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**1.1 Edventure Standard Complaint Form**

Please fill out the complaint form to the best of your ability. Please note this form is completely confidential between Edventure management, unless further action is needed.

Nature of Complaint

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Time of Incident (if applicable) \_\_\_\_\_

Date of Incident (if applicable) \_\_\_\_/\_\_\_\_/\_\_\_\_

Form Completed by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Ph \_\_\_\_\_ email \_\_\_\_\_

Signed \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

Action \_\_\_\_\_

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**1.2 Abuse Recording and Reporting Forms**

Complete within 24 hours of the reported incident

Person reporting \_\_\_\_\_ Address \_\_\_\_\_

Email address \_\_\_\_\_ Telephone \_\_\_\_\_

Date of report \_\_\_\_\_ To whom reported \_\_\_\_\_

Type of incident (i.e. child endangerment, child abuse, child neglect) \_\_\_\_\_

Describe where the incident occurred (i.e. home, neighbour's house, playground)

\_\_\_\_\_

Date/time incident reported to have occurred \_\_\_\_\_

**Please provide specific information about the child or children in question:**

Name(s) of child \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Female Guardian name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_ Age \_\_\_\_\_ Telephone \_\_\_\_\_

Male Guardian name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_ Age \_\_\_\_\_ Telephone \_\_\_\_\_

**What is the nature and extent of injury, abuse or maltreatment, or neglect, including prior evidence of same? (Please cite the source of this information if not observed firsthand.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are the circumstances under which the reporter became aware of the injuries, abuse or maltreatment or neglect?**

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**What action has been taken thus far to treat, shelter, or otherwise assist the child(ren) to deal with the situation?**

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**Please give other information that you think might be helpful in establishing the cause of the injury and/or the person(s) responsible for it. If known, please provide the name(s) of the alleged perpetrator(s)?**

**Signature of reporter:** \_\_\_\_\_ **Date** \_\_\_\_\_

## **2.1 Behaviour Management Procedure**

Staff will follow the procedure below if children are misbehaving or not following activity instructions. This Procedure is important to insure the safety of other children and staff. Our aim is to prevent injuries and incidents occurring.

Warning 1. Talk firmly to children one to one outlining the rule, behaviour or incident. Point out the appropriate behaviour 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 and this must be logged into the day plan.

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.

In most cases children will behave and act responsibly. If children are not following the standard rules and behaviour guidelines set out by staff they will need to be made aware of the sequence of events as to where their behaviour is leading them.

Parents or guardians must sign the child out of the programme (day plan) and understand why the child has been removed. Through discussion with the Director and instructor a decision will be made as to the child's return the following day.

**2.2 Behaviour Management Reflection Form and Parent Contract**

(This form needs to be kept with the day plan)

Name \_\_\_\_\_ Age \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Instructor \_\_\_\_\_

The rule I broke was

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This rule is important because...

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Apology note to instructor.

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Signed \_\_\_\_\_ Parent \_\_\_\_\_ Instructor \_\_\_\_\_

**3.2 Safety Action Plan / Day Plan**

Programme Name: \_\_\_\_\_ Date: \_\_\_\_\_

Form Completed By: \_\_\_\_\_

<b>Staff</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Signed</b>	<b>First Aid (Tick)</b>

Play areas checked for hazards: \_\_\_\_\_ am by \_\_\_\_\_

Play areas checked for hazards: \_\_\_\_\_ pm by \_\_\_\_\_

Total number of children: \_\_\_\_\_

**Jobs:**

- Toilets cleaned: \_\_\_\_\_ am/pm by \_\_\_\_\_
- Hall swept: \_\_\_\_\_ am/pm by \_\_\_\_\_
- Kitchen cleaned: \_\_\_\_\_ am/pm by \_\_\_\_\_
- Fire drill completed this week on \_\_\_\_\_ by \_\_\_\_\_

Incidents to report:

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### 3.3 Vehicle Checklist

Date: \_\_\_\_\_ Name of Driver: \_\_\_\_\_

Licence Number	
Type of Licence	
Expiry Date	
WOF Expiry	
Registration Expiry	
Today's Destination	
Notes about the condition of the car.	
Speedometer reading: Beginning of the journey and the end.	_____
Total Mileage of the trip.	
Notes or incidents to report.	

