

## ACTION FILLED HOLIDAY PROGRAMMES

Our vision is to provide a quality educational holiday programme and after school programme that gives children a uniquely “kiwi” outdoor experience that celebrates our environment.

- ★ Edventure is a Waikato, Taranaki and Bay of Plenty based service provider of quality educational holiday programmes and before/after school care for children 5 – 13 years.
- ★ We believe that outdoor recreational activities improve mental and physical well-being and offers value to all parts of our community, at all stages of life.
- ★ Our outdoor programmes are designed to teach children about New Zealand’s unique environment, while challenging themselves.
- ★ We offer a wide range of fun and safe activities including; fishing, caving, tramping, conservation, ornithology, mountain biking, water safety and first aid. As well as a range of school based activities including arts and crafts, cooking, sports activities and the arts.
- ★ Developed by qualified teachers and aligned with the national curriculum, we plan a range of day trips, camps and courses so kids can have new experiences, build confidence and learn about the outdoor environment.
- ★ Edventure has been successfully operating since 2009, with over 15 individual programmes. Enrolments are increasing and statistically, once a child is enrolled they return to the next Edventure programme.
- ★ However, enquiries from lower socioeconomic families that require child care show, that they are unable to enrol in the programme without government funding assistance.

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### Policy

#### Edventure objectives:

To coordinate learning and development of outdoor recreation for children 5 -13 years

- Drive learning and development of all participants
- Encourage a passion for the New Zealand environment
- Develop an appreciation in outdoor recreation
- Create innovative courses

#### Environmental:

- Children are supervised under the following ratios: onsite 1:10, offsite 2:16, in water 1:5.
- The ratios identified must be stated on the risk analysis management form (RAMs) and be strictly adhered to. Staff, volunteers, contractors and management may be included in these ratios. Staff from other organisations will not be included (eg pool lifeguards, tour guides, etc)
- Edventure will provide a staff member that is over the age of 20 at all times.
- The programme supervisor will remain with the group at all times.
- Regular and timely hazard identification checks, pre site visits and risk analysis (Ref appendix 3.1,3.2,3.3,3.4, RAM's form, pre visit form and area specific documents.)
- Children are equipped with the relevant and correct gear for the activity.
- Children will respect the environment at all times.
- Edventure will operate within the laws at all time.
- Edventure will comply with the standards for OSCAR registration.

#### Individual:

- Children have the right to participate in activities safely.
- Edventure will accommodate for specific learning and behavioural needs when required by individuals.

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### Edventure Culture

Respect for the environment and respect for others are the over-arching philosophies that Edventure teaches.

Edventure values the individual cultural needs of all participants, parents and staff. It is important that these are acknowledged throughout the courses to ensure a successful experience for **all** children.

#### Consultation:

- Edventure liaises with stakeholders on all levels of our operations throughout the programme. This includes local parents, Iwi, councils, schools and regulatory bodies.

#### Enrolment Process:

- Parents are required to supply information pertaining to their child/children's learning needs, behavioural needs and other factors that may affect their child's participation in Edventure activities. This is completed in an online form and stored electronically.

#### Feedback Process:

- Parents are encouraged to give feedback into the programme through the de-brief of each day and through email communication.

#### Staff:

- Are informed on special, cultural or behavioural needs a child may have and the programme supervisor has access to enrolment details during operational hours.

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### Edventure Operations

Edventure operational procedures have been developed to ensure courses operate safely at all times. The safety and well being of our participants and staff is paramount.

Below is a list of Edventure procedures and planning documents.

#### Enrolment:

- Enrolment forms **MUST** be completed online by the parent/caregiver for each child, before the child can participate in an Edventure Programme (viewable on [www.edventure.co.nz](http://www.edventure.co.nz)).
- Parents are responsible for notifying Edventure of any changes that have occurred since enrolment. Changes that include custody arrangements and attendance must be reported immediately.
- Parents will be informed of their responsibility to notify Edventure of any changes on enrolment.
- Edventure will check the accuracy of the information supplied by the parents every programme they attend. Updated and confirmed forms will be signed by the parents and Programme Supervisor before the commencement of another programme.

