

**St Benedict's After School Care Programme**  
**Policy and Procedures**



**After School Care Programme Philosophy**

Our After School Care programme aims to provide a safe and stimulating programme for students of different ages, genders and cultural backgrounds. We work hard to encompass individual needs and embrace opportunities to work with parents as partners.

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

These policies will be reviewed under the school review timetable or if the policies are found to be deficient.

It is the responsibility of the Principal and the Board of Trustees to ensure that this is done.

A copy of this policy is stored on the school's website; a hard copy version is also available for parents to read in the After School Care classroom.

The After School Care programme is run under the auspices of the school, who employ and oversee all staff.

**1. Operation**

The programme will provide a well-managed service that meets the needs of St Benedict's School, its students and families. The day to day operations of the programme are delegated to the Supervisor and staff.

**Programme Hours**

The After School Care programme will operate from 2:50pm to 6:00pm Monday to Friday, during term time.

**Fees**

The fee structure will be clearly shown and described on all programme information. No change will be made to fees without prior notification.

Fees are paid either directly to the school's bank account or via the school office; receipts are issued to parents thereafter.

All fees are due in advance on either a monthly or full term basis as nominated by the parent or caregiver.

Fees are set with reductions for more than one student, and an earlier pick up (before 4:30pm).

A late pick up fee is charged; when this happens it is paid to the school and a receipt is issued to the parent(s).

Parents will be informed of fees in arrears initially verbally, then by written invoice if no action has been taken to pay the money owed. If fees continue to remain unpaid, then a meeting will be called with the parent(s) to arrange a suitable payment schedule. The student may be excluded from the programme until satisfactory arrangements have been made.

## **Enrolment Procedures**

All families are required to complete and sign a new enrolment form at the start of each school year before the student can participate in the After School Care programme. It is the parent's responsibility to inform the supervisor of any changes of details included on the enrolment form or include additional information should it be important to safeguard the health and safety of the student.

Parent completed enrolment forms must include the following information:

- student's name, address and home phone number
- parent/guardian's names and work phone numbers
- emergency contact details of two (2) people other than the parent / caregiver
- names of adults authorised to pick up child
- special instructions regarding access
- any health problems, allergies
- any other information necessary to provide adequate care.

## **Wait List Criteria**

If there is no space available on the day(s) you are requesting, then your child's/children's name will go onto our Wait List once an application form is completed and handed to the After School Care Programme Supervisor. Clearly state which days you are requesting, and your preferred start date. If you have an end date, do record it as this is helpful information.

Priority is given to siblings, and students already in the programme looking to change days. After that a "first in, first served, and as space permits" policy will apply. This is carried out in a fair manner and by moving names up the queue as space becomes available. In the event a student is offered a place for a day(s) and they are unable to take it, the place shall be offered to the next person on the Wait List and so on until the position is filled.

The school operates separate Wait Lists for each day of the week. Students who are offered but decline a place will be removed from the waitlist(s) for the day(s) they have declined. This will not affect your place on the waitlists for other days. If you wish to return to the Wait List for a day(s) you have declined, you will need to indicate this by completing a new application for that day(s).

You will be informed as soon as a space becomes available. Unfortunately, we are unable to guarantee a place, or predict when a place will become available. Please note that your child(ren) may not be accepted into the programme on all of your requested days. If you no longer require a place on the Wait List, it is helpful for us to know in order to keep the list accurate.

### **Casual Basis and Extra Attendance**

Parents must contact either the school Office Manager or the After School Care Programme Supervisor as soon as possible, if they wish for their child(ren) to attend on a day they do not normally attend. If the roll on that day is full, parents will be informed that their children must be collected at the end of the school day at 2.50pm.

### **Drop Off and Pick Up**

Parents are expected to contact the school Office Manager or the After School Care Programme Supervisor as soon as possible, and certainly before, the beginning of the programme if their child will not be attending. Students sign in at the start of the programme and parents are responsible for signing their child(ren) out of the After School Care programme. Due to running costs and holding places, those with permanent places will continue to be charged in the student's absence from the programme. The exception to this rule are both the Year 6 & Year 8 School camps. Students who are registered in full time After School Care will not be charged during School Camp weeks.

The following steps will be taken if a student does not arrive at the programme:

1. Check with the school Office Manager as to whether the student was at school.
2. Parents will be telephoned by the After School Care Supervisor for unexplained absences.
3. Classroom teacher, emergency contacts and thereafter, the Police will be contacted where there are serious concerns for a student's whereabouts and/or safety.