**4.1 Accident and Injury Form**

Name _____ Age _____ DoB ____/____/____ Date of incident ____/____/____ First Aid administered by _____	Description of injury. _____ _____ _____ _____ _____
What caused the incident. _____ _____ _____	
First Aid description. _____ _____ _____	
First aid equipment used. _____ _____ _____ _____ _____ _____	Notes / further action needed. _____ _____ _____ _____ _____ _____

Staff Signature \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

Form completed by \_\_\_\_\_ Ph \_\_\_\_\_

Parent signature \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Other notes**

Name _____  Age _____ DoB ____/____/____  Date of incident ____/____/____  Incident reported by _____  Time/date _____	<b>People involved.</b>  _____ _____ _____ _____
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**What caused the incident.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Further action required.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Signature \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

Form completed by \_\_\_\_\_ Ph \_\_\_\_\_

Parent signature \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **4.2 Medical First Aid Checklist**

- 50 x Aeroplast Plastic Plasters
- 1 x Aid/Hepatitis Warning Label
- 12 x Antiseptic Wipes, Alcohol Free
- 1 x Cold pack, disposable
- 2 x Combine Dressing
- 2 x Crepe Bandage
- 2 x Eye Pad 60mm x 75mm
- 1 x Fabric Dressing Strip
- 6 x Gauze Swabs 75mm x 75mm, Packet of 2
- 1 x Minigrip Bag
- 4 x Nitrile Powder Free
- 6 x Non Adherent absorbent pad 7.5 X 10 cm
- 1 x Rescue/Thermal Blanket
- 1 x Retention Bandage, Gauze 80mm x 4M
- 4 x Saline Solution 30ml
- 1 x Scissors
- 4 x Skin Closures
- 4 x Splinter Probes
- 1 x Splinter Tweezers, Stainless Steel 8cm
- 1 x St John First Aid Tips Guide
- 1 x Tape, Transparent 25mm x 5M
- 2 x Triangular Bandage with 2 safety pins
- 1 x Wound dressing with bandage- Large (# 14)

**4.3 Medication Administration Form**

To be complete on first day of programme and accompanied with medication in a glad snaplock bag, with child's name and medication instructions written on bag.

Childs Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

GP \_\_\_\_\_ GP ph \_\_\_\_\_

Medication to be administered

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Time and dosage of medicine

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Signed parent \_\_\_\_\_ Date \_\_\_\_\_

Signed Edventure staff \_\_\_\_\_ Date \_\_\_\_\_

**Additional Notes**

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## **6.1 Staff and Volunteer Application Pack**

In this pack:

- Consent to Disclosure of Information
- 6.4 - New Staff Induction Checklist
- 6.5 - Code of Conduct
- 6.6 - Employment Agreement
- 6.7 - Job Description
- Personal Details

*Please fill out the necessary forms and return ASAP.*

Remember to include:

- CV
- Copy of a current First Aid certificate if applicable
- Copy of NZ drivers licence when needed for driving

**CONSENT TO DISCLOSURE OF INFORMATION**

Licensing & Vetting Service Centre  
Police National Headquarters  
PO Box 3017  
WELLINGTON 6140

I,.....  
(Surname) (Fore Names)

.....

Sex.....(M/F) Date and place of birth.....

Nationality..... Residential Address.....

Suburb..... City.....

NZ Driver's Licence number .....

I hereby consent to the disclosure by the New Zealand Police information they may have pursuant to this application, Edventure . I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed..... Date.....

**COMMENTS OF THE NEW ZEALAND POLICE**  
**A stamped, self-addressed envelope must accompany all requests.**

**Agency code: E30334**



**Personal Information**

Full Name \_\_\_\_\_ Dob \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

Email \_\_\_\_\_

Next of kin \_\_\_\_\_ ph \_\_\_\_\_, \_\_\_\_\_

Emergency contact \_\_\_\_\_ ph \_\_\_\_\_, \_\_\_\_\_

Allergies/ Medical notes \_\_\_\_\_

\_\_\_\_\_

Bank Details \_\_\_\_\_

Drivers licence No. \_\_\_\_\_ licence type \_\_\_\_\_

First Aid certification \_\_\_\_\_ exp \_\_\_\_\_ (please attach cert)

Shirt size \_\_\_\_\_

Other information \_\_\_\_\_

\_\_\_\_\_

Admin use only

Employee number \_\_\_\_\_ Employment status \_\_\_\_\_

Notes \_\_\_\_\_

**6.2 Employee's Complaint Form**

Please fill out the complaint form to the best of your ability. Please note this form is completely confidential between Edventure management, unless further action is needed.