#### Collection and access to children:

- Children will only be released to people authorised on the enrolment form or advised by parents. If a person other than the parent is to collect the child we will ask for identification the first time they pick a child up.
- Staff will remain with the children until they are collected. Under no circumstances are children to leave the programme without an authorised adult.
- All children are to be signed in and signed out at the beginning of each day on our attendance register. Parents will be notified about this on enrolment. (Ref appendix 5.1 Activity roll sheet.)
- Parents are to notify Edventure at drop off or via telephone if someone else other than themselves is picking up a child.

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- Staff will NOT release a child to someone not authorised by the parent or caregiver. Staff will be trained on how to handle someone adamant on collecting a child unauthorised. The first step will be to ring the parent/caregiver to advise them on who is trying to collect the child. If the matter is not resolved with that phone call due to not being able to get hold of the parent/caregiver we will ring the emergency contact. If the matter is still unresolved we will advise the person trying to collect the child that they will not be released into their care. If the person in return becomes angry or aggressive we will not hesitate to call the police.

### **Attendance sheets:**

- Attendance sheets will be signed every morning and night by the parent/caregiver. These attendance sheets will be taken by the supervisor on all excursion and be accessible in case of an emergency (ref appendix 5.1, sign in and out activity roll sheet).

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

- If a child does not arrive at the programme when expected Edventure will contact the child's parent/caregiver to make sure that the child is safe and there are no problems.
- If Edventure is unable to contact the parent/caregiver Edventure will call the emergency contacts / people authorised to collect the child.
- The Programme Director will be informed that no contact has been made with the child's parents/caregiver or any of the emergency contact numbers.
- The police will be notified of a missing child.

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

- If a child is not collected at the end of a programme the first step will be to ring the parent/caregiver to ask of their whereabouts.
- If the parent/caregiver cannot be contacted, the next step will be to ring the emergency contact listed on their enrolment form and ask them to come and collect the child. Failing this, management will be notified.

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- If the child has still not been collected by 6.30pm (one hour after they should have been collected), and no contact to a parent/caregiver or emergency contact has been made, Edventure will notify the police.

### Transporting Children:

- Children will get to the Programme via their parent/caregiver by whatever means they use.
- After school programmes will see children arrive at the hall for a roll call.
- Edventure will use a reputable van/bus hire company and privately owned vehicles to take the children out on “out of town” visits. We adhere to their policies and procedures.
- All drivers will be police vetted and have a full driver's licence.
- All vehicles will undergo a check to ensure they have a current WOF, REG, safe tyre tread, and are in a physically sound viewable/driveable state. (Ref appendix 3.3, vehicle safety checklist.)
- Edventure child to staff ratio is 2:16 and while out walking we will have a specific formation to ensure the highest level of safety. The two staff members will be placed at the front and the back, of the group so everyone can be seen and managed efficiently. Children will have clear guidelines to follow while out on excursions which we will identify to them every day before we head out.
- If an accident occurs while travelling on transportation, the severity of the accident determines our actions. If the accident is minor and no one is injured beyond the skills of the supervisor who is trained in first aid, the supervisor will administer first aid on those that need it after assessing everyone with the first aid kit that is always taken on excursions. If the accident is more serious we will call emergency services immediately, then administer first aid where possible and do our best to ensure everyone's safety. Once emergency services have arrived we will call Edventure management to contact anybody's parents or emergency contact.
- If a vehicle breaks down, we will first ask the van hire company if they have a call out company to come and service or replace the van. If not we will call management back at Edventure to get them to source someone to come out and fix the problem or temporarily replace the vehicle.

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### **Complaints Procedure:**

Edventure takes complaints very seriously. There are several ways for parents to bring forward any issues they may have. (Ref appendix 1.1, Complaint Form.)

#### **The first step:**

- Talk to those directly involved about any concerns that you have.
- If your complaint is in regards to some aspect of the programme, ask the staff for the opportunity to meet or contact the Programme Supervisor.
- The Programme Supervisor will ensure that your concern is investigated and followed up.
- Discussion will take place with: Yourself, Programme Staff, The Programme Supervisor
- The Programme Supervisor will then contact you, and discussion will continue with an emphasis on reaching satisfactory solutions and strategies to deal with your concern/complaint.
- Once the initial contact has been made please expect follow up and a meeting with the Programme Supervisor to be made within 1 week

#### **The second step:**

- Should the matter not be resolved satisfactorily by the staff directly concerned, then your next option is to take the matter up with the Edventure Director.
- If necessary, a formal/informal meeting can then take place between the Edventure Director, the Programme Supervisor and staff members involved.
- Once the second contact has been made, please expect a return phone call and/or follow up meeting with the edventure Director within 2 weeks.
- In the event of an outcome that continues to be unsatisfactory from your perspective, you may choose to continue to the next step.