In all circumstances, parents must sign their child out using the Signing Out book, regardless of being inside the building, outside in the playground or off the school's grounds.

It is the responsibility of the parents to let the After School Care Supervisor know if regular session days and times change.

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

1. Two staff members will remain with the student.
2. Parents and emergency contacts will be contacted.
3. If there has been no contact with the parents or the emergency contacts within one hour of the programme closing, the student will be taken to the nearest Police Station. A note will be left at the school indicating where the student has been taken. The Principal will be informed if this is the case.

Parents will be charged a late pick-up fee of \$20 from 6:00pm – 6:15pm, and \$10 every 5 minutes thereafter. This is paid to the school and is receipted. Staff will not release a student to a person who is not identified on the enrolment form. Parents must inform the After School Care Supervisor if a person who is not listed on the student's enrolment form will be collecting the student. This can be done in either, writing or verbally.

If an unauthorised person comes to collect the student, parents will be contacted for authorisation before allowing the student to leave with this person.

### **Complaints' Procedure**

Parents will be informed on enrolment that there is a Complaints' procedure in place. This will be included in information given to parents at enrolment and clearly displayed in the school's After School Care location.

In general, if any parents have complaints or concerns about the programme, students or staff, they should:

1. Approach the supervisor who will attempt to rectify the situation. (The Principal may be approached initially if preferred).
2. If the parent remains unsatisfied, then they should then contact the Principal.
3. The Principal and Board of Trustees Chairperson will confer and talk to the complainant and decide an appropriate course of action. Where possible, a mutually agreeable outcome will be sought.
4. Further complaints must be made in writing and must contain details of the grievance and desired outcomes. The Principal or Board of Trustees will respond to the complaint within 14 days.
5. The Supervisor will keep the Principal or Chairperson informed of any verbal complaints received.

### **Confidentiality**

The programme will ensure staff, student and parent confidentiality. At all times the programme will comply with the requirements of the Privacy Act 1993 and the school's policy on privacy.

All forms, such as enrolment and staff information forms, state why information is collected and what will be done with the information.

No information is shared except with the owner's permission or as required by legislation, for example, The 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 or at meetings is to remain between those persons.

All sensitive and personal conversations including telephone conversations shall be held discreetly and in private, such as the school's office / reading recovery room.

### **Expectations of Parents**

The parents are expected to be mindful that the staff endeavour to provide a high quality programme in the most cost-effective manner possible.

Parents are expected to be courteous to staff and understand that the harmony of the whole group is important.

The staff are able to raise safely and confidently, issues about student behaviour with parents; parents should be co-operative when working through issues with the Supervisor.

Parents wishing to discuss with the Supervisor matters relating to the programme will be expected to arrange a mutually suitable time for the discussion.

### **Children With Special Needs**

All information stored, and conversations had, will remain confidential.

Students with special needs will be included in the After School Care programme, providing that the Supervisor is confident that:

- the student can be safely cared for.
- the student will benefit from being at the programme.

Full information about the student's requirements including medication and supervision, must be obtained from the parents and included with the student's enrolment form. It is the Supervisor's responsibility to ensure that all staff and volunteers are fully aware of the student's requirements and that they are confident in providing the necessary care.

If a student requires further special aids, for example modified facilities, extra staff or staff training, the Supervisor will consult with the Principal who will make the final decision.

Each case will be considered on an individual basis and every effort will be made to include the student within the limits of the resources of the programme.

### **Settling Five Year Olds into the Programme**

The New Entrants will be collected from their classrooms and taken directly to the After School Care facility. The staff endeavour to learn the new student's names as quickly as possible and continually check on them during the session.

The staff will talk with them and be understanding of their needs.

The Supervisor will talk to the parents about the how the student is settling in.

There will be games and activities appropriate to their level.

New Entrants students will have available, if necessary, a designated area for them to play.

If students are having trouble settling at the After School Care programme or are distressed, the parents will be contacted and solutions sought to make the transition easier.

### **Celebrating Cultures**

As a Catholic School we have a special character which is based on the gospel values. Through these values we are inclusive of, acknowledge, and respect all cultures within our school.

Students and families are invited to share their cultural heritage and celebrate significant events through shared meals, cultural or craft activities etc.

