

Health and Safety Policy	
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OSCAR Standard – The service has a suitable environment for the care and recreation needs of children participating

OSCAR standard – Service has appropriate procedures about the way their organisation operates

OSCAR standard – Health and Safety

OSCAR Standard – The service has a sufficient body of trained and competent staff to deliver and support service. Services are managed competently (including competent financial management).

The programme will take place in a safe, positive, and healthy environment, suitable for the care of participants and for the needs of the staff and volunteers. At all times the well-being and safety of the participants is of foremost importance. All relevant legislation will be adhered to.

1. Training and supervision

The General Manager and Centre Supervisor are responsible for ensuring that all staff, including volunteers, are sufficiently trained in:

- Emergency Procedures
- Child management and supervision
- LifeKidz Trust policies
- Child Protection
- Daily Operations
- Risk involved in varied tasks
- Health and Safety in the workplace
- Hazard Procedures
- Reporting of accident or incidents
- New staff training for all health and safety requirements

2. Hazards and risk management

The safety of participants, family members and staff at the programmes will be ensured by:

- Identifying and recording all potential health and safety hazards at the centre and any other venues used.
- Assessing the risk to staff and programme participants of all identified hazards.
- Putting controls in place to remove or minimise the risks, for example,

- providing safety equipment
- Using healthy and safe work practices, together with staff training
- Regular inspections by staff to check that hazards have not changed
- Compliance with all relevant codes of practice and regulations
- Having a sun-safe policy in place, this must be followed by participants and staff.
- Cleaning products are locked away out of reach from participants
- Equipment, mobility aids, toys are clean and kept in good working order
- LifeKidz Trust transport has a current warrant of fitness.

It is the responsibility of the General Manager to ensure all procedures are in place to always ensure the safety of staff and participants.

All employees will be involved in hazard identification, and information on identified hazards will be made available to all staff. Sufficient staff on site will hold a current first aid certificate. At least 1 always.

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

The Centre Supervisor must complete an up-to-date Risk Assessment Method Statement (RAMS) forms to identify any risks associated with the programme. A hazard and near misses' register must be maintained.

3. Transport Policy

Participants travelling to and from excursions have the right to be safe. All modes of transportation undertaken will be safe and comply with all the required regulations. LifeKidz Trust will ensure that vehicles have a current warrant of fitness, registration; abide by transport laws and are regularly serviced. All vehicles used by the centre will comply with the appropriate road and transport regulations and have third party and comprehensive insurance. A staff member will be identified as the person in charge of the excursion.

When participants are transported in a vehicle off the programmes base, correct staff / child ratios are maintained. There must be at least one member of staff with participants excluding the driver. Prior to using transport an assessment of the participants needs will be made to ensure sufficient staff are available to support and care for participants. Parents will be kept informed, and the safety of the participants is paramount.

All staff or volunteer drivers will hold the appropriate driver's license for the vehicle they are driving and have been police vetted.

Before travelling in the vehicle, the staff member will ensure that all participants wear a seat belt suitable for their age and size. If required special restraining belts must be provided. At all times the participants must sit down in their allocated seat. Sharing of seats is strictly forbidden. Booster seats are available

for participants who are under 145cm tall and require seat belt support. Participants will be required to remain seated and not behave in a dangerous or distracting manner.

Staff must use seat belts. When travelling in a vehicle with one adult, the participants must travel in the back seats of the vehicle. The driver should always carry a Lifekidz Trust mobile phone.

When picking up and dropping off participants, the vehicle should park in a location, where it is **not** necessary for participants to cross a road. If after leaving the vehicle the participants do have to cross a road, this must be done under strict supervision of an adult. At LifeKidz Trust Afterschool Programme, meeting points are to be organised with the participants, parent, Center Supervisor and school to find the best meeting point.

All vehicles must carry a first aid kit, map, contact numbers and an operating cell phone.

Participants in wheelchairs must be appropriately anchored when travelling in the vehicle.

Lifekidz Trust vehicle will have a registered mobility parking permit allowing vehicles to park in disability zones.

4. Vehicle Breakdown

The staff member in charge will:

- Phone the centre to inform the Centre Supervisor of the situation.
- The Centre Supervisor and the staff member will discuss suitable alternative transport and organise for this to be undertaken.
- Ensure that the participants are safe at all times.
- The Center Supervisor will inform the parents/ of the breakdown if necessary.

