Policies and Procedures

Policies and Procedures of Yikes for:

1. **Tiny Travel Limited T/A as Yikes Tasman**
2. **Clients**, the "Families – Caregivers and Children".



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Yikes Tasman Programme Outline

Yikes formally identified as Yikes Tasman is operating from one venue now instead of three and is now identified mainly as Yikes Tasman. Yikes Tasman is a child-focused Before, After School care and Holiday Programme in a semi-rural environment on the Richmond Showgrounds in Richmond, Nelson.

From here on Yikes Tasman Out of School care refers to both the Before and After School programs and Yikes Tasman Holiday programs refers to the Holiday program.

Our programme content and delivery is constantly evaluated and assessed to ensure we are providing a nurturing environment with a stimulating programme that incorporates the needs of children before school, after school and in the holidays. These needs include safety, care, cultural sensitivity and homework assistance, play, and new opportunities to discover through art and sport.

Our staff are people who show a genuine care and love for children and are trained in childcare, health and safety, child management and first aid.

Our schedule offers flexibility and variety to suit different personality types and age-related abilities.

Policies and Procedures will be updated every two years to reflect current practice.

Programme Operations

Yikes Tasman Breakfast Club operates 5 days a week, Monday to Friday , 6.45am-9am term time at our Richmond Venue, 358 Lower Queen St Richmond

Yikes Tasman After School Care operates 5 days a week, Monday to Friday 3pm-6pm term time at our Richmond Venue, 358 Lower Queen St Richmond

Yikes Tasman Holiday Programme operates 5 weeks per year during school holidays. Monday to Friday 8am-5.30pm at our Richmond Venue, 358 Lower Queen St Richmond

The procedures ensure that the programme has access to information about the child that enables a high level of care and to contact parents/caregivers and other adults when needed. The following procedures outline the responsibilities of the programme and parents.

Policies and Procedures are reviewed two yearly with procedures being updated as required to reflect current practice.
A copy of our policies and procedures is available online for parents and staff to view. www.yikesnelson.com Click “Programme Info” Internet access is available onsite for parents to view the Policies and Procedures from the programme if preferred.

Quality Control

Our programme content and delivery, admin and physical areas are continually being monitored for improvements in access, participation, satisfaction and excellence of service by these four avenues:
Feedback from parents
Feedback from children
Regular staff meetings and communication within the team.

Community Wellbeing

Yikes Tasman endeavor's to respond to the need of our clients, respecting their rights, service accessibility and opportunity to contribute to reviews of our service.
Our staff meet regularly to discuss programme content, delivery and feedback from parents and children so we can provide a continuous improvement to activities.

Enrolment Procedures

All families must complete and sign an online enrolment form which includes a parent agreement before the child can participate in the programme.

It is the parents/caregivers responsibility to inform the Venue Manager of any changes to the information supplied, including changes to the days that the child will be attending or if someone not specified at enrolment will be collecting the child.
Parents are made aware of this responsibility on enrolment.

Every twelve months parents will be asked to check and confirm the accuracy of the child's enrolment information.
The programme will ensure that confidentiality is maintained in accordance with legislation. Information gathered on children will be used solely for the purpose which it was gathered. Parents will be notified of that purpose when information is collected.

Information gathered on individuals, including staff, children and families will be stored in a filing cabinet at the YIKES venue in a locked cupboard, and on programme software only accessible by password.

Information kept on individuals will be made available to that person and/or their parents to check.
Only authorized staff will have access to personal files.

Enrolment forms will include the following information:

- Child's name, address, and home phone number



- Parent/Guardian's names and work phone numbers
- Two emergency contact numbers
- Names and phone numbers of adults authorized to pick up child
- Special instructions regarding regarding access or custody
- Health problems, allergies
- Any other information necessary to provide proper care
- Information will be gathered to ensure the safety of the child concerned.

Collection of and Access to Children

Parents Responsibilities:

- Yikes staff who have been authorized to sign children in and out will do so. This will be stated on the enrolment form and requested in writing.
- To contact the Venue Manager before the beginning of the programme if their child will not be attending by telephone, text or email.
- To inform the venue manager if they will be dropping children off late or picking them up early and alert staff.
- To inform staff if a person who is not listed on the child's enrolment form will be collecting the child. This is in the Parent Agreement Form.
- To put in writing, permission for any child to leave unaccompanied.

Staff will not release a child to a person who is not identified on the enrolment form. If an unauthorized person comes to collect the child, parents will be contacted for authorization.

Procedure for collection of children from our venue:

Parents will need to pick up their child(ren) from onsite in the venue and need to acknowledge a staff member they have their child and we can together sign out their child using our Aimyplus technology. This means our staff can see a familiar face or a person permitted to collect the child is actually picking up the child. All venue managers will be up to date with each child's caregiver and permitted carers.

If a venue manager is attending to another area of Yikes there may be a staffer unfamiliar with caregivers or people with permissions. This staffer will approach the person picking up the child and ask who they are collecting and confirm they are an authorized pick up from their enrolment form.

If a staffer is watching children at the playground or another area of Yikes and a caregiver arrives to pick up a child, the staffer if unfamiliar with the caregiver can ask the person to wait and check with the venue manager for confirmation.

If a venue manager is working on administration out the back of the venue then another staffer will be assigned around the general pick up time to observe sign outs and this staffer will be trained and schooled up to each child's permitted person to collect them.

Children who have written permission to leave the programs unattended, will be signed out by the venue manager or authorized staffer.

If a child does not arrive at the programme:

- The school will be contacted for absence information
- Parents will be telephoned immediately
- If parents cannot be contacted, then the emergency contact will be telephoned.
- If the child is deemed missing:
- The Venue Manager will be informed
- The school informed
- Staff and supervised children will carry out a search of the school grounds
- Local police will be contacted for advice

Parent or Emergency Contact will be informed immediately

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

1. One staff member will stay with the child
2. Parents and/or emergency contacts will be contacted
3. If no contact can be made with parents or emergency contacts, the Director will be informed
4. The Venue Manager will call the local police immediately and seek their advice.

Transportation

Yikes Drop off to Schools and Collection of Children from Schools procedure and transportation policy.

Yikes vehicles are registered and have current Warrant of Fitness.
We have 2x7 seater vans and 1x6 seater vehicle.
They are cleaned weekly and a deep clean once a year.
Children are not allowed to eat in the vehicles.
Booster seats are provided for children who are required by law to use them.
Drivers have a current New Zealand Drivers license.

Children 5-7 years old are assisted with embarking and disembarking from our

vehicles.

On drop off to schools children are escorted to the school gate if there is a hazardous pathway to the gate or are observed from our vehicle entering the school gate.

We have safe pick up points after school to collect the children from at each school but new children are picked up from their classrooms until they are confident to make their way to the pick up point.

We ask that parents explain to their children to go to the school office if we are ever delayed and wait there. (With Richmond traffic if there is works or an accident this can cause major delays on all routes, we will always ring through to the school office).

Transportation Emergency Plan:
If there is an accident or a breakdown or a natural disaster.

Accident:
Driver will check if the children are ok, gather the children to a safe point and ring 111, then the driver will ring the Venue Manager who will ring parents, then go to assist the Driver.

Breakdown:
Driver will make sure vehicle is parked as safe as possible and put on hazard lights.
Then the driver will ring the Venue manager who will get another vehicle sent out to collect the driver and children, roadside assistance will be contacted or our vehicle maintenance man will sort. Children and driver will remain in vehicle if safe, until help arrives.

Natural Disaster:
In an earthquake or flooding the driver will park the vehicle and get all the children out, grab the first aid kit, blanket and rope and get to a safe spot. The rope is for the children to hold on to and be together walking to safety. The driver will use the permanent marker and write on window how many children, if any injured and an arrow pointing to direction they walked.
Each van route has several options of a safe point depending on the emergency, so if our driver has walked children to the safety spot we will know where to find them if phone lines are down. Or we will be able to show emergency services the likely spot the van group will be.



Grievances and Complaints

The Director is responsible for undertaking disciplinary action and for ensuring that it is in accordance with all relevant legislation.