All students are encouraged to show respect for the different cultures within our school.

## **2. After School Care Programme Content**

The After School Care programme will provide a safe, varied and stimulating programme that meets the developmental, emotional, intellectual and physical needs of the students within the constraints of staffing and resource allocations.

The following activities are offered:

- student-directed and planned arts and crafts material
- an opportunity to complete homework
- an organised sport or active group game

- group or individual quiet games or activities
- use of games, IT, various equipment and books
- supervised outdoor play opportunities

Students will be encouraged to participate in activities but may choose not to, as long as they are not bored or disruptive. Whenever possible, alternatives will be offered.

Equipment will be well maintained and age-appropriate.

The programme will be reviewed at the end of each Term by the staff and reported to the Principal.

### **Food**

Staff will observe appropriate hygiene procedures.

Students will be provided with afternoon tea – this is included within the pricing plan.

Afternoon tea will be based around healthy food options such as, but not limited to: sandwiches, cut-up fruit, crackers, popcorn etc. Occasionally, students may be offered a treat on special occasions such as birthdays.

As per our enrolment procedures, parents are expected to brief staff fully on any food allergies or nutritional requirements that their child(ren) has.

If a student has an extreme allergy parents must discuss this with the Supervisor.

The After School Care Supervisor ensures that all food and hygiene-related matters are adhered to by all After School Care programme members of staff.

### **3. Health and Safety**

The programme will take place in a safe and healthy environment suitable for the care of students and for the needs of the staff and volunteers. At all times the well being and safety of the students is paramount. All relevant legislation and School policies such as: EOTC and Risk Management are adhered to.

### **Programme Supervision**

The staff/ child ratio is as follows:

- at the After School Care programme 1:10
- on excursions 1:7
- on educational visits in and around water 1:3 (see policy for activities involving water and parent permission.)

There will always be a minimum of two staff on duty. The Supervisor is responsible for ensuring that staff are rostered so that all students remain supervised. Students will be in view of staff at all times where appropriate. Students 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 (such as retrieving a lost football).

During After School Care sessions, one student at a time will be allowed to use the toilet and students will be checked on after five minutes if they have not returned. This will be done in a manner that retains the student's dignity.

An attendance roll will be marked at the beginning of the session and head counts will be made during the session at various times to ensure all students are accounted for.

A portable phone will be available so that staff can be contacted when outside with students.

In the case of a missing student, the following procedure will be followed:

1. Staff will conduct a thorough search.
2. If the Principal or other senior staff are present, enlist their advice and help.
3. If the student can not be located then parents will be contacted.
4. If necessary, the police will be contacted.

### **Educational Visits Outside the School Grounds**

Generally the After School Care programme does not take students out on educational visits. If we were to do so, the following procedures would apply.

Students will not be allowed to participate on an excursion unless parents/caregivers have signed a permission slip. Parents will be notified in advance of all activities planned away from the school and a planned schedule will be posted at the school. Parents will be informed of the mode of transportation, which would be walking, or public transport.

The staff/student ratio on excursions will be 1:7. Students will be put into groups with at least one adult whose primary responsibility will be the safety of that group.

Where there is access to water and swimming, students will be supervised at all times by an adult who is trained in First Aid and can swim.

The Principal will be informed of all outings and the staff will carry the school cell phone for emergencies.

Where possible, instructors with recognised qualifications and/or recognised agencies will be used to instruct all outdoor pursuits.

Walks to nearby parks and playgrounds do not require a reduced staff ratio but all other excursion safety procedures still apply.

During outings, staff will only allow students to go to the toilet in groups or with an adult. If using public toilets an adult will stand outside the toilet area while students are using the toilets.

A fully stocked First Aid Kit and student emergency information will be taken on all excursions.

Staff will consider emergency procedures before excursions and staff responsibilities during emergencies.

A risk management plan will be prepared beforehand for all excursions.

The students will be organised into a "buddy system" when on walks and will walk double file with at least one adult in the rear and one adult leading. Where there is a road to cross, pedestrian crossings will be used where available. Adults will ensure traffic is stopped before allowing students to begin to cross and will remain on the crossing until all students are safely across the road.

Parents must give written permission before their children are transported in private vehicles. Vehicles used to transport students must comply with all mandatory legal requirements. All drivers must hold a current,

clean driver's licence and must agree to drive safely and maturely, ensuring that seatbelts are worn at all times.