#### **If you continue to be dissatisfied:**

- It is possible that the appointment of an independent mediator, endorsed by both yourself and Edventure, will assist in reaching a solution.

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### **Behaviour Management:**

Fair, firm and consistent discipline that respects the rights of all individuals is necessary for all people on our programme. This is a shared responsibility between Edventure, the home and the participants.

#### **Aims:**

- Children will be empowered to take responsibility for their own behaviour.
- Positive reinforcement and praise are the main ways to achieve desirable behaviour.
- A safe and cooperative environment in which all relationships are based on mutual respect and consideration of others.
- There is a written set of guidelines below that clearly defines the consequences of unacceptable behaviour and it is important that the children have these explained to them.
- Difficult children and young people are managed effectively through the implementation of appropriate intervention strategies and in consultation with Edventure staff, the child and the family.

An appropriate sequence of events will take the following steps.

**Warning 1.** Talk firmly to children one to one outlining the rule, behavior or incident. Point out the appropriate behavior and its possible outcomes.

**Warning 2.** If it is a complete copy of the first incident, the child must be removed from activity and complete a reflection page. If it is a separate incident the child may be given warning 1 again. If the child has three different incidents they will need to complete a reflection page.

**Warning 3.** After writing a reflection page, if the child continues to misbehave, break rules or act irresponsibly the child needs to complete a parent contract which needs to be signed that night and brought back the following day and discussed with between the instructor, parent and child.

**Warning 4.** If the child continues to misbehave, break rules or act irresponsibly the instructor can remove the child completely or phone a parent or back up contact to collect the child. The child must remain in isolation until picked up by parent. Continuation of the programme will be discussed and programme management will be notified to contact parents.





The Programme Director and the Supervisor will deal with the matter further. Including a discussion with the child and parents.

- Only the Programme Director can authorise the removal of a child from a programme.

### **Children with Special Needs:**

Edventure endeavours to include all children as long as safety for the child and staff is not compromised.

- Edventure can only accept children with disabilities if they do not require one on one care.
- Parents will need to disclose to us on enrolment if their child has a disability.
- If we accept a child with a disability into the programme, Edventure will gather all the information we can from the parent/caregiver to learn how to care for their special needs.

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### Health and Safety

Edventure will take all practical steps to ensure the safety of staff and children by complying with relevant health and safety legislation, standards and codes of practice.

#### *This is achieved by:*

- All staff taking individual responsibility for health and safety.
- All staff accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitor.
- Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management.
- Ensuring the programme has an effective method for identifying hazards. Significant hazards will then be controlled by:
  - Eliminating or isolating any hazard that arises, likely to cause harm to staff, children or other people.
  - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
- Following and revisiting Edventure Risk Analysis Management / Safety Action Plans (RAM, SAP) and vehicle safety documents.
- Following and updating the site specific folders that contain safety and hazard identification documentation.
- Creating and maintaining a safe working environment for staff.
- Having plans and procedures in place for workplace emergencies.
- Providing appropriate orientation, training and supervision for all new and existing staff.
- Accurate recording, reporting and investigating of injuries.
- A commitment to continuously improve in all aspects of health and safety
- A commitment to comply with health and safety legislation.
- Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.
- Regular audits on equipment.
- Hazards are identified and discussed with the children before the activity takes place.

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### **Staff Training:**

- Staff will receive training in programme procedures and practices that ensures the safety of children and adults.
- Staff will be informed and have access to the programme's health and safety policies.
- Staff will be trained in the safe use of equipment.
- Staff induction will occur once the staff members are confirmed prior to the programme commencing. Staff members will receive training on:
  - Relevant policies and procedures
  - How to carry out the job in a safe and healthy manner
  - Information on hazards and how they are managed
  - Reporting of accidents or incidents
  - Emergency procedures
  - Any other health and safety information relevant to the new staff member
- All staff will be made aware of the different levels of risk involved in various activities. All activities will have risk assessment forms which all staff members will be educated on, and the safety systems in place to counteract the risks.
- Ongoing training will be provided to staff members to improve health and safety practices.

