

Governors Bay School After School Care

Health and safety

Contents

General ASC practises and code of conduct of parents, staff and students

Programme safety procedures

Programme supervision

Toilets

Attendance / sign in-out

Missing children

Children arriving/leaving unaccompanied

Late Collection of Children

Staff induction, participation and training in health and safety Accidents and First Aid

Accidents and Emergencies

Confidentiality

Illness and Medication

Children with Special needs

Food hygiene

Sun safety

GBS ASC is determined to create a safe and fun environment for kids to play and socialise at after school hours. We are not responsible for any damages, lost property or injury while in our care.

Code of conduct

Students to follow GBS ASC behaviour expectations

- Show respect to manager and/or adult on site, and fellow students at all times and always use respectful language when addressing staff and students.
- Respect the boundaries and rules set by the manager at ASC
- Always follow instructions set by after-school supervisors.
- Demonstrate responsible care of school property, school grounds and equipment.
- No disruptive behaviour, including fighting, violence of any kind, or inappropriate language.

If a child continually displays inappropriate behaviour, parents will be notified and will be asked to support the staff in their attempts to encourage appropriate behaviour.

If a child continually behaves in a manner that endangers themselves or other children, despite the above measures, parents will be notified by the manager and the child can be stood down.

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.

Parents to follow GBS ASC behaviour expectations

- Improper behaviour is any behaviour that is violent, threatens violence, coerces, harasses, or intimidates others, interferes with an individual's legal rights of movement or expression, disrupts the workplace, or the GBS ASC ability to provide services to the students under our supervision. Examples include, but are not limited to:
 -
- Disruptive behaviour including yelling, using profanity, verbally abusing others.
- Respect personal space. Adults shall never put their hands on a child in our program.
- Menacing or threatening behaviour toward students will not be tolerated.
- GBS ASC expects all participants, parents and staff to adhere to these rules and also exhibit the following elements of character and ethics: Trustworthiness, respect, responsibility, fairness, caring and good citizenship.

Staff to follow GBS ASC Duty of care.

- Treat all children with dignity and respect

It is essential that all staff appreciate the important role that OSCAR services play in children's development, especially how they shape children's social and interpersonal skills, and their sense of self-worth.

This means:

- recognise that all children have the right to feel safe and to be safe.
- do not physically punish children or in any way intentionally harm children either physically or emotionally e.g. by ridiculing, threatening, or abusive behaviour
- provide physical comfort or reassurance when needed by children, but exercise caution and restraint when initiating physical contact or displaying signs of affection.
- clearly communicate programme rules and boundaries to children and be fair and consistent when responding to misbehaviour
- take care to ensure any activity suits the age and ability of the children participating
- encourage and assist, but do not force children into an activity.
- consistently monitor children's changing needs during the programme session and respond appropriately

Always be aware of safety and "duty of care"

Staff have a professional and legal obligation to consistently monitor and assess the safety of children and to act to reduce or eliminate unacceptable risks. This is a "duty of care" and it continues for the entire time that children attend the programme, until they are released to the care of a parent/caregiver or other authorized person.

This means:

- when supervising children, give this task your complete attention
- if a situation is unsafe, act immediately and get assistance if required
- if you see any possibility that an activity could cause an accident or injury, stop the activity immediately
- monitor yourself and others (staff/visitors) to avoid situations where an adult is alone with a child
- keep other staff informed about your whereabouts and immediate duties
- discuss incidents where safety was a concern with other staff in order to raise awareness and improve practices

At Governors Bay School After School Care Programme, the safety and wellbeing of children is a paramount concern. The programme's procedures will comply with all relevant legislation and professional standards, including the Health and Safety at Work Act 2015 (HSWA).

Programme safety procedures

GBS ASC Programme will as far as reasonably practicable, provide a safe environment for all staff, children, parents and others involved in the programme. The main safety procedures implemented by the programme concern:

- Actively managing the risk of harm through effective supervision, regular safety checks and risk assessment
- Providing staff with appropriate information and training, as well as regular opportunities to participate in safety planning and to discuss incidents or concerns
- Informing everyone in the programme about safety precautions – children, parents etc.
- Regular reporting of safety checks, incidents and concerns, including consultation or co-ordination as required with key stakeholders (School principal)
- Regular monitoring and review of safety practices in all areas of the programme
- Reporting to governance body/owner on health and safety matters
- Appropriate planning and preparation for emergencies.