Any complainant has the right to the support of an independent advocate during process.

If a staff member is the complainant and are not happy with the outcome they can get assistance from a free and independent employment mediator.
Parents can contact OSCAR area of Ministry of Social Development, Te Kahui kahu.

The outcome of our organisation's investigation will be confirmed to the complainant in writing.

Staff

If a staff member is not performing adequately every reasonable effort will be made to help them understand the problem and improve.
Staff will be given two verbal warnings and one written warning clearly stating the problem; the measures required to improve performance and a time frame in which this is to occur. If there is not sufficient improvement the staff member may be dismissed.

If the complaint is upheld, the staff member may be dismissed, with the agreement of the leadership team. Following a dismissal of this nature the Director, in consultation with the Venue Manager, will prepare a follow-up report recommending any changes needed to avoid the situation recurring.

Staff complaints against other staff members must be referred to the Venue Manager. If no agreement can be reached the complaint will be taken to the Director. The Director is to be informed and will inform the Leadership Team of any serious complaints involving staff.

Staff grievances against the Leadership Team will be resolved in accordance with the Employment Relations Act 2000.

The staff code of Behaviour and employment contract outlines behaviour that may constitute serious misconduct. Complaints or accusations of serious misconduct will be investigated. Staff will be advised to seek independent advice. The employer has the right to dismiss staff without notice in instances of serious misconduct. The Staff Code of Behaviour will be reviewed and updated accordingly every two years.



Parent Complaints Procedure

A complaint procedure and form will be available onsite and online stating if they have a complaint there is a process to follow.
We ask parents not approach our staff members unless asking how to submit a complaint.
We ask parents not to "standover" our staff in a threatening manner, nor attack our staff particularly our young staff.
We inform parents we have a right to terminate their child's enrolment if we deem a parents behaviour too difficult to continue a reasonable relationship.

We appreciate there may be legitimate concerns or complaints that need to be heard.
Parents can ask if the Venue Manager is available to talk at that moment. If not, then we ask they please make an appointment.
We ask the parents not to take the complaint to our other staff. Alternatively they can email our director at yikesnelson@gmail.com or fill in the form onsite and give to the Venue Manager.
We always take personal responsibility for any area that we may not have maintained our top standard.
We always aim to resolve all negatives positively as much as possible. We advise parents
if their complaint is of a child abuse nature then they can contact the police.
Our desire is to address complaints in a mutually respectful way.
We will respond to complaints within 3 business days.

Service Review

Te Kāhui Kāhu reviews our standards every 2-3 years and keeps us accountable to our polices and procedures and programme delivery.

Staff regularly review our operations and programme content and give recommendations for change and improvement.

Clients of our services, families use social media to express their views on our service.

Now that the covid pandemic is minimised and our services have returned to normal, we will send all families a yearly feedback form at the end of term 3. This gives us time to evaluate the feedback, strengthen or change areas during term 4 ready for the ne year,

Here is the link if you would like to send your feedback now:
https://form.jotform.com/252011937022849



Management of Children & Behavior

Our policies around Management of Children and Behavior is to respond to behaviors that interrupt or hinder a harmonious flow of the programme.
We believe it is the parents/caregivers duty to be the ultimate manager of their own children and their own children's behavior.

Yikes Tasman Before School, After School Care and Holiday Programme will provide a safe environment where all negatives will be resolved positively as much as possible. Our whole premise is to develop children's confidence and esteem, so no behavioral issues will be handled by physical punishment nor handled in any way to cause degradation or humiliation.

Staff will manage behavior in a consistent manner reflecting the rules and procedures of the programme.
Children will be encouraged, through praise and reinforcement of appropriate behavior, making children aware of what is expected of them.

The venue has a behavior book where we record any incidents of correction. This is for our records and also provides an indication if a pattern of behavior is beginning to occur, whereby we will then talk with the parent. Not all corrections are at a level where we need to engage the parents. But if we have to deal with any negative attitudes or behavior more than once we will have a discussion with the parents.

Experience has found that engaging projects foster good behavior, so projects will be constantly assessed with this in mind.
Staff may talk with children about strategies to deal with problems as they arise. Communication between staff will ensure the venue manager is aware of and leading a team approach to guiding behavior.

Consistent misbehavior, behavior which endangers themselves or others and incidents of serious misbehavior will be discussed in a meeting with parents and a plan to deal with it is negotiated. The venue manager will lead this process.

The programme retains the right to ask parents to remove their child if the Venue Manager and Director deem the child's behavior unacceptable for the standards of the service we are providing. The safety and emotional well-being of the larger group will always outweigh the tolerance of disruptive behavior.

As per section 139AC of the Education Act 1989, our Management Team authorize staff to intervene with physical restraint if they reasonably believe that there is a serious and imminent risk to the safety of the student or others, and the physical restraint must be reasonable and proportionate in the circumstances. Situations where it may be appropriate include:

- Breaking up a fight
- Stopping a student who is throwing furniture close to others who could be injured
- Preventing a student from running onto a road.

Children with Special Needs

Where possible children with special needs will be able to participate in the Yikes Tasman Before School, After School Care and Holiday Programmers'.

The Venue Manager will consult with the Director who will make the final decision on suitability of the programme to meet the child's special needs.

It is the Director's responsibility to ensure that all staff and volunteers are fully aware of the child's requirements (provided by the parents/caregivers with the special needs enrolment form) and that they feel confident to provide the necessary care.

Each case will be considered individually and every effort will be made to include the child within the limits of the resources of the programme.

Health & Safety

HSWA (Health and Safety Work Act 2015) shifts the focus from monitoring and recording health and safety incidents to proactively identifying and managing risks so everyone is safe and healthy.
Everyone is responsible
HSWA ensures that everyone has a role to play and makes everyone's responsibilities clear:
We require everyone to share in our commitment to avoid accidents and incidents that may cause personal injury, property damage or loss of any kind.

Guidelines to the Health and Safety in Employment Act *and*
The Health and Safety Code of Practice for State and State Integrated Schools is the relevant legislation that will be adhered to: Section 2:5.1

The Act defines a 'hazard' as any activity, arrangement, circumstance, event, occurrence, phenomenon, situation or substance 'that is an actual or potential cause or source of harm' (section 2). It includes the situation where a person's behaviour might cause harm to someone else. This may be due to tiredness, drugs, alcohol, shock or some other temporary condition that affects a person's behaviour.

5.2 Duties in relation to hazards generally

Under section 6, you are required to take all 'practicable steps' to protect employees by ensuring that:

(a) there is a safe working environment – this can be achieved by the systematic management of hazards;

(b) there are facilities to provide for their safety and health – for example having a fire extinguisher in a laboratory, or providing a sick bay;

(c) machinery and equipment is safe to use - this would apply to science and technology laboratories, and equipment used by the caretaker;

(d) employees are not exposed to hazards – for example, there must be the correct safety devices on machinery in the technology rooms;

(e) emergency procedures are in place – this may be as simple as how to deal with immediate damage such as a broken window or it might mean managing a violent situation with a student. See also the Ministry's Fire and Safety Design Guidelines for advice on evacuation procedures in the case of fire or some other disaster.

A first aid kit will be kept at the programme, stored out of reach from the children.
The Venue Manager will ensure that it is maintained and well stocked.
The first aid kit will be taken with the group on any excursions.
Any cleaning products will be up and out of reach of children.

Staff who have notifiable diseases must take appropriate precautions to prevent cross infection.

At all times at least one staff member who holds a current first aid certificate must be on site.

Staff will receive training in health and safety procedures as part of their Yikes training.

Well-being and safety of the children is foremost.

Incidents, hazards or risk concerning health and safety may need to also be notified to MSD Relationship Manager as the purchasing agency.

Summary of duties of care under the Health and Safety Act 2015

Duty of care for PCBU
A person conducting a business or undertaking (PCBU) must endure within reasonable practice the health and safety of workers and others affected by its work. This includes providing safe work environments, safe systems, proper training and supervision.