5. Vehicle Accident

The staff person in charge or the driver will:

- Check to see if any participants or staff are hurt, administer appropriate first aid.
- Use the mobile phone to call for help for an ambulance and or police.
- Comfort and calm the children.
- Ensure that the participants are safe at all times.
- Take the required details of the other driver/people involved; name, contact details, registration number, driver's license, insurance details, and any damage made to either vehicle. If possible, take a photograph of the vehicles.
- Take down details of any witnesses to the incident.
- Phone the centre to inform the supervisor and organise alternative

- transport if necessary.
- Complete an accident report on return to the centre.
- Inform the parents of the accident.

6. Health and Safety checks

The LifeKidz Trust Center Supervisor must ensure that the “daily hazard checklist” is completed to ensure that the building is safe to use. (Appendix 5).

7. Risk analysis

The Centre Supervisor will ensure that all risk assessment matrix (RAMs) is completed prior to any offsite visit or for any new activities that are introduced to the programme. These will include risks posed by the activity, environment, people, and equipment.

8. Accidents and First Aid

A first aid kit will be kept at the **LifeKidz Trust** venue, and a separate one will be taken on excursions along with emergency contact numbers. The first aid kit will be stored out of reach of participants. It is the responsibility of the Centre Supervisor to ensure that it is maintained and well stocked using the first aid kit checklist with the date recorded.

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 participants or staff, the following procedure will be followed:

- Staff will immediately inform the Centre Supervisor and/or the General Manager.
- Appropriate first aid will be administered.
- If a participant needs medical attention, parents will be contacted to ascertain if they would prefer to take the participant themselves or would they prefer staff to take them to the medical centre of their choice. If parents or alternative contacts are unavailable, the participant must be taken to the nearest available medical facility.
- If serious injury occurs, parents will be notified, and an ambulance called. If it is not possible to call an ambulance, participants may be transported in a private vehicle.

Accidents and incidents will be recorded by staff on an **accident/incident report form** and parents notified. These **MUST** be signed off by the General Manager and the Parent/Caregiver. These are to be filed in Incident Report Folder.

All accidents to staff and participants, including near misses, will be recorded,

and investigated. An accident will be investigated as recommended in the Approach to Accident Investigation brochure. Any accident involving serious harm or Adverse Events will be reported to WorkSafe NZ (PH: 0800-030040) as soon as possible after its occurrence and the prescribed accident form submitted to WorkSafe NZ within seven working days. Training will be given for management of any known ailments and possible first aid situations.

Accident/Incident flow chart attached (Appendix 2).

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

- Staff will stay with and calm the person.
- Parents will be contacted.
- The Child Adolescent & Families Mental Health Service will be contacted if required.

For staff affected by the trauma, the General Manager will ensure that professional supervision is made available. Lifekidz Trust has a free confidential wellness program for all staff providing up to six counselling sessions (Appendix 4).

9. Toilets

As there may be some participants that require assistance with toileting, it is important to follow the procedures for assisting a participant with toileting. The toilets in the facility will be clearly labelled which one is for use by staff and which one is for use by participants. When assisting participants in the toilet two staff members of the same gender as the participant must accompany the participant in the toilet.

If using public toilets, the same protocol must be followed. Staff will only allow participants to go to the toilet in no more than pairs. If using public toilets an adult will accompany them.

10. Food

Parents are expected to provide morning tea and lunch for all programs **this** is the best way to manage the varied dietary requirements of the participants. Afternoon tea will be provided for the participants. Afternoon tea will follow nutritional guidelines. For example: cut-up fruit, crackers, popcorn, etc. Occasionally the participants may have biscuits and snack food.

Staff involved in food preparation storage and teaching basic skills to participants are required to have completed food hygiene training course.

Afternoon tea will be provided for participants. Afternoon tea will follow the same nutritional guidelines as above. Where possible, the participants will participate in the preparation of afternoon tea to learn cooking skills. Staff will ensure that they have knowledge about the participants allergies information prior to starting

their shift.