Nature of complaint

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Time of incident (if applicable) \_\_\_\_\_

Date of incident (if applicable) \_\_\_/\_\_\_/\_\_\_\_\_

Form completed by \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_\_\_

Ph \_\_\_\_\_ email \_\_\_\_\_

Signed \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_\_\_

#### 6.4 New Staff Induction Checklist

<b>Name:</b>	
<b>Position:</b>	

**Documentation Checklist: *please tick when complete***

- Application and copy of CV on file (original copies returned)
- Interview Records filed
- Referee check #1 completed
- Referee check #2 completed
- Police Vetting form sent
- Police Vetting form returned and sighted by employer
- Staff/ Volunteer personal Information and emergency contacts supplied
- 1<sup>st</sup> Aid Certificate (copy)
- Copy of Driver's license (if driving responsibilities)

***Have been received by the NEW EMPLOYEE***

- Programme Policies and Procedures
- Information for Staff Resource Sheet
- Code of Conduct
- Job Description
- Work/Employment Agreement

**Induction (in house) Training has been completed**

- Health and safety
- Emergencies
- Supervision and Child Management expectations
- Child Protection
- Business continuity plan

SIGNED( Employee) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED( Employer) \_\_\_\_\_ DATE \_\_\_\_\_

## **6.5 Code of Conduct**

### **Introduction**

Edventure Programmes has a statutory obligation to be a good employer and we personally recognise the importance of treating staff fairly and properly in all aspects of employment. In return, Edventure expects a high standard of behaviour from staff. All staff is expected to identify with and have a commitment to the philosophy and values, and to demonstrate that commitment in the performance of their duties.

### **Coverage**

The Code applies to all employees of Edventure including permanent, temporary, and casual employees.

### **Principles**

The Code of Conduct establishes three principles of conduct that all staff are expected to observe:

1. You should fulfil your lawful obligations to Edventure Programmes with professionalism and integrity.
2. You should perform your official duties honestly, faithfully and efficiently, respecting the rights of the students, the greater community and your colleagues.
3. You should not bring your employer into disrepute through your activities. Activities outside of the running of Edventure programmes are not likely to be acceptable if they:
  - a. damage the standing or reputation of Edventure Holiday Programmes.
  - b. interfere with the proper performance of your duties.

### **Shared Expectations**

Edventure Programmes can operate effectively and provide a quality educational outcome when there is a shared expectation between the Director (as the employer) and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are met. Set out below is a summary of the expectations that Edventure, as the employer, has of you, and the expectations that you, as an employee, may have of Edventure.

*SIGNED( Employee)* \_\_\_\_\_ *DATE* \_\_\_\_\_

*SIGNED( Employer)* \_\_\_\_\_ *DATE* \_\_\_\_\_

### Code of Conduct

This code of conduct applies to all staff members and volunteers of Edventure Holiday Programmes.

1. Ensuring the safety of students is paramount when planning, developing and implementing programmes and activities.
2. Edventure staff and volunteers, are to not inflict any emotional or physical discipline at anytime towards any child or other staff member under any circumstances
3. Ensure that all students are treated fairly which respects their dignity, rights and individuality, and, which challenges them to achieve personal standards of excellence and to reach their full potential.
4. Serve Edventure to the best of their ability and be honest, reliable and trustworthy in all matters relevant to their roles and responsibilities.
5. Abide by any statutory obligations.
6. Respect the integrity of members of the Staff, the Director, Parents and Students.
7. Promote Edventure in a positive manner, and work actively to uphold the professional image.
8. Respect confidentiality by keeping information on students from people who have no right to it.
9. Have an understanding and commitment to the elimination of sexism and racism both with respect to equal educational opportunities.

### Staff shall:

1. Ensure that students are in a safe environment.
2. Work in a collaborative and non-confrontational manner with other school staff.

### Breaches of the Code of Conduct

This Code of Conduct describes the standards of behaviour expected of staff. Behaviour or actions that are considered unacceptable by Edventure management may result in disciplinary action.

SIGNED( Employee) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED( Employer) \_\_\_\_\_ DATE \_\_\_\_\_

**6.6 Employment Agreement**

This employment agreement is between Edventure and \_\_\_\_\_.

\_\_\_\_\_ will be employed by Edventure for the purpose of

\_\_\_\_\_

Between the Dates of \_\_\_\_\_ and \_\_\_\_\_

As an employee or contractor to Edventure you need to familiarise yourself with our policy documentation, company procedures and code of conduct and sign in agreement with carrying out your staffing duties to the best of your ability with compliance to all policies and procedures

SIGNED( Employee) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED( Employer) \_\_\_\_\_ DATE \_\_\_\_\_

## **6.7 Job Descriptions - Site Manager, Programme Co-ordinator**

### **Outline**

The role of the Site Manager / Programme Co-ordinator is to manage the overall running of the day to day programme activities, routines, facilities and management of the group. Specific roles and responsibilities are outlined below. The Site Manager, Programme Co-ordinator will also undertake responsibilities as a Programme Supervisor and Edventure Instructor.