### **Risk Analysis:**

#### ***Hazard identification:***

Edventure will assess our environment for hazards and develop a plan to manage any significant hazard. Risk assessment forms will then be completed. (Ref appendix 3.1.)

- Identify any hazard which may cause injury or harm
- Evaluate whether the hazard is significant
- Indicate what steps we will take to eliminate, isolate, or minimise significant hazards.

### **Safety Checks:**

Edventure carries out regular safety checks of the venue prior to the programme commencing. We assess and check everything identified to us as a hazard from our "hazard identification" forms, as well as general hazards. We then group the risks into different categories as to whether they need to be checked daily, weekly, or at the beginning of each holiday period.

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All excursion destinations will be visited and assessed prior to the excursion. Our common locations have a site specific booklet containing accurate and up to date records of the following:

- Risk Analysis Management (Ref appendix 3.1.)
- Safety Action Plan (Ref appendix 3.2.)
- Vehicle Safety checklist (Ref appendix 3.3.)
- Potentially hazardous areas
- Maps
- Contact people and details
- Organisations that constantly use the area, ie DOC.
- Possible activities suited to the location.
- Other relevant information about the location.

The site specific booklet is to be kept with the programme specific operations manual.

Fire drills are to be carried out and recorded as a routine practise on day one of every programme to ensure all children understand the evacuation, lockdown and other emergency procedures.

### **Risk Assessment:**

A risk assessment will be conducted on all activities before we undertake any off site visits (Ref appendix 3.1, RAM). Edventure will identify the risk posed by the activity itself, environment, people, and equipment. We will then document any risks on our risk assessment forms and find ways to manage those risks or eliminate them. We will not partake in an outing which we have identified as high risk.

### **Accidents and Incidents:**

Edventure will keep a record of every accident and incident to children, staff and visitors (Ref appendix 4.1, Accident and Injury Form, electronic form and register also available). Keeping this record will enable us to identify any trend and risk factors so we can take action to reduce their reoccurrence.

Our records will include:

- Name of person injured

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- Time and date of the accident/incident
- A description of where and how the accident/incident happened
- The nature of the injury
- How the injury was treated
- Name and signature of staff member completing record

Edventure will also comply with Health and Safety Act 2015 legislation which requires adverse events and incidents that cause serious harm to be recorded. If “serious harm” occurs Edventure will notify WorkSafe as soon as possible and complete the paperwork before the seven day expiry period.

WorkSafe will be notified in the case of a serious injury, illness or incident happens to person carrying out work, or as a result of work that related to Edventure operations this includes serious events that occur to attendees and staff.

Edventure is also required to report any known criminal activity to the New Zealand Police.

Adverse events will be recorded in accordance with incident recording procedures.

### **Business Continuity and Disaster recovery plan**

Edventure will complete, biannually review and share the Civil Defence- Business Continuity Plan with all staff to ensure Edventure is prepared to function through unexpected disruption. This plan can be made available to staff upon request and will be discussed during their induction.

Business continuity plan relates to Natural disasters, unexpected events, injury or illness to key staff members and planning for pandemics.

Under any other pandemic or emergency situation, Edventure will follow the rules and guidelines set out by government authorities around operating procedures. If unable to operate safely Edventure will cancel all programmes and call parents to collect children from the programme if required.

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### **First Aid:**

- A minimum of one staff member will have a current workplace first aid certificate.
- First aid kits will be taken on all excursions. This includes vehicle first aid kits.
- First aid kits will be audited at the beginning of the programme (ref appendix 4.2, medical first aid checklist).
- First aid supplies will be restocked as used.

### **Toilet Facilities:**

- On site - children are to use the specific girls and boys toilets previously identified to them. Staff must use the designated staff toilets nearby.
- Off site - Edventure will identify in the risk assessment of an off site activity where and how to get to the nearest public toilet. A toilet officer is then appointed. This person is responsible for taking children to the toilets in a group or individually. A child must never go to a public toilet by themselves. The staff member must wait outside the public toilet area.
- Any child using the toilet must notify a staff member before they go.

### **Medication:**

Medication administered at Edventure programmes will be documented and signed off by the parent/caregiver before any medication is given (Ref appendix 4.3, Medication Administration Form, online medication form and register also available).