At LifeKidz Trust the kitchen is the only designated area to be used for food preparation. Staff will make sure that the dining table and work surfaces are kept clean using antibacterial spray before and after eating. Staff must follow these guidelines:

At LifeKidz, we take food hygiene very seriously to ensure the safety and well-being of participants and staff. Our food hygiene policy includes the following procedures and guidelines:

- All staff members are trained in basic food hygiene practices and are regularly retrained to stay up to date on best practices.
- All staff members must maintain good personal hygiene, including frequent handwashing, wearing clean clothing with an apron, and keeping hair tied back.
- The kitchen and food preparation areas are kept clean and sanitized at all times, with regular deep cleaning schedules in place.
- Food is stored, handled, and cooked following proper food safety guidelines to prevent contamination.
- All food products are sourced from reputable suppliers and are properly stored to maintain freshness and quality.
- Any food that is past its expiration date or shows signs of spoilage is immediately disposed of appropriately.
- Any staff members who are ill or show signs of illness are not allowed to handle food until they are well again.
- Regular food safety audits are conducted to monitor and evaluate the effectiveness of our food hygiene procedures.

11. Illness and medication

If a participant becomes ill during the day, they will be made comfortable, put into a quiet area, always supervised and parents notified. It is the parent's responsibility to refrain from sending the participant to the programme if they have illness which may be communicated to others.

Medication

Medicine will not be administered unless parents sign a **medical consent form**. This form must include the name of the medicine, the administration route, dosage and be signed by the staff member when they administer the medicine. This will include but is not limited to:

- Name of the participant
- Time of administration (for a particular time or circumstance)
- Reason for administration
- Type and dosage of medication – oral, inhaler or liquid

- Signature of staff member
- Signature of parent

Staff will ensure that all medicines are stored safely away in a locked cupboard including those that participants are allowed to self-administer e.g. asthma inhalers.

There must be no risk of medicines being mixed up or tampered with by other participants.

Parents must notify the Centre Supervisor of any medical conditions their participant has including treatment and medication that may be required. This information will be passed on to all staff during de-brief.

Staff will keep a record of all medication given and parents are required to check and sign this daily. All medical records kept by the programme are strictly confidential.

Any staff who have a notifiable disease must take appropriate precautions to prevent cross infection.

12. Policy on animals

Only caged animals may be brought into LifeKidz Trust venue, and these must be kept clean and disease free at all times. Keeping animals at the centre will not be allowed to compromise participants health, for example, participants with allergies.

LifeKidz Trust will ensure that the enrolment form will clearly identify whether the participant has an allergy to animals.

LifeKidz Trust staff will be advised about the participants fear or anxiety around animals and how this may compromise their wellbeing. Animals that come onto the property that are not under the programmes control will be monitored by removing the participants from the area and calling animal control. No participant will be put at risk.

13. Cleaning

LifeKidz Trust has a daily, weekly and fortnightly cleaning roster. During the programme's operating hours, staff will be assigned roles in cleaning. Cleaning materials will be stored away in the laundry area which is locked. Participants may be asked to assist with the cleaning of the building but limited to tidying with supervision, no chemical cleaning to be done by participants at the programme.

14. Smoking and/or vaping free policy

A smoke/vaping -free policy will be always adhered to when the programme is operating. Staff may not smoke/vape while on duty or when in sight of the participants. "No Smoking" signs will be displayed in the indoor areas. A designated smoking/vaping area that is out of bounds to participants may be provided at the request of staff.

15. Sun Safety

The staff will follow the recommendations of the Cancer Society to protect participants from harmful UV rays.

Parents will be asked to provide a hat for their participant to wear when outside.

The programme will be organised to minimise time spent in the sun during high burn-time periods, as advised by Cancer Society. Activities outside will be encouraged to be played under the shade sail.

Staff will act as role models by staying covered up and wearing hats.

The centre will provide sunscreen lotion, and this is to be applied to all participants when they are going outside. Staff will encourage older participants to apply their own sunscreen and will supervise all participants to ensure it is applied correctly.

Parents may provide their own sunscreen if they wish to do so. Parents will be advised to provide appropriate sun-coverage clothing for swimming and beach trips such as suitable t-shirts, sun suits etc.

16. Parental Consent

Parents must have given written consent for each excursion (other than regular planned outings), which must be checked before participants can go. This list is kept together with a current allergy list, emergency contacts, roll and centre details. (Appendix 3).

Holiday programmes will provide parents with an itinerary of any outings so that they can give written consent for any outings or indicate clearly which outings they do and do not give consent for.