Duty of officers
Officers - director or manager must exercise due diligence to ensure the PCBU complies with Heath and safety duties. This means staying informed about health and safety matters, ensuring appropriate resources and processes are in place and actively managing risks.

Duty of workers
Workers must take reasonable care of their own health and safety, cooperate with reasonable health and safety policies or procedures and avoid affecting the health and safety of others.

Hazards & Risk Management

Staff and children will be updated regularly regarding safety procedures. The safety of children and adults at the programme will be ensured by: *Risk Assessment*

In addition to regular safety checks, Yikes Tasman will complete a RAMS Form for excursions and other activities that pose particular safety risks. It is the responsibility of the programme Director to ensure RAMS forms are completed prior to the commencement of each programme. It is expected that all paid programme staff will assist in some RAMS processes.

RAMS forms will be filed and available for programme staff whenever the relevant activities are carried out.

Some examples of activities where it is advisable to complete a RAMS are:

- Tree Climbing
- Swimming Pools
- Playgrounds
- Beach Trips
- Park Outings
- Roller Blades, Bikes, Skateboards
- Use of Craft Knives or Hot Glue Gun
- Staff Use Chemicals or any Corrosive Cleaner Fluids
- All RAMS will be reviewed each time the activity takes place by the Programme Venue Manager to ensure no new risks have been identified.
- Venue Manager Responsibilities:
- Identifying and recording all potential hazards to staff, children and visitors at the programme venue.
- Assessing the risk to staff and programme participants.
- Minimising or removing the risks
- Using healthy and safe work practices
- Weekly safety checks
- Recording and monitoring the Accident & Incident Register

All employees will be involved in hazard identification.

All staff will receive training in safe practice, including the identified hazards and the management of them, safety routines for children and staff and other procedures relating to health and safety.

Maintenance or safety issues will be reported to the Director.

Relevant codes of practice and regulations will be complied with. Incidents which have potential to cause significant harm will be recorded in the Accident and Incident Register, which will be monitored and amendments made to safety routines if necessary.

IDENTIFYING HAZARDS:

Identify hazards:

Hazards are identified by physical inspection of the site (including all areas that are used by the staff and children), facilities and equipment, as well as process and job/activity analyses.

The schools using school venue or our current venue on the grounds of the A and P Association are responsible for ensuring the safety of playground facilities and equipment owned by the school or Association. Any identified hazard involving school equipment or facilities must be reported to the Director as soon as possible.

Staff must report any newly identified hazard to the Venue Manager.

Record hazards:

Identified hazards must be recorded in the Yikes Tasman Hazard Identification Form.

The Hazard Identification form must be kept on the Yikes Tasman premises at all times.

It is the Venue Manager's responsibility to ensure that the Hazard Identification Form is up to date and accessible to Caregiver, parents, and management committee.

Assess hazard significance:

Hazards are prioritised by assessing their likelihood of occurring and the type and consequence of harm if it did occur.

Control hazards:

Any significant hazard must have a control method to either eliminate, isolate, or minimise the hazard implemented.

Monitor and review hazards:

Staff are responsible for making themselves familiar with identified hazards and control methods.

Newly identified hazards, and their control measures, must be communicated to the Venue Manager and staff at the time of identification.

Existing documented hazards must be reviewed by the Venue Manager at least once each term, preferable at a Venue Manager's meeting, and at other times as necessary, to check the effectiveness of control measures and whether the risk rating for each has changed.

Accidents

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

The Venue Manager will be informed immediately
Appropriate first-aid will be administered

- If a child needs medical attention, parents will be contacted and asked to collect the child and take them to the medical centre of their choice.
- If parents are unable to be contacted or unavailable, the medical centre on the enrolment form will be contacted or failing that, or depending on the situation and level of emergency the child may be taken to the nearest medical facility in a private car and medical assistance administered at the family's expense. Enrolment details will be taken with the child.
- If serious injury occurs, parents will be notified and an ambulance called. Enrolment details will be taken with the child.
- Accidents will be investigated and procedures modified if necessary.

Accidents to staff and children will be recorded in the Accident and Incident Register. Parents will be notified at the end of the day if their child required first aid. And parents will be asked to sign the accident register.

Incidents may include near accidents or events that have caused concern or have potential to cause harm on another occasion. Any graze that results in broken skin needs to be recorded in the accident register and parent advised and must sign register. Any knock to the head needs to be recorded and parents notified no matter how minor it may seem.

Any injury even if seemingly minor irrespective of whether they involve a head injury will be recorded in the accident register and parent notified and must sign register.

Any accident involving notifiable events will be reported to OSCAR (Out of School Care and Recreation) Relationship Manager and Worksafe NZ as soon as possible after its occurrence and the prescribed accident form submitted to Worksafe NZ within seven days.

Incidents, hazards or risk concerning Health and Safety may need to also be notified to the OSCAR Relationship Manager as the purchasing agency.

The Director will ensure that professional supervision is made available to staff if necessary following a serious accident.

Toilets

Toilet facilities available for use by children at the programme will be safe and appropriate for children. There are separate toilets for children and staff. The toilets have adequate doors to maintain privacy.
Staff will notify another staff member when they are going to the toilet. Visitors will be encouraged to use staff facilities.
Suitable toilets will be identified for all visits off-site and procedures to ensure safety will be included in the risk assessment process.
When using toilets available to the public, staff will check for cleanliness and other users. Children will advise staff before they go into the toilets and go in pairs or groups. Staff will be aware of their whereabouts and monitor their safe return to the group.

FOOD PREPARATION

Children will be provided with afternoon tea (after school care) and morning and afternoon tea (holiday programme), which will follow nutritional guidelines. Occasionally staff may give children sweet treats as part of an activity, such as sweets for prizes.
Parents are required to fully brief staff on any food allergies or nutritional requirements their child may have.
Children and staff must wash the hands thoroughly prior to any food preparation and consumption.

Food purchasing, storage, and handling procedures

The Director is responsible for planning and purchasing food supplies. The Director is also responsible for ensuring that the food and drink is stored, prepared and delivered to the children as planned and with regard to safe food practices.

Activity Action

Purchasing food

All food will be purchased from reputable suppliers with clean and tidy premises, and will be checked for expiry dates.

Foods to avoid include:

- food past its use-by date products in damaged, dented, swollen or leaking cans,
- containers or other packaging
- food that seems spoiled, such as mouldy or discoloured products
- high-risk chilled and frozen foods that have been left out of the fridge and freezer steaming hot foods ready-to-eat foods left uncovered on counters

Storage:

- High-risk chilled food must be kept in the fridge frozen foods must be kept frozen hard until used food is stored in clean, non-toxic, food storage containers
- Food is covered in leak-proof containers with tight-fitting lids or wrap in foil or plastic film
- Cooked foods are stored separately from raw foods
- Meat, chicken or fish juices must not leak onto other products
- Raw meat, seafood and chicken is kept in sealed or covered containers at the bottom of the fridge

Left-overs are discarded, not stored

Food is not stored in opened cans

Preparation and cleaning up

- You must not handle or prepare food if you are feeling unwell
- Wash hands thoroughly in warm, soapy water for at least 30 seconds: before preparing food; and after handling raw
- Meats, chicken, seafood, eggs and unwashed vegetables
- Dry hands with clean handtowels
- Cover all cuts or wounds on hands with waterproof wound-strips or bandages
- Clean utensils thoroughly between use with raw foods and ready-to-eat foods
- Rinse all fruits and vegetables with clean water before use
- Clean and dry the following items with hot soapy water and fresh clean tea-towels : all cutting-boards, knives, pans, plates, containers, other utensils
- Do not permit any animal in or near the food preparation or serving areas
- Report all sightings or suspicions of pests and vermin in or around food preparation and storage areas to the Director.
- Isolate food preparation and storage areas away from suspected pest / vermin contamination until appropriate management action is taken

TASMAN
before school. After school. & holiday programmes.

Illness & Medication

If a child becomes ill during the day they will be made comfortable, put into a quiet area and the parents notified.

Medicine will not be administered unless parents have signed a consent form or administered by a medical professional in cases of emergency.