- Parents must inform Edventure on enrolment about any medical condition or medication. Parents are required to brief staff on medication and medical conditions.
- Medication will not be given without the parent's prior written consent.
- Medication supplied by the parent will be clearly labelled, available when needed and stored in a safe secure place (lockbox).
- All staff will be made aware of any conditions that a child has that may affect their time at Edventure programmes. This will be outlined in the programme specific operations manual. All staff will also be shown how to treat and administer any medication to that child.
- All parents whose child requires medication must fill out a medication form on enrolment. All forms have:
  - Name of the child
  - Name and phone of GP

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- When medicine is to be administered (for a particular time or circumstance e.g. allergic reaction)
- Type and dosage of medication
- Signature of staff member
- Signature of parent

### **Unwell Children:**

If a child is unwell during their time at Edventure programmes, staff will do all they can to comfort the child. Edventure will not hesitate in ringing the parents to collect their child.

- On enrolment parents will be informed of their responsibilities if their child is unwell.
- All injuries in the first instance will be treated by a staff member trained in first aid. If the injury is serious, the child or staff member will be taken to Medicross Emergency Doctor, or an ambulance will be called. The child's parents will be contacted immediately.

### **Smoke Free:**

All sites that the Edventure Programmes are held will be smoke free.

### **Sun Safe:**

- Sunscreen will be applied and all children must have hats and appropriate clothing when outdoors.
- Children will have access to sunscreen at all times.
- Children that have an allergy to the supplied sunscreen will be asked to provide their own.
- Outdoor activities will be organised to avoid the hottest part of the day and the time spent in the sun will be limited as far as practicable.
- If shade is available then outdoor activities will be carried out in the shade where possible.
- All staff will be expected to act as role models and carry out sun safe behaviour. Each staff member will be expected to apply sunscreen, wear a hat and appropriate clothing when going on outdoor excursions with the children.

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### **Animals:**

No animals are permitted onsite by Edventure staff or participants unless a Risk Analysis Management form has been completed and adhered to. If animals are encountered in public areas while on field trips children will be directed to stay away. If any animals threaten the safety of children during an Edventure programme staff will be responsible for calling Hamilton City Council animal control.

During fishing activities children will be directed on how to correctly handle fish and supervised in doing so.

### **Food:**

During Edventure day, and week-long non-camp programmes, parents are required to provide an adequate morning tea, lunch and afternoon tea for their child in a suitable lunch box. Parents are advised to include food with sustenance as our programmes are active. Children are also expected to bring a drink bottle of water. Food allergy information is asked for in the enrolment process. The children's bags will be stored out of sunlight and in a cool and ventilated area.

Edventure after school programmes will provide an afternoon snack of fresh fruit, toast and a packaged item, (biscuit, muesli bar or other)

### **Edventure's eating routine:**

Children are reminded to wash their hands with soap and water prior to eating, (if on an excursion hand sanitiser is provided.) Participants are supervised sitting down to eat and ask permission to be excused when they have finished eating.

Children are instructed to use the outside rubbish bin for food scraps and in the inside bin for classroom consumables only. Rubbish bins are to be emptied each day or when required. A key to the school skip bin will be held by the Programme Supervisor.



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### Child Protection

Edventure is committed to the recognition and prevention of abuse of children and young people.

- Edventure supports the role of statutory agencies such as the Police and Oranga Tamariki in the prevention and investigation of child abuse.
- When abuse is suspected, Edventure staff will consult and follow advice from these agencies.
- When Edventure staff makes any decision, or takes any action against suspected child abuse, the wellbeing and safety of the child is our primary concern. Edventure staff do not need parental consent to report suspected abuse to the Police or Oranga Tamariki.
- Edventure staff members will not assume responsibility beyond their level of expertise. Edventure will contact the Police or Oranga Tamariki and hand the responsibility over to them.
- All staff will receive training in recognising indicators of abuse and in programme policy and procedures for dealing with suspected abuse.
- Staff are expected to follow Edventure reporting processes, however any person, including staff, has the right to report suspected abuse directly to the Oranga Tamariki or the Police if they feel the child's immediate safety is threatened.
- All adult visitors to the Programme will be supervised and visible to all staff when on site.

### Responding to Suspicions of Abuse:

Edventure Director will also act as a Child Safety Advocate who will respond and report suspicions of abuse to the appropriate agencies.