The decision to send a participant on an excursion will be made by the General Manager and/or Centre Supervisor of the programme and the parent will be notified of any decision and the reason why if not being sent.

A detail of where the Staff will be taking the participants is written on the day sheet/board, with departure and return times.

If there are insufficient adults to meet adequate ratios, the excursion will be cancelled. When transporting participants ensure that the safest route is taken.

17. Excursions

The staff member in charge must carry the name and address of the participants, a contact telephone for parents.

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

On-going monitoring of participants while on excursion must take place. The staff member must take a list of all participants attending the excursion for roll call at necessary intervals. Each staff member must continuously monitor the participants in their care/supervision.

A risk assessment will be conducted prior to any off-site excursions and prior to any activity involving water. This will include emergency procedures and staff responsibilities during emergencies.

The participants 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 if they are available. One adult will stand in the middle of the road to ensure traffic is stopped before participants begin to cross and will remain there until all participants are safely across the road. Should there be behavioural challenges that may not permit a participant to be involved with a trip, then two members of staff will remain at the site with the participant.

When on an excursion a list of the participants participating will be left at the **LifeKidz Trust Holiday Programme** venue including the group’s whereabouts and expected time of return.

Excursions out of the Centre environment will require an adult: participant ratio of 2:5. A minimum of two adults must accompany participants for all excursions. At least one adult per vehicle must be qualified to drive, hold a current first aid certificate and will carry a first aid kit. A cell phone will be taken on all off-site excursions and all staff will be informed of what procedures to follow if coverage should fail and emergency services need to be contacted. (e.g. runner, identifying nearest emergency station).

In some situations and following a risk assessment the adult to participant maybe increased.

The following must be taken on excursions out of the Centre:

- First Aid kit
- Any medication to be administered while on the excursion. Medication is to be named and dosage required recorded and signed by parent. This must be kept in a locked container and monitored by the manager.
- Sunhats, coats, etc as necessary.

- Sunscreen
- Drinking water and food as necessary.
- Wipes and a change of clothes.
- Incontinent pads
- A copy of the child's records and emergency contacts.

Appropriate planning and preparation include:

- ensuring access to phone while away from the Centre
- scheduling of regular checks of participant numbers
- ensure staff have adequate knowledge of destination
- instructing and demonstrating participants about safe road crossing
- revising clear safety guidelines for walking in groups on footpaths etc.
- briefing for participants on behaviour and safety before they leave the Centre and before they enter a venue.

18. Water Safety

In closed water areas such public and private swimming pools.

This policy also applies to small inflatable and larger self-constructed retail pools which may be used within LifeKidz facility. If a pool requires filling, then water quality and temperature should be appropriate. When emptying the pool care should be taken that the water is drained safely.

- Any time there are participants in the water there will be one staff member in the pool and another on the outside supervising.
- Participants will be assessed prior to any water activity.
- Always check for hazards in and around the water. E.g. deeper water, strangers, glass, water toys.
- No running, jumping, or diving into the pool area.
- Any participant with special needs/medical conditions will be always accompanied in the water by a staff member.
- The participant will be accompanied by a staff member if using public changing rooms or toilets.
- At least one staff member will hold a first aid certificate and a first aid kit will be available if needed.
- Sunscreen will be available and managed by the staff.

- Anyone who has had diarrhea in the last two weeks must stay out of the pool.
- The gate must be locked at the end of the swimming session and keep closed while the pool is in use.
- Pool equipment is not left around the pool where it could be a hazard.
- Arm floaters or life jackets should be provided for participants who require them.

Visiting the beach

For beach trips there will be **no** swimming.

- The General Manager and Centre Supervisor will complete RAMS prior to the activity. The General Manager and Center Supervisor must be satisfied that safety provisions are adequate before an activity is allowed. (Off Site Form-Appendix 6)
- Staff and all participants on any outings or water activities during warmer months must remember to SLIP (on a shirt), SLOP (on sunscreen), SLAP (on a hat) and WRAP (on some sunglasses).

[OSCAR Water Safety Handbook.](#)

19. Building and facilities cleaning

It is the General Manager's responsibility to check that the programme Centre has a current building warrant and that it complies with other relevant fire and health and safety requirements. The final responsibility lies with the owner of the building. The General Manager will liaise with the owner and the Trust Board in the event of any problems.