### **Roles and Responsibilities:**

- Managing staff rosters and liaise with staff to cover shifts while in keeping with safety ratios
- Manage staff relationships, assign duties and report staff complaints
- Report at the end of each holiday period to Director and School Principal
- Promote upcoming programmes
- Plan and organise resources for programmes keeping within the specified weekly budget
- Keeping of OSCAR records and being present during OSCAR standards assessment meetings
- Maintaining and growing Enrolment numbers.
- Maintain a constant

## **6.7 Job Descriptions - Programme Supervisor**

### **Outline**

The role of the programme supervisor is to manage the overall running of the day to day programme activities, routines, facilities and management of the group. Specific roles and responsibilities are outlined below. The Programme Supervisor is answerable to the Programme Director/Site Manager.

### **Roles and Responsibilities:**

- Ensure all necessary paperwork is completed (roll calls, parent consent, medical, vehicle checklist, first aid checklist, incident report forms, participant complaint, staff complaint, general public complaint, reporting suspicions of abuse, )
- The programme supervisor will remain with the group at all times.
- Deal with any first hand complaints that may arise between staff, children and or parents.
- Run fire and other safety drills as required.
- Constantly monitor the changing environment and use professional judgement to assess if an activity may be becoming dangerous, and act accordingly.
- Toileting officer. Checking toilets and school facilities that are being used, daily.
- Administration of medication (if required by a participant)
- Monitoring and engaging other staff in activities and outlining other staff as to what their roles in activities may be.
- Ensuring programmes follow NZ law, and other policies and procedures outlined in the Edventure policy documentation folder.
- Report any necessary information and weekly report including necessary paperwork to the programme director.

If further clarification of roles and responsibilities is required the appointed programme supervisor should seek advice from the programme director.



## **6.7 Job Descriptions - Edventure Instructor**

### **Outline**

Edventure instructors are employed to ensure a safe level of child supervision is carried out. Instructors are encouraged to participate in activities, form friendly relationships with participants and to act with authority if a situation arises. Instructors are answerable to the Programme Supervisor and Programme Director.

### **Roles and Responsibilities:**

- Completing any tasks that have been delegated by the programme supervisor that support the day to day running of a programme.
- Participating in activities with participants.
- Providing support and guidance to participants.
- Constantly monitoring child behaviour and the safety of activities.
- Completing headcounts of participants.
- Ensuring programmes follow NZ law, and other policies and procedures outlined in the Edventure policy documentation folder.

All Edventure staff are encouraged to act responsibly and are expected to notify other staff members if a situation arises that may endanger anyone in the group.

If further clarification of roles and responsibilities is required, the appointed Instructor should seek advice from the programme supervisor or programme director.

**6.8 Parent Helper, Volunteer Form**

**Personal Information**

Full Name \_\_\_\_\_ Dob \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

Email \_\_\_\_\_

Next of kin \_\_\_\_\_ ph \_\_\_\_\_, \_\_\_\_\_

Emergency contact \_\_\_\_\_ ph \_\_\_\_\_, \_\_\_\_\_

Allergies/ Medical notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drivers licence No. \_\_\_\_\_ licence type \_\_\_\_\_

First Aid certification \_\_\_\_\_ exp \_\_\_\_\_ (please attach cert)

Other information \_\_\_\_\_  
\_\_\_\_\_

Admin use only

Employee number \_\_\_\_\_ Employment status \_\_\_\_\_

Notes \_\_\_\_\_

**9.1 Tapu Checklist - Post Camp**

- Toilets cleaned and locked
- Staff Room cleaned and locked
- Swimming pool gate, changing room check
- Marine shed locked
- Hall toilets cleaned
- Hall Swept
- Hall Kitchen cleaned
- Hall clean and locked
- Rubbish bins emptied
- Playground and fields checked for litter
- Buildings checked

Form completed by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Ph \_\_\_\_\_ email \_\_\_\_\_

Signed \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

Action \_\_\_\_\_  
\_\_\_\_\_  
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**9.2 Tapu School Grounds Check**

Areas requiring attention:

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Form completed by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Ph \_\_\_\_\_ email \_\_\_\_\_

Signed \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

Action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_