- If abuse is suspected, or if a child discloses abuse, staff will record incidents, observations or what the child says.
- No staff member should act alone but will advise senior staff, management or the Child Safety Advocate of suspicions.
- The Child Safety Advocate will be responsible for seeking advice from Oranga Tamariki or the Police and ascertain what steps should be taken.
- The steps taken by Edventure Holiday Programme when there is suspected or disclosed abuse are as follows:
  - 1) Child or young person discloses abuse or child abuse is suspected
  - 2) Listen to the child or young person and reassure them they did the right thing
  - 3) Inform Programme management

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- 4) Document any factual observations and anything said by the child
- 5) Ring Oranga Tamariki or the Police
- 6) Get support for yourself from the appropriate people

### **Responding to Suspicions and Allegations Against a Staff Member:**

Edventure will act in the best interest of the child, and will, in no way, try to protect its reputation or staff, at the expense of a child's safety.

- All staff are to be police vetted and interviewed prior to assisting in the care of children. Referees are also required to provide positive statements about reliability and suitability to be employed specifically in relation to caring for children.
- If a staff member suspects another staff member may have abused a child, Edventure will take immediate action into investigating the accusation. Steps taken will include:
  - The programme staff member will inform the Programme Supervisor or Edventure Director of the allegations.
  - The director alongside the manager will interview and record the other employee's reasons for the allegation.
  - Edventure will then contact Oranga Tamariki and/or the police and follow their policies and procedures.
- Staff members who make an allegation will be supported by the Edventure management throughout the investigation process and afterwards.
- A staff member who has had an allegation made against them will also be supported until proven guilty.
- Staff will be advised of their rights to seek independent legal advice.
- Edventure will keep everything said from both parties confidential.
- Edventure staff will not be allowed to interview children about an allegation. Instead staff members will be advised to just listen to the child, and write down anything relevant after the talk. Edventure will leave interviewing the child to Oranga Tamariki.
- Staff on induction when learning about our policies and procedures will be taught the importance of keeping a professional distance.

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### Supervision

All children on Edventure Programmes will be safely supervised and well cared for. Checks for security, placement of equipment, safety of resources, and adult supervision are carried out according to service policy and procedures.

Edventure has a staff to child ratio of 1:10 while in the on site. However there will be a minimum of two Edventure staff members available to keep the staff to child ratio at the stated level in case of any accident / emergency whilst on site.

- There is a minimum of two staff involved in the supervision of children except when they are in a vehicle.
- All children will be within sight and sound of one staff member.
- Children will be monitored by:
  - Regular head counts during activities.
  - A roll call at the beginning and end of each activity.
  - Wearing an Edventure identification accessory.
- All staff will be over the age of 16.
- At any one time there will be a supervisor present that is over the age of 20.
- Only one staff member that is under 18 will be rostered to work at any one time.
- The children enrolled in the programme will be reminded of the rules and expectations at the beginning of each programme. Children will be aware that if they do not follow the rules there will be consequences as outlined in our behaviour policy section.
- Before starting any activity, children will know where the activity/play boundaries are.
- During all outdoor activities, staff members will be placed strategically amongst the children.
- Staff members are expected to participate in activities with the children.
- All visitors will sign in on our “visitor sheet”(Ref appendix 5.1, sign in and out activity roll sheet.) They will be supervised at all times.

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### Emergencies

- All staff and volunteers are trained in fire, earthquake drills and other emergency procedures.
- Edventure will follow the written policy and procedures as displayed in the reception area, or stated in our site specific safety action plan.
- All children will be taken through the emergency procedures on their first day and clearly instructed on what and where to go in case of an emergency.
- In case of a fire the building will be evacuated through the fire door and each member of staff will make sure their allocated children are safely out of the building. The Programme Supervisor will then conduct a roll call. The sign In / Out sheets are available at all times and will be taken out of the building in an emergency to check that all children are accounted for. (Ref appendix 5.1, sign in and out activity roll sheet). All children will be taken out of the building and will wait there until the fire department has given the all clear to go back inside the building.
- In case of an earthquake all children and staff will remain inside the building until the shaking stops.
- Children and adults in the building will get underneath the tables and wait until the all clear is given by the supervisor.
- If an earthquake occurs while the children are in a vehicle the driver is responsible for their safety until they reach their destination.
- If outside, staff will instruct children to move clear of buildings, power poles, overhead power lines, trees and high banks / walls.
- While offsite if areas becoming hazardous or weather situations change, Edventure staff will follow safety action plans.
- If necessary parents will be contacted to collect their children.
- Children will be evacuated to a higher point if necessary.
- Staff will ensure that children are warmly dressed and have adequate footwear.
- The Programme Supervisor will carry a whistle, and blow it 3 times to signal an emergency.
- Lockdown - The Edventure Supervisor has the authority to enforce a lockdown if appropriate.