All medicine must be labelled showing the child's name and dosage and must be stored out of reach of all children.

A Medical Permission Form will be completed and kept on file for each child who may require medication and if medication is administered this will be recorded and sighted by the parent.

Parents are responsible for informing the programme of any conditions that may require medication and advising the programme of any changes to the treatment or dosages required.

However parents will be informed that a child whom is unwell will not be permitted to attend the programme until well.



Animal Policy

The YikesTasman Venue Manager and staff will ensure that any resident and/or stray animals encountered on the school premises are contained and responded to in a manner that ensures the children's safety. No attempts will be made to approach or capture any animal encountered during the operation of the Yikes programme.

All visiting animals will be fully under the control of an adult at all times. Each child will be in control of whether they have contact with the animal or not and at no time are the children or animal to be unduly stressed by the introduction of an animal to our environs.

Yikes children will be instructed to treat animals with care and respect at all times. Handwashing is compulsory after contact with an animal.

Yikes staff will periodically remind the children under their care never to approach stray animals. Children will be informed not to run when approached by a strange dog. Running may provoke the dog to chase and attack. Children will be reminded to act like a "tree" by standing still and staring straight ahead until the dog leaves or acting like a "seed" if sitting or knocked to the ground by curling up in a ball keeping his/her hands over his/her ears.

Yikes will promote dog smart awareness with the children under its care – using the SPCA's

'Dog Smart' tips for guidance:

- Children will be asked to act like a TREE or a SEED.
- If a child sees a dog loose, they will tell an adult immediately
- NEVER call, or go near a dog you do not know
- If a strange dog comes near you, STAND VERY STILL LIKE A 'TREE'-DO NOT RUN

(tuck hands up under chin)

- If a dog knocks you down, act like a 'SEED', face down, legs tucked under, fists over the back of the head protecting the ears and neck area. • DO NOT stare into dogs eyes (this makes dogs very uncomfortable and more likely to become defensive), instead, be looking around for an adult in case you need help.
- NEVER touch or play with a dog while it is eating, or sleeping.
- NEVER EVER TEASE A DOG! Dogs can not talk to tell us when they are annoyed, THEY WILL BITE!

The SPCA's "7 warning signs", which indicate that a dog may not be happy, are as follows– 1. ears laid back

2. tail being held high (pointing straight up for some dogs, and very stiff)
3. snarling, and slightly curling the top lip, showing its teeth
4. stiff legs, standing tall and leaning forward
5. hair standing up along its back 6. growling
7. barking.

If a stray animal comes on to the venue grounds, the children's welfare will be secured, followed by actions to ensure the welfare of the animal - by notifying the SPCA, Nelson City Council or animal owner (if known). In the case of a stray dog that appears to be threatening, in securing the children's welfare, one or more caregiver will instruct the dog, in a loud deep voice, to 'GET HOME' or 'SIT', repeating if necessary. Once control has been gained over the situation, caregivers will SLOWLY remove the children to the venue and remain there until the Venue Manager has assessed the situation.

Building,Facilities, Cleaning

It is the Director's responsibility to check that the programme centre has a current building warrant of fitness and that it complies with other relevant fire and safety requirements. The final responsibility lies with the building owners. The Venue Venue Manager will liase with the building owner in the event of any problems.

The programme venue is kept clean and free of rubbish.

The venue will enable children to be within sight and sound of a staff member and routines are in place to ensure that children have safe play boundaries away from roads and the carpark area.

Any hazards will be identified, then minimised/removed.

Phone facilities available are:
Programme mobile phone and Richmond Showgrounds office landline.

Smokefree Policy

Yikes Tasman OSCAR is smoke-free at all times

Staff may not smoke while on duty or when in sight of the children. Parents and members of the public will not smoke at the programme or on the venue grounds.
Staff are expected to leave the school grounds during breaks if they wish to smoke.

Sun-Safety

Staff and Children will be encouraged to wear sunscreen, appropriate clothing and hats and renew sunscreen regulary with outdoor activities.
Sunscreen will be available for use
Children will have access to shaded play areas
Activities will be planned to avoid long periods in the sun during the hottest part of the day.
All children will be required to wear rash vests or t-shirts when swimming outside. We even require rash vests or t-shirt to be worn over girls togs.

Child Protection

The programme is committed to the prevention of Child Abuse and to the protection of children.

Our procedures have been written in accordance with the Children's Act 2014.

Yikes supports the roles of statutory agencies ie: the Police and Oranga Tamariki, in the investigation of abuse and will report cases of suspicion of abuse to these agencies.

The programme will consult with Oranga Tamariki and with other appropriate agencies that have specialist knowledge. We will not assume responsibility beyond the scope of our own expertise.

All staff will receive training ensuring that they understand the programme policy regarding identifying and responding to suspicions of abuse.

Staff are expected to follow the programme procedure for responding to suspected abuse however section 15 of the Oranga Tamariki Act 1989 Children's and Young People's Well-being Act 1989 includes the right of any individual to report directly to Oranga Tamariki or the police if they feel the child's immediate safety is in danger.

Staff will not act alone about suspicions but will consult with senior staff who will be committed to consultation with appropriate agencies.

If staff or management individually or collectively suspect that a staff member or other person within our organisation has perpetuated child abuse, we will report the matter to the management and statutory authorities. The suspected member of staff will be prevented from having further access to children during any investigation and will be advised to seek professional advice.

Response to Suspicions or Disclosure of Abuse

This organisation will act on recommendations made by statutory agencies concerning the official reporting of suspected abuse and on consulting with families.

Staff will respond to suspected child abuse or witness of possible abuse by writing down observations, impressions, and communications in a confidential register. Copies of the report will be retained, submitted to relevant agency, Oranga Tamariki or NZ Police and acknowledgement of receipt from the relevant agency. This includes disclosures which may involve the child witnessing abuse of an associated community member or extended family, not limited to immediate family members. Staff will follow the same process if they have a concern about the welfare of an associated community member if that concern arises otherwise than through a child enrolled at one of the programmes.

An associated community member may be someone within the child's sphere that they disclose is experiencing abuse. *For example, a child may disclose they saw their uncle hit their grandfather.*

This will be kept separate from programme diaries, day books, communication books and enrolment information.

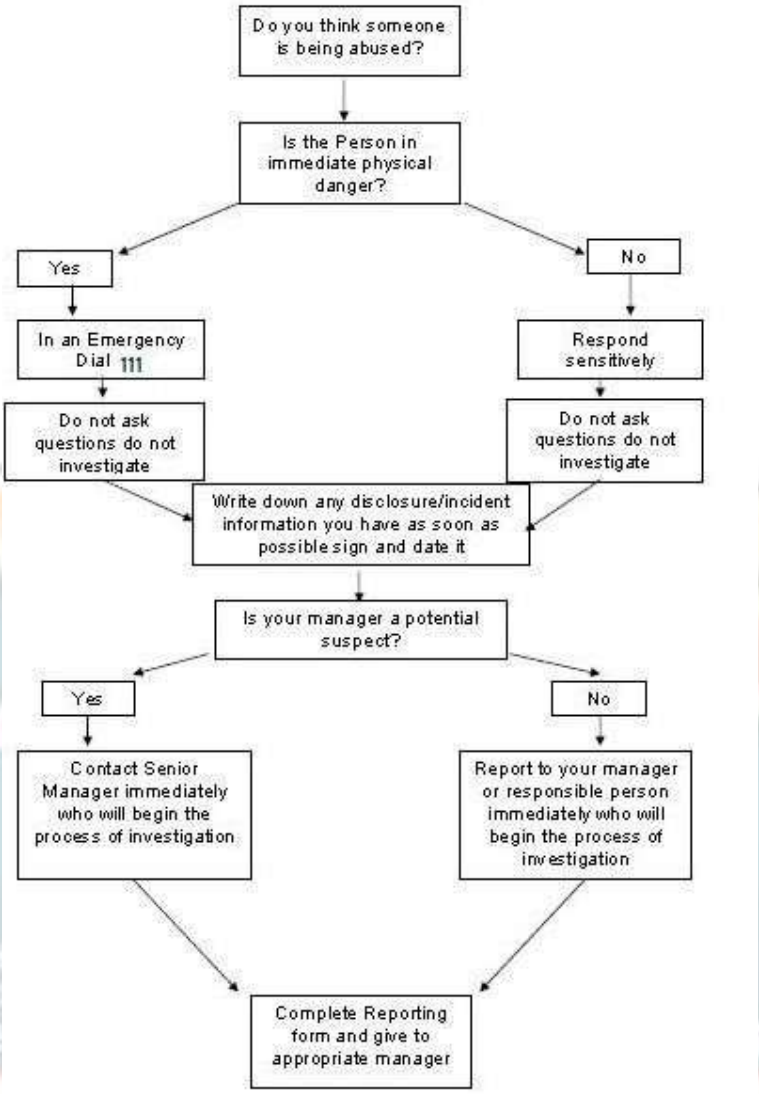
Information volunteered by a child should be fully and accurately recorded. Disclosures of abuse will be reported to Oranga Tamariki and the police. Oranga Tamariki will be notified of suspicions of abuse.