All facilities used by the programme will be subject to a risk assessment to identify potential hazards and safety issues. Facilities will comply with relevant building codes and regulations.

The programme has overlapping duties under the HSWA with GBS as the provider of the facility for the programme. Programme management will consult with representatives of the facility provider over health and safety matters as they arise and will annually review the health and safety of the facility, as it affects the programme.

The programme supervisor will ensure that a staff member checks the programme environment regularly. Programme management will review these records and there will be reporting to GBS on health and safety matters including any changes or improvements made to health and safety in the programme and outcomes from health and safety reviews.

The programme provides a smoke free environment. Staff who smoke are not permitted to do so anywhere in the programme facility or grounds.

Programme supervision

All staff are 18 years or older. All staff will have the appropriate level of maturity and experience to effectively supervise (refer to: staffing policy)

A minimum of one qualified first aider will be on-site at all times.

Staff will be within sight and/or sound of the children they are supervising. The programme requires active supervision. Staff will position themselves so they can best see all the children.

Staff will not leave the area they are supervising without ensuring it is safe to do so or moving the children to another place where they will be properly supervised

Staff will make a head count occasionally and watch boundaries constantly (children are to be made aware of these beforehand).

If a staff member sees any possibility that an activity could cause an accident or injury, they should stop the activity immediately and not allow it to re-start until it can continue safely.

In an emergency, staff will ensure that they respond in a way that does not create a risk of further injury or leave children without adequate supervision. Stay calm and seek help immediately.

Staff will inform the co-ordinator as soon as possible if there are any injuries, incidents, dangerous behaviour, unsafe equipment etc.

Toilets

- Children will inform a staff member when they are going to go to the toilet.
- Staff will not use any toilets in use by children. At the programme facility there is a designated staff toilet.

Attendance / sign in-out

A programme roll is maintained daily that records children booked and those who actually attended. Programme management will spot check that the roll is accurate and up-to-date.

The programme supervisor is responsible for the roll during the programme, which will be kept at the ASC classroom. In any emergency evacuation the roll will be retrieved and taken to the assembly point.

The roll call and head count is made at the start of each session. **Parents are expected to verbally check children out with a staff member before leaving**, the staff member keeps up with the roll and check out times. Parents provide a list of adults authorised to collect their children (on the enrolment form). Children will not be allowed to leave with an unauthorised adult. Names and emergency contacts for all children, will be available to staff at all times.

Missing children

IF A CHILD WHO IS EXPECTED AT THE PROGRAMME HAS NOT ARRIVED:

- Staff will consult immediately with school personnel to ascertain if the child was at school and their whereabouts.
- If the child is missing an immediate search will be conducted off school grounds and immediate locality.
- The programme supervisor will be notified and consulted about next steps.
- If the child is not found, parents and/or emergency contacts for the child will be contacted.
- Programme management will be notified of the situation.
- The supervisor may also follow up on information and conduct a wider search e.g. along the route to the child's home.
- If the child can still not be located, the Police will be notified.

Once the child is located the supervisor will follow up with the parents to investigate why the incident occurred and take steps to prevent it occurring again. If necessary, parents will be reminded to notify the programme of any change in bookings/attendance. If the group is not in the Centre (e.g. outdoors in playground) parents must make sure that the staff know their child has been picked up.

IF A CHILD IS FOUND TO BE MISSING DURING THE PROGRAMME:

- Check programme sign in/out records.
- Notify programme supervisor and consult about next steps.
- Check with children and staff about when the child was last seen.
- Check all toilets thoroughly – enter and check cubicles. Check other possible hiding places such as cupboards and rooms.
- Search programme grounds and immediate locality.
- If the child is not found, parents and/or emergency contacts for the child will be contacted.
- Programme management will be notified of the situation.
- The supervisor may also follow up on information and conduct a wider search.
- If the child can still not be located, the Police will be notified.

Children leaving unaccompanied

Parents may request that their child/ren travel from the programme unaccompanied. Unless the programme agrees to this, all children must be safely accompanied from the programme.

Before agreeing to children being unaccompanied, the programme will consider the safety of any proposed arrangement, taking into account the age/s of the child/ren, time of day and distance/route being taken. It is our policy to usually not allow children under the age of 9 to leave or arrive on their own.