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### Employee and Management

Edventure recognises the value of employees in developing a successful business. All employees will have a clear understanding of the standards of the business and their role within the company.

Edventure will provide quality care through thorough and consistent recruitment practices. Edventure will comply with the Human Rights Act which states that it is illegal to refuse employment on the grounds of sex, marital status, religious beliefs, ethnicity, age, disability, employment status, sexual orientation, family status, or political opinion.

- Recruitment will ascertain the most suitable person for a job at Edventure programmes will:
  - Supply an application pack to candidates including:
    - Supply a job description so the applicant has a clear idea of the roles and responsibilities.
    - Supply a list of personal attributes we believe someone needs to work with children and alongside our other staff members (ref appendix 6.1, staff application pack).
  - Applicants will supply a CV.
  - Interview the candidate, check references/police vetting.

The Edventure Director will be responsible for sorting through the applications and compiling a short list and conducting interviews. The interview will be documented by pen and paper and later typed up, reviewed and summarised on the staff register database.

Once interviews have been conducted, the Director and Supervisor will discuss all the interviews and come to a consensus on which the most suitable applicants were. Once that decision has been made, the Director will contact all of the referees and a police vet will be done on all applicants. All referee checks will be documented. After all the checks have been done, and successful applicants found, Edventure Director will notify the successful and unsuccessful applicants by the method they have stated on their application forms. If a suitable applicant returns a result in the police vetting process their application may still be considered at the discretion of the Director. This will also be documented in the staff register database under the Risk Management Disclosure Statement.

## **ACTION FILLED HOLIDAY PROGRAMMES**

### **Police Vetting:**

Police vetting will be carried out on all staff members, including people involved in the management of the programme, people that have regular contact with the children and/or Anyone the organisation relies on to deliver programmes (eg. paid staff, volunteers, parents, etc)

- We will not finalise employment until these checks have been done.
- Police vetting will be done every three years.
- Oranga Tamariki will sight all police vets
- The vetting forms will be stored on the Edventure Staff Register Database and can only be accessed by the Edventure Director.

Edventure will not employ anyone in a paid or voluntary position, including management, who has a conviction for sexual crimes or any crime involving the harm or exploitation of children. If a suitable applicant returns a result in the police vetting process their application may still be considered at the discretion of the Director. This will also be documented in the staff register database under the Risk Management Disclosure Statement.

### **Employment Agreements:**

All staff will have an employment agreement which they can freely seek advice about and then sign to commence employment.

Employment agreements must contain the following:

- Names of the employer and the employee
- A description of the work
- An indication of when and where the employee is to work
- Wages or salary and reimbursement of expenses, when and how payments will be made
- Hours of work
- A disputes procedure and a description of the services available for helping with employment relationship problems (Ref appendix 6.2, Employee's Complaint Form.)

## **ACTION FILLED HOLIDAY PROGRAMMES**

### **Job Descriptions and definition of staff:**

- A job description will be supplied that outlines their roles, responsibilities, limits to their authority and expectations of their work. (Ref appendix 6.7.)
- Employees will be taken over their job description to make sure they understand before they start.
- Staff are defined as anyone that Edventure relies on for the delivery of a programme and or the supervision of children. This includes paid staff, volunteers, parent helpers, etc

### **Code of Behaviour:**

Edventure will have a code of behaviour which all staff will be advised of and must adhere to.

Covered in the Code of Behaviour will be:

- Their own professional behaviour and interaction with children and other staff
- Supervision and safety of children
- Prevention, recognition and reporting of child abuse
- What constitutes serious misconduct (Ref appendix 6.5, code of misconduct.)

### **Training:**

All staff will have an induction before they start working at Edventure, their induction will include:

- A copy of Edventure Holiday programme policies and procedures, any questions staff may have will be answered during this time but they will also be encouraged to voice any queries or concerns they may have at any time.
- Staff will be informed of all training courses they will need to attend.
- All training will be documented and a copy of this will be placed on the staffs file.
- Initial induction training will be carried out by the Edventure Director.