The building is used by other community groups. This will mean that equipment used in LifeKidz Trust programmes is stored away and the Centre left clear and tidy.

The General Manager and staff will devise a cleaning plan to ensure that all parts

of the centre are kept clean and free of rubbish.

This plan is to include:

Daily:

- Sweeping/vacuuming all floors
- Emptying rubbish
- Washing kitchen and toilet floors
- Wiping all kitchen benches / surfaces where food is prepared
- Cleaning toilets and hand basins – washing all kitchen cloths and tea towels.
- Ensure cleaning products are stored safely

Weekly

- Cleaning fridge and any areas where food is stored
- Dusting
- Sorting and checking art area, toys, equipment, etc.

Each term:

- Washing paint work
- Laundering floor cushions, bean bags, soft toys, and dress up clothing.

The boundaries for playing outside will be clearly marked. Participants must be always within sight of a staff member and in a fenced area. Participants may not play in the car park or along any unfenced boundary near a road.

20. Emergency and disaster procedures

Both fire and earthquake drills will be carried out once a term for the after-school programme and once during every holiday programme period. The General Manager will keep a register of all people at the centre and must be available to inform the fire department. The General Manager and Centre Supervisor will develop a plan of action for emergencies involving either fire or earthquake which is clearly displayed in every room and which includes:

- How to recognise the nature of the emergency
- How and where participants will assemble outside
- Ensuring everyone is accounted for
- How to recognise the emergency is over.

The General Manager 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.

21. Health and Safety – Information and Forms

- [Outline of HSE Act](#)
- Venue Check (Appendix 5)
- Accident/Incident form and Flowchart (Appendix 2)
- Medication Form (Appendix 1)
- Off Site Form (Appendix 6)

22. HSE Act Compliance

The following procedures are followed to comply with the Health and Safety in Employment Act:

- Daily Venue and Hazard Check
- Excursion and Special activities Risk Assessment
- First Aid Kit – On-site and on trips, checked before each holiday
- Recording accidents and incidents
- One currently qualified first aider is on-site at all times.
- Other staff procedures to maintain programme health and safety.

23. Health and Safety Procedures

24. Staff Ratios

The staff/participant ratio will be as follows:

- At the Centre ratios are 2:3 or 1:1 depending on acuity.
- There will always be a minimum of two staff on duty at the programme.

25. Supervision Policy

Staff have the knowledge and skills to plan safe activities that are appropriate for the age and abilities of the participants. Formal attendance checks will be made regularly during the day.

There will be a Centre Supervisor and/or General Manager on site at all times.

26. Staff Guidelines for Supervision

All paid and voluntary staff are responsible for the safety of participants at the programme.

When staff are supervising, they should be constantly observing **all** participants in the area they are responsible for.

Staff should take a head count occasionally and watch the playground boundaries constantly (participants are to be made aware of these beforehand).

Staff should position themselves so they can best see all the participants. This is particularly important if a water activity is being used.

Staff should not join in on an activity if they will be unable to maintain good supervision.

Staff should not leave the area they are supervising without ensuring it is safe to do so by:

- asking another staff member to supervise the area
- or moving the participants to another place where they will be properly supervised

In an emergency staff need to make sure that they respond in a way that does not create a risk of further injury or leave participants without adequate supervision. Stay calm and seek help immediately.

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

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

27. Pick Up/ Sign In and Out all programmes

Lifekidz staff will ensure that all participants are signed in and out on the daily register

If a participant is expected at the programme and has not arrived within 20 minutes, the Centre Supervisor will attempt to contact the parents. The Centre Supervisor will inform the General Manager of any unexpected absences as soon as possible.

Parents need to inform the Centre Supervisor if they will be dropping participants off late or picking them up early.

28. Transport Service

Participants attending After School Programmes may be collected by a **LifeKidz Trust Programme** vehicle or School Taxi Service from their school at a designated pick-up point. When participants arrive at LifeKidz Trust Centre

they must be signed in by staff member allocated to this responsibility for the day.

Parents will be notified of the pick-up times and staff will wait five minutes for any participants who arrive late. They will attempt once to ring the parents. After five minutes they will leave. Parents will be responsible for getting participants who miss the pick-up to the programme. If parents do not arrive to collect participants for the drop off, staff will wait and contact the parent. Twenty minutes before programme closing the staff will then return with the participant to the venue and treat as a late collection.