

## OSCN Policy Samples

The following pages contain short extracts of some of the policy samples that we have available at on-line in our resources area: [resources link](#).

OSCN members can access the full files for free by using their log-in. There are pdf and word formats available.

Membership for new services in their first year of start-up is \$70-00. Members get other benefits, including reduced workshop fees. Details here: [membership information link](#)

The outline below shows the areas covered in our full templates.

---

### OSCAR Policy Outline

(Based on current MSD Standards 2016)

#### Child-centred services

Philosophy

Child-centred services

Cultural awareness

Parent / caregiver relationships

Programme planning

Quality improvement

#### Child wellbeing

Child protection

Behaviour guidance

#### Staffing

Relevant legislation

Definition of staff

Recruitment and appointment of staff

Vetting and safety checking

Staff induction

Training and professional development

Staff Conduct & duty of care

Staff complaints / concerns

#### Health and Safety

Relevant legislation / introduction

Programme safety procedures

Staff induction, participation and training

Programme attendance & supervision

Incl: ratios / pick up / late collection / rolls

Excursions and transport

Accidents / incidents (and reported to MSD)

Emergency procedures

Business continuity & disaster recovery

Medication and illness

Sun safety

#### Service Operation / Management

Programme hours

Enrolment

Organisational structure

Record-keeping

Financial management

Insurance

Programme policies accessible

Complaints

## MSD Level 3 Social Sector Accreditation Standards (SASS)

### Client-centred services – sample policy

*This sample policy is provided as a guideline for wording and layout. We recommend that the specific wording be carefully considered to properly reflect the particular circumstances and procedures in your OSCAR service. The Out of School Care Network accepts no liability for any events arising from the implementation of procedures outlined in this document.*

---

#### Programme philosophy

XYZ OSCAR aims to provide affordable, quality out of school care and recreation services for families within our local community, where children can learn and develop physically, emotionally, cognitively and socially. We believe that children have the right to be safe and enjoy their out of school time with activities that are fun and appropriate for their age and cultural background.

#### Child-centred services

XYZ OSCAR is committed to offering a child-centred service where the needs and best interests of children are the first and foremost considerations. We aim to be responsive to the diverse and changing needs of the children and families in our community.

Our programme aims to provide a safe and welcoming environment where children can be comfortable in their identity and confident in their culture. We extend the same welcome to parents and whanau. Through our conversations and activities, we encourage children to understand and respect other cultures. We are committed to providing an environment that is free from harassment, bullying and discrimination.

We take opportunities to speak with parents/whanau about the care of their children. We actively seek information from parents/whanau about any special needs or disabilities and consult over strategies and resources that might help us to work well with their children. Information may be collected in writing on the enrolment form, or through staff discussions with parents/whanau.



[To view rest of this sample policy, including editable word version, log in at [www.oscn.org.nz](http://www.oscn.org.nz)]

## Child Protection Policy - SAMPLE

The well-being and safety of children and young people is a paramount concern of XYZ OSCAR Programme.

Staff and management of XYZ OSCAR Programme are committed to responding to concerns about the safety and wellbeing of children and recognise that this may have consequences for the status and reputation of the organisation, management and staff. However, the interest and welfare of the child or young person will be the primary consideration when any action is taken about suspected abuse.

XYZ OSCAR Programme will not tolerate abusive behaviour of any kind and will promote a culture of child protection by making these policies visible to parents and the community - including in enrolment information and notice boards.

XYZ OSCAR Programme supports the roles of statutory agencies (the Police; Child, Youth and Family) and will consult with them when necessary.

The Vulnerable Children Act 2014 requires a rigorous process for screening staff who work with children. XYZ OSCAR Programme complies with this Act, in order safeguard the programme from inappropriate persons. This is further outlined in the Staffing Policy.

**Purpose** This policy guides the actions of the organisation whenever there is a concern about the abuse or mistreatment of children. This includes recording concerns, responding if a child discloses abuse, suspected abuse by staff and suspected abuse between children. This policy applies to all staff, including part-time or temporary roles, volunteers and contractors.

---

### 1. Definitions

Child abuse refers to the harming (whether physically, emotionally or sexually), ill treatment, abuse, neglect, or serious deprivation of any child/tamariki, young person/rangatahi (Section 14B Children, Young Persons, and Their Families Act 1989).

*Physical abuse* - any acts that may result in physical harm of a child or young person.

*Sexual abuse* - any acts that involve forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening.

*Emotional abuse* - any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development.

*Neglect* - the persistent failure to meet a child's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.



[To view rest of this sample policy, including editable word version, log in at [www.oscn.org.nz](http://www.oscn.org.nz)]

## Behaviour guidance – sample policy

Children have the right to be safe and feel safe; to receive care and attention; to be treated fairly and with dignity and respect. Through consistent behaviour guidance practices, staff at XYZ OSCAR Programme will help children to learn helpful and co-operative behaviours. This approach includes maintaining a positive environment, early intervention with low-key responses and utilising consequences for persistent or more serious misbehaviour.

This policy also includes steps for responding to children's behaviour that poses a significant safety risk. This is given a high priority, to ensure the safety of children and programme staff.

### A positive environment

Children are encouraged to behave appropriately through a range of supportive strategies, including:

- A stable programme routine, implemented with flexibility in response to children's changing needs
- Facilities and resources that allow for varied activity – including rest and relaxation
- Children can assist with programme tasks and have choice/input into the programme activities
- Children are well-supervised during all activities and staff intervene early if there is any problem
- Staff model appropriate behaviour including friendly and attentive interactions with all children
- Staff recognise appropriate behaviour and encourage children to make good behaviour choices
- Rules/boundaries clearly outline expectations for behaviour – children help to establish rules and expectations and help to regularly review / update these.

*Our programme rules:*

Upon enrolment, parents are asked to provide information to assist with caring for their child/ren. If individual support needs are indicated, appropriate strategies will be noted. Parent input and experience will always be sought when planning individual support strategies: these are discussed with all programme staff, with the aim of achieving a consistent approach for the whole programme.

Children are encouraged to learn simple conflict resolution techniques e.g. using 'paper, scissors, rock' to choose who has first turn. When the issue is more substantial, children may be asked to take time to cool off, discuss the problem with staff assistance and then reach a solution together.



[To view rest of this sample policy, including editable word version, log in at [www.oscn.org.nz](http://www.oscn.org.nz)]

## Health and safety - sample policy

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

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

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

### Programme safety procedures

All facilities used by the programme will be subject to a risk assessment to identify potential hazards and safety issues. Facilities will comply with relevant building codes and regulations. The programme will maintain a hazard register, to record hazards identified and steps taken to reduce the risk of harm.

WHERE THERE ARE RENTED FACILITIES: The programme has overlapping duties under the HSWA with ABC School BOT (name of facility owner) as the provider of the facility for the programme. Programme management will consult with representatives of the facility provider over health and safety matters as they arise and will annually review the health and safety of the facility, as it affects the programme.

The programme supervisor will ensure that a staff member checks the programme environment at the beginning of each week (ASC) or each day (HP), (using the Venue and Hazard Check form). Programme management will regularly review these records at least twice per year.



*[To view rest of this sample policy, including editable word version, log in at [www.oscn.org.nz](http://www.oscn.org.nz)]*