### **Hazards and Risk Management**

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

- identifying and recording all potential health and safety hazards at the school 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, for example, providing safety equipment
- using healthy and safe work practices, together with staff training
- regular classroom, playground and hazard inspections
- compliance with all relevant codes of practice and regulations
- having a sun-safe policy in place which is followed by students and staff.

It is the responsibility of the Principal and Board of Trustees to ensure all procedures are in place to ensure the safety of staff and students at all times.

All employees will be involved in hazard identification, and information on identified hazards will be relayed to the school's Principal for actioning.

Health and safety information will be discussed at staff meetings where supervisors are informed of all Health and Safety policies and regulations by the school's Principal.

### **Being Sun Smart**

Parents are encouraged to provide sun block, sun hats and sun smart clothing. Where the parents do not provide their children with sun hats and sun smart clothing, then measures will be taken to keep students out of the sun. The staff will have sun block for students who have misplaced theirs. Students will be encouraged to seek shade.

### **A Smoke-Free Environment**

A smoke-free environment will be adhered to at all times when the programme is operating. Staff may not smoke while on duty or on school property or at any time in sight of the students.

### **Guidelines on Pets / Stray Animals**

Pets may come to visit but will not be kept at the programme.

If an animal is roaming in the area unrestrained, the students will;

1. Not approach the animal
2. Walk in a sensible manner
3. Return quietly to the After School Care room
4. All staff are to be aware and trained in this procedure.

In the event of a student being bitten or attacked by an animal, immediate first aid treatment or medical attention will be sought and the parents notified.



### **Buildings and Facilities**

It is the Principal's responsibility to check that the school has a current building warrant and that it complies with other relevant fire and safety requirements. The final responsibility lies with the School Environment Committee for the Board of Trustees on behalf of the owner of the building.

The Supervisor and staff will ensure that all parts of the school used for the After School Care programme are kept clean and free of rubbish. This includes:

#### **Daily:**

- vacuuming floors as required.
- emptying rubbish
- wiping all kitchen benches / surfaces where food is prepared
- washing all kitchen cloths and tea towels etc.

The school caretaker cleans the toilets, hand basins, and toilet floors.

#### **Weekly:**

- cleaning fridge and any areas where food is stored
- general cleaning check
- sorting and checking art area, toys, equipment etc.

#### **Termly:**

- washing paint work
- washing blankets
- washing floor cushions, soft toys, sun hats, dress ups etc.

### **Accidents / Emergency Procedures**

A first aid kit will be kept in both the After School Care and First Aid Rooms. It is taken on excursions along with a full set of emergency contact numbers. The first aid kit will be stored out of reach of the students. 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.

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

1. Staff will immediately inform the Supervisor.
2. Appropriate first aid will be administered.
3. If a student needs medical attention, parents will be contacted to ascertain if they would prefer to take the student themselves or would they prefer staff to take them to the medical centre of their choice. If

parents or emergency contacts are unavailable, the student will be taken to the nearest available medical facility by taxi or private vehicle at the parent's cost.

4. If serious injury occurs, parents will be notified and an ambulance called. If it is not possible to be allocated an ambulance then the student(s) may be transported in a private vehicle to the nearest medical centre or hospital.

Accidents and incidents will be recorded by the After School Care staff on an incident sheet, which are kept in the After School Care and First Aid rooms. Parents must be notified at the end of the day when picking up their child(ren). All accidents to staff and students, including near misses, will be recorded and investigated. An accident will be investigated and referred to the Principal and the Board of Trustees.

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

- 1) Staff will calm the student.
- 2) Inform the Principal or classroom teacher.
- 3) Parents will be contacted.
- 4) Professional help will be sought if required.

For trauma of staff, the Supervisor will ensure that professional help is made available.

### **Emergency and Disaster Procedures**

Both fire and earthquake drills are carried out once a term for the After School Care programme. The Fire department are notified of our After School Care programme hours and numbers of students in session. The School Guidelines for Emergency Procedures are followed.

The 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.

### **Earthquake Action Plan**

- Supervisor shouts 'earthquake, drop, cover, hold'.
- Students find a safe area.
- Students do not run outside or around inside during the earthquake.
- Students wait until the Supervisor gives the 'all clear' before they move.
- Evacuate the building and assemble at the assembly point on the bottom court.
- Students are checked and any injuries attended to.
- An attendance roll will be taken to account for all students.