No child should be interviewed or in any way questioned about the suspected abuse, particularly sexual abuse.

Staff members should not act alone about suspected child abuse they should consult with the programme management, however every individual has the right to report suspected abuse.

Where staff and programme management suspect child abuse has occurred and a child is unsafe, programme management is committed to promptly reporting the matter to the Police and Oranga Tamariki. Staff involved in cases of suspected child abuse are entitled to have support. The programme will maintain knowledge of such individuals, agencies and organisations in the community that provide support.

Procedures for Recording and Reporting Abuse



Children's Workers

Staff working at Yikes are employed under the guidelines of the Childrens Act 2014 and Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

All staff, paid and volunteers require two forms of I.D. with original being sighted. two referees and a Police Vetting check.
All core-workers and non-core workers are required to be safety checked.

Workforce restriction
Under the Act a workforce restriction has been developed preventing people with certain serious convictions from being employed as a core children's worker, unless they have been granted a Core Worker Exemption. These convictions are specified in Schedule 2 of the Act.
https://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html

If a Core Worker Exemption is granted, it will last indefinitely, unless it is revoked.

The workforce restriction has applied since 1 July 2015 to people seeking new roles as core children's workers, prohibiting their employment unless they held an Exemption. For employees and contractors already employed in core workforce roles the restriction will apply from 1 July 2016. This means that organisations can no longer continue to employ or engage these staff in a core children's worker role from 1 July 2016.

Core Worker Exemption
If an individual is granted a Core Worker Exemption, it is (subject to conditions) no longer against the law to employ that person as a core worker.

It is up to the individual to apply for the exemption and provide all the necessary documentation.

The programme will ensure that the staff and other adults visiting or working at the programme are well supervised and visible in activities performed with the children.

Programme staff will be provided with a code of behaviour, which outlines appropriate behaviour, supervision, discipline, and staff receive child protection training.

We have a no device policy at Yikes. Children are not allowed access to devices including phones whether Yikes or their own.
We ask parents contact Yikes onsite phone to contact their children.

We state in our Staff Code of Behaviour that staff cannot use their personal devices to take footage of the children, we also outline appropriate behaviour, supervision, discipline when working with children.

Programme Supervision

The programme will provide safe, good quality care by ensuring that children are well-supervised at all times. There will be adequate staff for the activities offered and staff will have appropriate experience and training to ensure that all children can actively participate in safety.

A minimum staff/child ratio of 1:10 will be maintained at the venue and 1:8 on trips away from usual play areas. 1:6 for swimming activities.

Staff ratios for activities with perceived higher risk will be further determined through documented assessment of risk.

Assessments of risk will be carried out and documented to determine staff ratios for trips away from the usual venue and activities in or around water.

At least one staff member aged 18 or over will be on site at all times and have overall responsibility for other staff. Staff included in staffing ratios will be at least 16 years old. Other youth who take part in general supervision will be given positions where they are not alone with children and will remain under direct supervision of older staff.

Staff will be positioned so that all children are supervised at all times and participate in activities in a way that builds positive relationships and enables intervention when required.

Adults will be aware of children leaving the group to go to the toilet and monitor their return.

Designated areas of play are within sight and sound of staff. A staff member will never be alone with a child.

Staff will communicate boundaries to the children.

Staff will regularly communicate their whereabouts to each other

Visitors to the programme will be supervised.

Attendance checks at the beginning of the session, sign out procedures and occasional head counts will ensure that attendance is monitored. If a child leaves the programme unattended or is missing, the following procedure will be followed:

- Staff will conduct a thorough search while ensuring the safety of the other children. If unaccounted for, parents will be contacted

If still unaccounted for, the management will be consulted. In extreme situations when all other avenues have been explored, the police will be contacted.

Emergency & Disaster Procedures

The Director, Venue Manager will develop a plan of action for emergencies involving fire, earthquake or lockdowns. This will be clearly displayed at the venue.
The venue will have an evacuation plan displayed on the wall.

Staff will receive training in the emergency plans.

Fire and Earthquake drills will be carried out once each term separately for Before and After School Care and once each week of the holidays during the Holiday Programme.
A record will be kept of all drills, including the names of staff who were present, this will be recorded on the "Fire and Emergency Drill Report."

A notice showing all exits and assembly area will be displayed in a prominent place.
Exits will be clearly identified by Exit Signs
Phone services are available at all times

MEANS OF ESCAPE TO BE MONITORED
Staff will be advised to keep all means of escape clear of obstacles at all times.
Exit doors are not to be locked, barred or blockaded so as to prevent occupants from leaving the building at any time.
Smoke Control and Fire Stop doors are to be kept closed and not chocked or wedged open.
Stairways and passages are not to be used as places for storage or where refuse is allowed to accumulate.
Flammable liquids or materials are not to be stored near or within any part of the building used as a means of escape from fire. Such liquids will be stored in non-combustible containers.

Emergency Evacuations

Both fire and earthquake drills will be carried out at least once per term.
The Venue Manager is responsible for:

- Ensuring new staff/volunteers are aware of the procedures.
- Keeping a record of each drill, including the names of the staff present, on the Emergency Drill Register
- Evaluating the drill notifying management of newly assessed staff training needs for emergencies.

The Yikes Tasman Emergency evacuation plan requires that:
The Venue Manager (or delegated staff member) is responsible for leading emergency procedures at least until emergency services arrive. This includes donning the Emergency Vest and ensuring that emergency procedures are carried out according to Yikes Tasman policy.
The Venue Manager will ensure that the Yikes Tasman cell phone is taken on all evacuations
Everyone leaves the area of danger and moves to the safe assembly area quickly
Everyone is accounted for against an accurately kept attendance sheet.
Children are supervised in the assembly area.
At least one staff member who holds a current first aid certificate will be onsite.

Fire evacuation procedure

Any staff member who observes or suspects fire must operate the fire alarm. If unable to get to the fire alarm, they must notify the Venue Manager, who will use an emergency whistle or megaphone. The Venue Manager (or delegated staff member) must put on the Emergency Vest.
The Venue Manager (or delegated staff member) must ring 111 and clearly state the name and address:

Clearly state the premises **address** and **NATURE OF EMERGENCY** (fire, bells ringing etc).

<u>The staff members are responsible for evacuating the premises:</u>

- One staff member will lead children to the emergency gathering point. The staff member will use their discretion as to the safest path to the emergency point.
- A second staff member will follow behind and ensure that all children have left the area.

The Venue Manager is responsible for:

- Ensuring that all buildings are evacuated, including toilets. Attendance Roll, the Enrolment Forms on
- Aimy Plus and donning the Emergency Vest turning off appliances and gas if safe to do so watching for children with disabilities, and appointing a suitable person to assist them as necessary
- Once all staff and children are assembled at the emergency point, the Venue Manager is responsible for (and may delegate tasks for):
- Conducting a full headcount
- Ensuring First Aid administered as necessary
- Meeting the fire or emergency service on its arrival and advising it of the evacuation status of the building, including the location of any persons with disabilities and the location and type of emergency.
- Contacting parents and advising them to pick up their children. No children will be left unsupervised.
- Contacting the management committee for advice,information, support and assistance as required.
- At no time are any staff members responsible for fire-fighting.