## **ACTION FILLED HOLIDAY PROGRAMMES**

### **Performance Management Systems:**

- Staff performance will be managed by performance appraisals.
- A post programme meeting will be held between Edventure Staff and the Company director of Edventure to discuss staff performance
- All meetings will have minutes a copy of which will be sent to each employee.
- Any issues or disciplinary action will be followed up by the Edventure Director.

### **Phone:**

- A telephone is always available for staff and parents to use.
- Cell phones are permitted for staff to carry, but private use is to be kept to a minimum.
- Edventure phones are only to be used for business calls.



## ACTION FILLED HOLIDAY PROGRAMMES

### Record Keeping

Edventure will maintain records in accordance with the Privacy Act 2020 and other relevant legislation.

- Edventure will maintain accurate and updated records of current child enrolments, attendance with the programme and all health information.
- All information will be recorded and kept in accordance with the Privacy Act 2020.
- Information will not be shared without the owners (i.e. the person whom the information is about) permission unless required by legislation.
- A register of each child attending the Edventure Programme will be maintained at the Owner's office. Each child is to have a completed enrolment form detailing:
  - Name, Age, DOB, Gender, Ethnicity
  - Parent / Caregiver Name, Address, Phone number
  - Emergency Contact Details.
  - Names of Persons authorised to collect child.
  - Health & Medical information
  - Specialist Diets
  - Permission for emergency care
  - Relevant Guardianship / Custody Information (if applicable)
  - Dated Signatures (Ref appendix 7.1, enrolment form example.)
- The office hard copy of children's files will be available for emergency contact information.
- All bookings are taken from the online booking form found on the website, forms are to be kept in a secure online file and available to parents/caregivers to check/update and available to during auditing procedures.
- All information collected on each child will only be used for the programme staff use and confidentiality will be maintained at all times.

Attendance records will be kept; including a sign in/out system to ensure the programme has an accurate record of children at the programme in case of an emergency. (Ref appendix 5.1, sign in and out activity roll sheet.)

## ACTION FILLED HOLIDAY PROGRAMMES

### **Privacy.**

Edventure will adhere to the rules, guidelines and procedures set out in the Privacy Act 2020. Specifically relating to the gathering and storing personal information of parents and attendees for the purpose of Health and Safety, medical records, emergency contacts and informing parents. This information is stored from the online Google Doc booking form in a secure spreadsheet and is available to Edventure staff in the case of emergency and behaviour management and may also be viewed during OSCAR audits.

During the booking process parents/caregivers give permission for their email address to be used to receive additional advertising material for upcoming programmes.

During the booking process parents/caregivers are given the option for photos to be taken by Edventure staff to be used for advertising, social media and promotional purposes.

### **Finance**

To ensure effective financial management of all finances relating to the Edventure Programme:

- All financial services will be provided through the programme office.
- Edventure Programme accounts will be audited as part of the general audit.
- Charges for the programme services will be set out by the owner and will be reviewed after the first initial term our programme starts and reviewed thereafter annually.
- Payment for programme fees will be made prior to attending the programme by arrangement to the programmes office.
- Receipts are to be issued at time of payment by the programmes office.
- The Director will provide a monthly spreadsheet detailing numbers attending and money received.
- The programme office will be responsible for the following financial management:-
  - Recording fee payments and other income (e.g. WINZ subsidy) and receipts.
  - Payment and recording of expenses.
  - Banking
  - Provision of Petty Cash and limits of staff spending.
  - Following up accounts outstanding.

## **ACTION FILLED HOLIDAY PROGRAMMES**

- Payment of tax, wages and ACC levies.
- All payments and receipts will be dealt with through the monthly financial procedures.
- An annual budget is to be prepared by the Director in conjunction with the Programme Supervisor. The annual budget provision will include:
  - Staffing (wages, base staff, holiday pay, sick leave, relief staff and training)
  - Equipment and resources
  - Consumables (cell phone, first aid, afternoon tea)
  - Rental (cleaning, electricity)
  - Vehicle hire, maintenance, and fuel

### **Phones**

All Staff are permitted to carry personal cell phones that can also be used for emergency use. Personal calls, text messaging and emails are to be kept to a minimum. Programme Supervisor will carry a cell phone at all times for emergency purposes.

### **Policy Document Access**

This policy document including site specific information, and attachments will be kept onsite and made available upon request. This is to be made available to staff and families.