Any agreement made with the parent will specify the time children will leave/arrive and be signed by the parent. The programme still reserves the right to not release any child if circumstances are not judged safe, in which case parents will be contacted.

Late Collection of children

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

- Staff member will remain with the child.
- Parents and emergency contacts will be telephoned.
- If there has been no contact with the parents within one hour of the programme closing, police will be contacted and notified of situation. A note will be left at the centre indicating where the child has been taken. The principal will be informed.

Staff induction, participation and training in health and safety Accidents and First Aid

Programme management is responsible for ensuring ongoing training of staff who belong to the GBS ASC programme. New staff members will be made aware of and given a copy of the Programmes Policy & Procedures and Health and Safety Plan.

All staff will be trained in health & safety issues and emergency procedures.

At least one staff member on site will hold a current first aid certificate at all times.

Accidents & Emergencies

A first aid kit will be kept at the centre. It is the responsibility of management to maintain a stocked kit. The supervisor and at least one other staff member will hold a current first aid certificate.

Children's day to day cuts, bumps, grazes etc to be attended to by staff as appropriate.

If a child's accident is more serious than the usual minor injury, or the child is distressed, or seems unusually quiet or unresponsive, inform the supervisor/principal. Dial the emergency services and inform the parent/caregiver immediately.

All incidents other than minor bumps, cuts & grazes shall be recorded in the First Aid Register recording details as indicated on the Register.

Confidentiality

The GBS ASC programme will ensure staff and child confidentiality. The programme will comply with the requirement of the Privacy Act 1993 at all times.

All information, e.g. enrolment and staff information forms will state why information is collected and what will be done with the information i.e. emergencies, birthdays, health and safety of the child. No information is shared except with the owner's permission or as required by legislation, e.g. Health and Safety Act.

All files holding confidential information will be duly secured and kept away from the access of unauthorised persons.

All personal information shared in discussions between staff is to remain between those persons.

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

Illness and Medication

If a child becomes ill during the day they will be made comfortable in the quiet time area. Parents will be notified and expected to collect the child as soon as possible.

If staff are concerned about the health of a child and feel the matter is urgent they will first ring the parent, then if the parent cannot be contacted they will ring the emergency contacts.

In urgent situations an ambulance will be called with any costs incurred is the responsibility of the parent.

Medicines

If a child is to be administered medication at the programme, parents must confirm details of the medication in writing on the Medicine Consent form including when and how to use it.

- In the case of any children administering their own medication, parents must specify this.
- Staff will ensure that all medicines are stored safely in the Child Medication Box including those children who are allowed to self-administer e.g. asthma inhalers.
- Any medication such as epi-pens, which are required to be held in children's school bags should be advised on the enrolments form and medication forms are still required to be filled in.
- All medication will be labelled with medication labels containing the child's name, dosage, time and signature from the parent.
- Staff will keep a record of all medication given and parents are required to check and sign this when and if medication is taken.
- All medical records kept by the programme are strictly confidential.
- Staff will only administer medicines in accordance with the written dosage.

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 necessary care. If the child will require further special aids, for example modified facilities, extra staff or staff training, the co-ordinator 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.

Food Hygiene

Children who attend the GBS ASC will be provided with afternoon tea upon arrival. Some food preparation will be incorporated in the programme, e.g. making of sandwiches, cut up fruit. This will be done in the kitchen block located in the ASC classroom. All food that requires refrigeration will be stored in the refrigerator provided. All staff will follow strict hygiene standards, e.g. washing of hands prior to preparation of food items.

All food supplied will follow nutritional guidelines e.g. cut up fruit, sandwiches & biscuits. Children will regulate their own water intake from their own drink bottle. All children are to remain inside Te Taka (asc room) while eating.

Parents are expected to brief staff fully on any food allergies or nutritional requirements that their child may have.

Sun safety

Sun safety policies are in place to:

- Protect children from over exposure to the sun, whilst attending the ASC programme
- Increase child and community awareness on sun safe practices
- Encourage various strategies to lower the incidence of melanoma and other skin cancers

Hats

All children will wear a sun hat during all outdoor activities during Term 1 and in Term 4. Children will sit under the sunshade if not wearing their sun hat.

Shade

Shelter trees & shade sails provided in the school grounds

Seating available in shaded areas

Sunscreen

GBS ASC has appropriate resources to support Sun Safe policy. Sunscreen will be supplied and applied at the programme.