TSUNAMI (TIDAL WAVE) EVACUATION PROCEDURE:

The evacuation plan in the event of a Tsunami warning will depend on the length of time available:

l. If there is more than one and half hours warning a notice will be broadcast over the local radio stations asking parents to collect their children from venues and evacuate them to high ground.

Children not collected within the first hour will be walked in class groups to an allocated evacuation point. A sign will be posted at the venue entrance of the school advising the evacuation point.

2. lf less than one and a half hours warning is possible, the children will be immediately walked to the evacuation point and messages asking parents to collect their children from there as soon as possible. A sign advising parents where to collect their children from would also be posted on the entrance of the venue.

STORM FORCE WIND AND CYCLONE PROCEDURE

STORM-FORCE WIND AND CYCLONE

In the event of storm-force winds or severe gales precautions should be taken as time allows:

All staff and pupils are to remain indoors until the danger is over. Because of the likelihood of prefabricated buildings being blown off their foundations, consideration should be given to moving those classes to the safer areas if conditions allow.

If there is an indication of the roof lifting, the windows on the side of the building that is sheltered from the wind should be opened.

Electrical Storms: Stay away from metal and electrical fixtures as these may act as lightning conductors. lf outside, keep clear of trees.

EARTHQUAKE PROCEDURE

In an earthquake the children should remain in the building until the shaking has stopped and/or the "all clear" is given by the Venue Manager.

The word DROP should be used by staff to indicate the beginning of an earthquake drill.

Children should take cover under a sturdy desk or table, if one is near, and hold on to its legs. lf no desk or table is available, they should: (1) drop to their knees (away from windows);

(2) keep knees together;

(3) clasp both hands firmly behind their heads (bowing their heads);

(4) bury faces in arms, protecting their heads;

(5) close eyes tightly; and

(6) stay in position until it is safe to move.

lf children cannot move away from windows, they should turn away from the glass to minimise injuries from broken glass.

<u>Safe Distance:</u>

If the signal to evacuate the building (fire bells or long blasts on whistle) is given, all occupants should proceed to the agreed assembly point (as for fire). Everyone should have on suitable footwear to avoid the dangers presented by broken glass.

A safe distance is:

- 20 metres from a single storey building. - 40 metres from a two storey building or trees Keep well clear of all overhead power lines.

<u>SENDING CHILDREN HOME</u>

Sending Children Home:

If it is necessary for children to be sent home the procedure will be for parents or other parent nominated "emergency contacts" to collect the children from the school.

The Venue Manager will keep a record of when children were collected and by whom.

Children will either be collected from: classrooms; or assembly area, depending on the nature of the emergency.

Under no circumstances are children to be sent home unaccompanied by an adult.

Lockdown Procedure

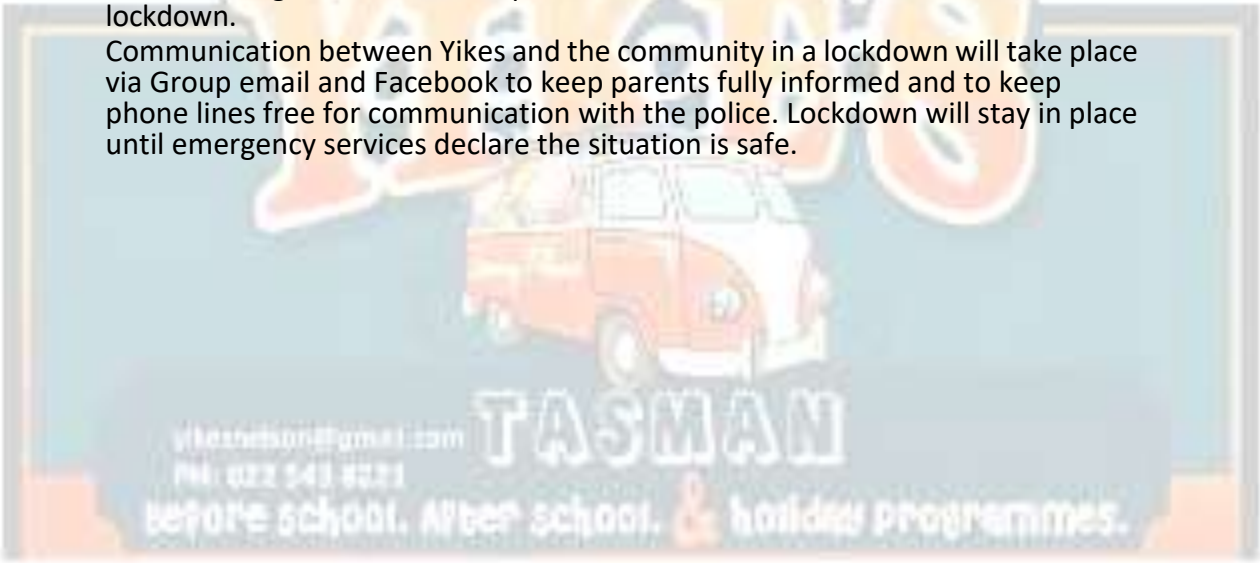
If shots are heard or a violent offender is seen on the property, or on hearing the lockdown signal, students and staff remain inside of the venue, or make their way quickly to the nearest building.

All phones will be turned to silent.

Once the room is secured the Venue Manager will put either red, yellow or green card indicating status of lockdown in the window. The Venue Manager will ring/text the police and give the location, details of the situation and details of any casualties. If possible the description of the weapon and how many shots fired.

The Venue Manager will continually check phone (which is on silent) to see if Police or emergency services are trying to contact them. Doors are locked and blinds pulled down. Barricade room if possible and keep away from the windows. Depending whether the lockdown is real or precautionary, students and teachers either assemble on the floor silently at a safe place in the class, or if precautionary then maybe continue to work quietly at art stations or other quiet activities. We ask families do not contact the school via phone, or come to the school in a lockdown. This could endanger the children and staff. The Venue Manager will inform via phonecall/text the Director that the site is in lockdown.

Communication between Yikes and the community in a lockdown will take place via Group email and Facebook to keep parents fully informed and to keep phone lines free for communication with the police. Lockdown will stay in place until emergency services declare the situation is safe.



Information Technology

Yikes uses I.T. for corresponding with parents (iphone), enrolment details (AimyPlus software), accounting (Xero software) and Google Drive for sharing RAMs forms and planning information.

Under the Privacy Act 2020 all information is password protected. For use onsite we do not allow children access to phones, either theirs nor Yikes or devices. It is a Child Protection policy guideline. If there was a breach of privacy Yikes would inform the police and all families affected as soon as we are informed there has been a breach.

Staff do not release information to anyone asking for information without checking with Director first.

International Data Storage

As part of providing our services, YikesTasman OSCAR uses third-party technology providers, including our booking system and database provider, to store and manage personal information.

Some of these providers store data on secure servers located outside New Zealand — currently in India (Mumbai region, via our hosting provider Supabase/AWS).

This means your personal information may be processed or held overseas as part of the normal operation of these systems. We only work with providers who apply strong technical security controls, and your information remains subject to the same privacy protections and procedures set out in this policy regardless of where it is stored.

If you have any questions about where your information is stored, please contact us at yikesnelson@gmail.com.

PRIVACY & CONFIDENTIALITY

Personal information is defined in the New Zealand Privacy Act 2020. It means information about an identifiable individual and refers to any information which may be able to identify you, like your name, date of birth, phone numbers, images or audio recordings of you, your IP address, email or other contact addresses.

Yikes has a privacy officer assigned to monitor our privacy protocols and follow the following procedures if any breach which could cause serious harm has taken place.

Step 1: Contain

Once we discover a privacy breach, we will contain it immediately and find out what went wrong. We can contain a breach by:

- trying to get lost information back
- disabling the breached system
- cancelling or changing computer access codes
- trying to fix any weaknesses in your organisation's physical or electronic security.