### **Fire Action Plan (See Guidelines for Emergency Management)**

- Supervisor calls out 'fire' and activates the alarm.
- Evacuate all people from the building.
- Assemble at assembly point on the bottom court.

- An attendance roll is taken to account for all students and staff.
- The Supervisor calls the Fire Department.
- All students remain at the gathering point until told to move.

### **Illness and Medication**

If a student becomes ill, they will be made comfortable, put into the First Aid Room (if appropriate) and the Supervisor notifies the parent(s).

Medicine will not be administered unless parents have signed a consent form. This form includes dosage and must be signed by the staff member when they administer the medicine. All medicine must be labelled showing the student's name and dosage and must be stored out of reach of all students. Parent(s) will be informed of any administered medicine when they come to pick up their child(ren).

Students who have notifiable diseases will be excluded from the After School Care programme for the appropriate infectious period.

All staff must wear disposable gloves when administering first aid.

Staff with notifiable diseases must take the appropriate precautions to prevent cross infection. For example, they will not participate in the administering of first aid and medication and/or will not work during the infectious period.

### **Child Protection (Vulnerable Child / Oranga Tamariki)**

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

The programme staff will act on all suspicions of child abuse in the following ways:

1. The school's Guidelines for Child Protection will be observed.
2. All incidents and observations will be recorded in a designated book for such purposes.
3. Although After School Care staff members are legally entitled to refer issues to Child, Youth and Family or the Police, our school policy advises that any suspicion that abuse is occurring should be reported to the Supervisor and the School Principal to be dealt with.
4. The Principal will inform the Chairperson of the Board of Trustees.
5. The Principal will investigate and refer the incident or observation to Child, Youth and Family.

### **4. Behaviour Management**

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

Staff formulate rules for the programme and discuss the consequences of breaking these rules with the students. Programme rules will be based on respect for each other and equipment. It is common practice to receive student input at the start of each year when agreeing the ASC rules and expectations.

Staff encourage students by outlining what is expected of them to encourage positive behaviour choices. Positive reinforcement is used at all times and a stimulating and responsive programme will be provided to help encourage positive behaviour choices.

When a student misbehaves or ignores programme rules, staff will:

- a. Remind the student in a positive way of what is expected of them.
- b. If the behaviour continues, the student will be reminded again and warned of the consequence that will result.
- c. If the student continues to misbehave after two warnings the consequence will be enforced.

Consequences must be appropriate and may include:

- a. Being removed from the activity and put into time-out, that is the student 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).
- b. Having physical play boundaries reduced (for example, when a student continually leaves the defined boundaries).
- c. Not being allowed to play with a certain piece of equipment for an appropriate length of time (for example, when a student continually misuses that piece of equipment).

In all cases, before the student returns to the group the After School Care Supervisor will review with them what positive behaviours are expected (for example, refraining from disruptive, rude or aggressive behaviour).

If a student continually misbehaves, parents will be notified when they pick up their child and asked to support the staff in their attempts to encourage positive student behaviour. If disruptive behaviour continues, parents will be asked to meet with the supervisor, and if necessary the school Principal to plan a course of action.

If a student continually behaves in a manner that endangers themselves or others (including students or staff), despite the above measures, parents will be notified by the Principal and asked to remove their child with immediate effect.

### **Punitive Discipline/Measures**

At no time will punitive discipline be used. This includes punishing children by physically hitting, withholding food and drink, being abusive, demeaning or condescending with comments or by placing a student in isolation.

At all times, staff will maintain a fair, consistent and positive approach to student behaviour. When students are in conflict with each other, staff will encourage the students to resolve the situation themselves and aid them by making suggestions on how to do so. If students cannot resolve the conflict they will be removed from the situation, for example they will not be allowed to play with either the toy or each other until such time as they can manage to successfully.

## **Restraint Guidelines**

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

## **5. Programme Management**

The After School Care Programme is run in a manner that is professional and welcoming, as well as being financially sound. It demonstrates accountability to the School and the families who use the programme.

Day to day supervision of the After School Care Programme is delegated to the Programme Supervisor. Overall supervision of the programme is the responsibility of the Principal and School 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. All income received is banked in the first instance. The Trustees may delegate certain tasks as appropriate, for example, collection receipting and banking of fees.

A petty cash allowance is given to the After School Care Supervisor to perform the purchasing of food and resources each term. Any amount exceeding this allowance must be approved by the Principal.

