same security checks and induction as paid staff. They should not be expected to undertake the same level of responsibility as paid staff. Efforts should be made to include volunteers in planning and training as appropriate. Any agreement regarding reimbursement of expenses must be made in writing.