Consider whether to inform your:

- insurer
- internal auditors
- risk managers
- legal advisers
- communications or customer relations teams

Notify Police if the breach appears to involve theft or other criminal activity. Be careful not to destroy evidence that your organisation or Police might need to find the cause of the problem or fix the issue.

Step 2: Assess

Assessing the impactof the privacy breach will help us figure out your next steps. We have access to a self-assessment tool to help us determine the seriousness of our privacy breach using our NotifyUs tool. https://www.privacy.org.nz/responsibilities/privacy-breaches/notify-us/ We will consider:

The types of personal information involved

The more sensitive the information, the higher the risk of harm to the people affected.

A combination of personal information is usually more sensitive than a single piece of personal information. Health information, driver licence numbers, and credit card details can all cause harm on their own, but together they could be used for identity theft.

The cause of the breach

We will try and find out what caused the breach and if there's a risk of further breaches.

The extent of the breach

Try and identify the size of the breach, including:

- how many people can access the lost information
- how many people have lost personal information
- the risk of the information being circulated further
- whether the breach is the result of a systemic problem or an isolated incident.
- The potential harm resulting from the breach
- Think about this from the point of view of the people affected.

Types of harm could include:

- identity theft
- financial loss
- loss of business or employment opportunities
- significant humiliation or loss of dignity. Who holds the information now?

Information in the hands of people with unknown or malicious intentions can be of great risk to the people affected. The risk will be lower if you know the information went to a trusted person or organisation, and you expect them to return it.

Step 3: Notify

We will be open and transparent with people about how we're handling their personal information.

If people could suffer serious harm as a result of our organisation's privacy breach, we will inform them (unless an exception applies) about the breach to give them the opportunity to act to protect themselves. For instance, they may need to change their passwords or monitor their bank accounts for malicious activity.

If the consequences from the breach are minimal or minor, or if telling people would cause more worry and harm than not telling them, it may be acceptable not to tell the affected individuals.

Under the Privacy Act 2020, if our organisation has a privacy breach that either has caused or is likely to cause anyone serious harm, we will notify the Privacy Commissioner within 72 hours and any affected people as soon as we are practically able.

When to notify

- It isn't always necessary to notify people of a breach. If there's no risk of harm, notifying may do more harm than good. We will consider each incident on a case-by-case basis. Thinking about:
- the risk of harm to people affected
- whether there's a risk of identity theft or fraud
- whether there's there a risk of physical harm
- whether there's a risk of humiliation, loss of dignity, or damage to the person's reputation or relationships. For example, if the lost information includes mental health, medical, or disciplinary records.
- what affected people can do to avoid or minimise possible harm, e.g. change a password
- whether we have any legal or contractual obligations. If law enforcement is involved, we will check with them first in case we compromise their investigation.

Mandatory privacy breach reporting

Under the Privacy Act 2020 it is compulsory to report privacy breaches that have caused serious harm, or are likely to do so.

We understand that your personal information belongs to you, and that you trust us to keep it safe and secure. It's a responsibility we take very seriously and we're committed to protecting your personal information.

What sort of client information do you collect?

The personal information we collect from you may include:

- Your name, address, phone number, email address, date of birth and preferred gender.
- Details of the programmes you've joined and used (like Before School, After School or Holiday programme).
- What, how and when you book with us, any email or text messaging communication.
- As with many other websites, tracking technologies, such as "cookies", are used to obtain certain types of information, like application activities, current location of your device, type and version of your browser, your device ID and other device metrics when you visit our websites.
- Information you provide to enter a promotion or competition.

We only obtain personal information about you directly by you via our booking system or through any forms of online or sms communication.

Who do we share information with?

In updating our Privacy Policy we've taken the opportunity to be more clear about which companies we do share customer information with and what they are able to do with that information. These may include:

- All staff caring for your child or children and they have all signed a confidentiality agreement in their contract and a staff code of behaviour reiterating our privacy policy.
- Service providers who we contract with to enable us to provide products and services (eg adventure outing company we will give a on-a-need-to-know basis only, any medical information or information to assist your child having the safest time and not pushing limits).

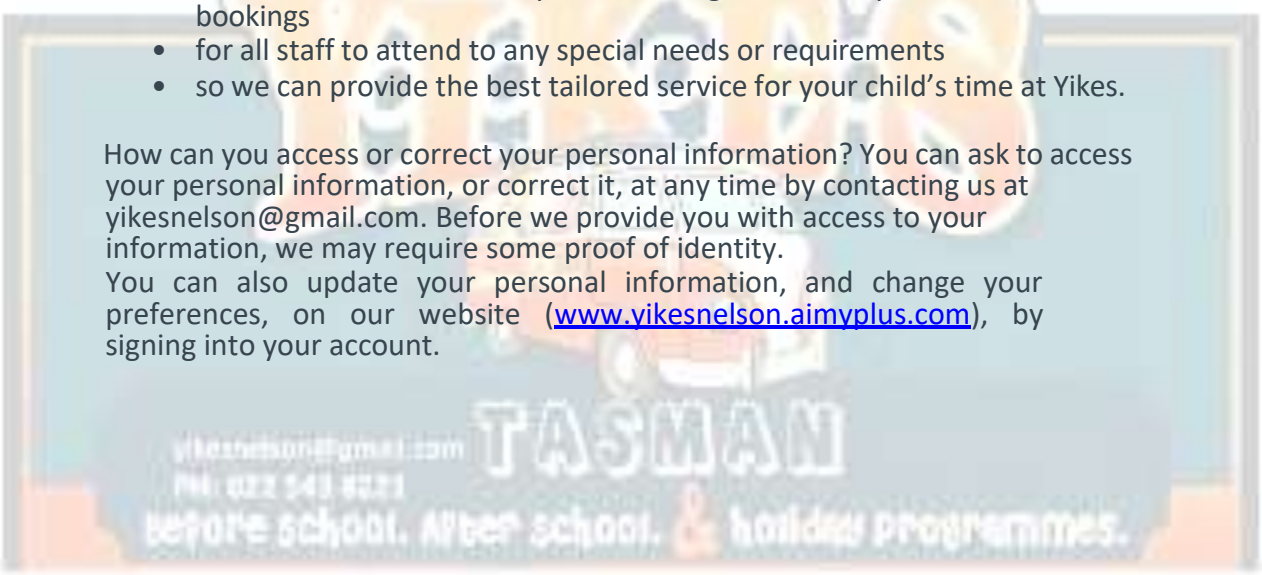
- Our MSD partners who assist with giving families financial subsidies have already collected information from you that we have to assist with your payments getting distributed to you.
- Our Aimyplus partners who assist us with technical support with our booking system. When you make a booking essentially Yikes and AimyPlus have access to your information.
- Our accounting firm to assist us with invoicing and financials on a need-to-know basis not full information.
- Debt collection agency if accounts remained unpaid only need-toknow basis not full information.

We do not share client information with any marketing company, visitors, other families nor our landlord, nor general suppliers.

Why do we collect your information?
We collect your information for three reasons:

- to communicate effectively with all things related to your childs care and bookings
- for all staff to attend to any special needs or requirements
- so we can provide the best tailored service for your child's time at Yikes.

How can you access or correct your personal information? You can ask to access your personal information, or correct it, at any time by contacting us at yikesnelson@gmail.com. Before we provide you with access to your information, we may require some proof of identity.
You can also update your personal information, and change your preferences, on our website (www.yikesnelson.aimyplus.com), by signing into your account.



Human Resources

Fair and consistent recruitment procedures will ensure quality care is provided.
Training will be provided for all staff including volunteers.
Yikes Tasman will endeavour to emulate the policy set out in the Employment relations Act 2000 and set an environment conducive to creating good faith relationships and all other relevant legislation of the Employment Relations Act, the Minimum Wages Act 1993, Holidays act 2003 and Human Rights Act 1993 will be adhered to.

Yikes Tasman does not employ any person in a paid or voluntary capacity, including those in governance or management positions, who has a conviction for sexual crimes or for any offence involving the harm or exploitation of children. Nor any dishonesty related offences.