The Programme Supervisor keeps a record of each student's attendance.

The responsibilities of the Programme Supervisor will be clearly delineated in the job description.

The Programme Supervisor will be responsible for the day-to-day running of the programme and in attendance at each session. When this is not able to happen, i.e. sickness, the senior assistant or someone designated by either the Programme Supervisor or the school Principal will take over the Supervisor's role.

It is the Programme Supervisor's responsibility in liaison with the Principal and the School Finance Administrator to:

- keep clear and accurate financial records
- ensure that the After School Care Programme is a separate form of income
- set the budget, for approval by the Board of Trustees

## **6. Staff and Volunteers**

The After School Care programme will ensure quality care is provided through fair and consistent recruitment procedures including the relevant 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 Principal, in consultation with the Chairperson and Appointment Committee (if appropriate). All paid staff will be recruited according to the following procedures:

The Principal and a designated Appointments Committee will conduct interviews to appoint an After School Care Supervisor.

Positions will be advertised and applicants interviewed.

The interview process will consist of a stated set of questions and referee checks.

- All applicants will provide information required under the Vulnerable Children's Act, including two forms of identification, a C.V. that outlines a chronological work history for at least the previous five years, and the names of at least two referees. It is the Principal's responsibility to contact the referees for verification of the applicant's experience and suitability to work with children.
- The Board of Trustees must ratify the Committee's recommendation before the applicants are informed of the decision.
- Staff or volunteers must be 16 years of age or over.

All workers, including volunteers, must:

- release details of their police record to the Principal. No person with a conviction for sexual crimes, crimes of violence against the person or for any offence involving harm or exploitation of children may be employed at the school. No position is offered and/or permanent until a successful Police Check is returned by the New Zealand Police Vetting Service.
- sign a statement that they will abide by the policies and code of conduct.

After School Care staff will be provided with a full job description that states responsibilities, skills, certification and standards required.

The employee must sign a written employment contract, clearly setting out wages and conditions of work, as per declaration on the Staff Information Sheet.

Every three years existing staff will be subject to the following safety checks as per the Vulnerable Children Act.

- Confirmation that the staff member has not changed their name, and if so confirmation of that change with a primary form of identification.
- Seeking information from any relevant professional body, licencing or registration body if relevant
- Completion of a New Zealand Police Vet
- Evaluation of the above information to assess the risk the children's worker would pose to the safety of children.

### **Training and Supervision**

All staff will have experience of, or interest in, training or working with school-age children and/or recreation. Staff training requirements will be reviewed as required and opportunities provided for further training as needed.

The Principal and After School Care Supervisor are 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 students at all times. New or less-experienced staff will receive adequate induction, support and supervision from the After School Care Supervisor.

### **Staff Disciplinary Procedures**

The Principal and the Board of Trustees Personnel Committee are responsible for supervising 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 issue and to improve. Staff will be given two verbal warnings and one written warning clearly stating the problem, the measures required to improve performance and a timeframe in which this is 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 Board of Trustees.

Staff may be suspended on full pay pending further investigation if they are accused of:

- striking or sexually abusing a student
- failing to observe programme rules so that a student is injured or placed in serious danger.

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

### **Staff Complaints**

Staff complaints against other staff members must be referred to the After School Care Supervisor. If no agreement can be reached the complaint will be taken to the Principal. The Chairperson is to be informed of any serious complaints involving After School Care staff. If it is clearly inappropriate to approach the Supervisor then staff may contact the Principal or Chairperson directly.

Staff grievances against the Board will be resolved in accordance with the provisions of the Employment Relations Act 2000.

### **Performance Appraisal**

An annual appraisal of the Supervisor will be the responsibility of the Principal. Annual Appraisals of the permanent staff will be the responsibility of the Supervisor. Performance appraisals will be carried out for each staff member, with the sole intention to increase awareness of their performance and to ensure a high standard of care at the After School Care programme.

The appraisal will be based on the job description, will establish individual and group strengths and identify areas for personal and professional development. It will consist of a self-appraisal and interview with the Principal and/or the supervisor.

Objectives will be set for the next term of employment. All appraisals will be confidential.

### **Volunteers**

Supervision of volunteers is the responsibility of the After School Care 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 will be made to include volunteers in planning and training as appropriate. Any agreement regarding reimbursement of expenses must be made in writing.  
Adopted at the Board of Trustees Meeting – August 2002.