If a police vet raises concerns the following procedure will take place

- A documented risk assessment
- Decision making process
- Consideration of the nature and relevance of any findings
- Seek legal advice
- Maintain confidentiality throughout process

Staff will be given a code of conduct at induction, this covers dress code, social media use, interactions with staff and children.

If governance or staff member have a charge laid against them the following procedure will take place

- Immediate Risk Assessment

The director and manager will assess whether the charges pose a risk to children, coworkers or workplace environment. This includes the nature of the charges and relevance to staff members or governance role.

- Temporary Measures

Depending on risk assessment: suspension or reassigned to duties that do not involve sensitive areas.

- Following Policies and Legal Requirements

Actions will comply with Yikes employment and confidentiality policies as well as any legal obligations

- Confidentiality

Only the necessary bodies will be contacted and informed

- Fair Process

The person will be given an opportunity to respond to the charges and treated fairly throughout the process.

- Outcome Action

After the process concludes, a decision will be made on ongoing employment based on the outcome, considering the safety and trust of the workplace.

Our termination policy is written in each employment contract.

Wage payments are outlined in the employee's employment contract. Hours submitted to our xerome app and any leave request is also submitted on the app.
Leave types are outlined in their employment contract.
Any expenses occurred eg: use of employee’s vehicle a recompense is mutually agreed upon between the Director and the employee to cover their expenses.



Recruitment

The selection and recruitment of staff is the responsibility of the Director. All paid staff will be recruited according to the following procedure:

On 1 July 2015 safety checking regulations for the children's workforce came into force.

The regulations require all paid people who work with children or tamariki for government-funded organisations to be safety checked, and to have these safety checks updated every three years. This also applies to unpaid people working with children or tamariki as part of an educational or vocational training course.

The new safety checking regulations will make it easier to identify the small number of people who are a risk to children.

Employers are accountable for ensuring safety checks are done, even if someone is doing it on their behalf. This is about more than checking criminal histories. It involves a careful process of information gathering and assessment that includes confirming identity, interviews, checking referees, and considering risk.

The Director will

- Conduct interviews with suitable candidates as part of the recruitment process for any children's worker.
- A risk assessment will be done - Documents found on Te Kahui Kahu website, this includes
- A written application form
- 2 forms of Id sighted and copied for file
- 2 referees
- Police vetted

Staff files will include:

- Copies of CV
- Two forms of identification, one photo i.d. verified original.
- Interview records
- Documentation of reference checks
- Confirmation of police vetting
- Documentation of induction training
- Code of behaviour
- Contract and job description
- Personal contact information for emergencies
- Tax and bank account information
- First Aid Certification
- Copy of drivers licence (if applicable)
- Record of training

Training & Supervision

The Director and Venue Manager are responsible for ensuring that all staff, including volunteers are sufficiently trained and experienced to ensure the safety of the children at all times.

New, young or less experienced staff will receive adequate support and supervision.

All staff will be provided with induction training in the policies and procedures of the programme relevant to their position with particular attention paid to:
Health and safety
Child and behaviour management
Emergencies
Child protection
Supervision of children

At least one staff member at all times will have a current 1st Aid Certificate.

Staff training needs to be reviewed during staff appraisals or as required and opportunities provided for further training as needed.

All training undertaken will be included in the staff files.

Performance Appraisal

Appraisals of staff performance will be carried out at least annually for each staff member, with the intention to increase awareness of performance, identify opportunities for further professional and personal development and to ensure a high standard of care at the programme.

The appraisal will be based on the job description, will establish individual and group strengths and identify areas for personal development. It will consist of a self-review and interview with the Venue Manager or Director.

The Venue Managers appraisal will be conducted by the Director.

All appraisals will be confidential.

Finances

Fees

The fee structure will be shown on the website and on promotional material.

Fees can be paid via internet banking. Invoices are sent weekly.

Attendance fees are to be paid weekly unless other arrangements are made with the Director.

Invoices will be issued as a reminder if fees remain unpaid for more than a week. A plan to pay overdue fees will be negotiated if necessary.
The programme has the right to suspend attendance if fees remain unpaid.

Parents will be notified of the WINZ fee subsidy available from Work and Income at enrolment.

Parents will not be disadvantaged if there are administrative hold ups with WINZ Fee subsidy payments.

Xero software will be used which provides a suitable accounting system and enables clear and precise record keeping, budgets and financial statements.

Accounting Records

Grow More accounting shall arrange for proper accounting records to be maintained. The records must satisfy all requirements specified in Acts of Parliament, financial reporting standards and other applicable standards.

Cash Receipts

- We do not take cash payments. Only delegated staff may handle cash.
- All receipts must be banked as soon as possible and preferably within one working day of receipt.
- All cash kept on the premises must be kept secure and under the control of a delegated person.

Delegation and Authorities

This policy details the delegation framework and authorities.
Delegation occurs through a cascading mechanism. Director of Yikes who, in turn, delegates authorities to the venue managers who, in turn, sub-delegates where appropriate.
Delegations are attached to positions. Any manager appointed to, or "acting" in, a position, is entitled to be granted the delegations of that position.
The Delegations Policy applies to all staff of Yikes.

Accountability

When any employee makes a decision under a delegated authority, the employee must do so first with regard to the responsibilities and values of Yikes, and secondly striving for excellence and operating with integrity. It is stressed that with the delegation of authority there is a delegation of responsibility and accountability.

Transparency

Delegations should be managed and applied with consideration to transparency and a policy of no surprises.

Capacity and legitimacy

All delegations should only be actioned where there is capacity for Yikes to meet the expenditure or demands, it is planned and budgeted and it is a legitimate expense or activity. Approvals must be at point of commitment and not in arrears.

Financial Delegations

Operating Expenditure

The most common delegated financial authority applies to all operating expenditure, which is expenditure that is shown on the company income statement and, in general, represents items with a consumption period of less than a year. This includes personnel related costs.

Capital Expenditure

Capital expenditure includes expenditures, which are shown on the Company balance sheet and which, in general, represent items with an economic life in excess of one year.

Leases

For the purposes of delegated financial authority framework, all lease commitments (both operating leases and specified leases) are deemed to be capital expenditures. The total lease commitment should be considered rather than the annual expenditure.

Treasury

Treasury includes cheque signatories, Electronic Fund Transfer (EFT), Internal Transfer and Company Credit Card.

The Delegations Policy encompasses authorisation for all expenditure and discretionary expenditure by Yikes Before School, After School and Holiday Programmes.

Relationships and Partnerships Delegations

Government and government agency relationships and agreements The Yikes Director is authorised to engage with Government departments and agencies in order to progress the annual plan. The Yikes Director is also authorised to engage in order to discuss, consider and potentially begin to develop strategies, strategic relationships, funding opportunities and so forth.

Supplier agreements

The Yikes Director is authorised to enter supplier agreements for the ordinary course of business in order to improve effectiveness and efficiency. These agreements must be within approved budgetary constraints of the organisation and operate in accordance with this policy.

Purchasing Authority

Bookeeper - K Shadbolt and Director have access to internet banking and the Director has purchasing authority. The bookkeeper - K Shadbolt monitors the movement of funds and CAL chartered accountants performs an annual audit.

Audit

Accounting Reports will be prepared annually for audit by an approved auditor, Grow More Accounting and will be made available to the community.
Records of all financial transactions will be kept accurate and up to date.

Documentation/systems that should be generated and retained to enable YikesNelson to complete its financial records include:

- Bank statements.
- A petty cash book
- An accounting system to account for all transactions.

Wages/ACC/Tax

Programme providers are aware of workers' rights and obligations under the following Acts and any amendments to them:
Employment Relations Act 2000
Minimum Wages Act 1993
Holiday's Act 2003 Human Rights Act 1993.
Kiwisaver Act 2006
ACC payments paid by employer at the levy specified by the ACC Dept for the industry category.
Tax rate determined by tax code provided for by employee.



Version Control

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Responsible Person: Dipen Patel


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