

Out of School Care and Recreation (OSCAR) programmes standard

Level 3

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Introduction

Out of School Care and Recreation (OSCAR) providers deliver before and after school care, holiday programmes, and camps for children aged 5 to 13 who are enrolled and attending school (or children aged up to 18 years if they are eligible to receive a Child Disability Allowance).

When a child is participating in an OSCAR programme, the duty of care is formally handed over from the parent to the OSCAR programme provider.

The Social Sector Accreditation Standards have been produced by the New Zealand Government for the accreditation of providers funded by government to deliver social services.

Specialist standards

Specialist standards supplement the standards to ensure providers can safely deliver specific services or programmes. Providers delivering OSCAR programmes are required to meet this specialist accreditation standard for OSCAR programmes.

OSCAR providers delivering Outdoor Pursuits and/or camp programmes will also be required to meet the specialist accreditation standard *Outdoor Pursuits and camp programmes for children and young people*. This can be found on our website.

Further information

All levels of the standards, including specialist standards, are periodically reviewed to ensure that content and references are up to date. To access the latest versions, or for more information about the accreditation process, visit [Te Kāhui Kāhu: Social Services Accreditation](#).

You can email Social Services Accreditation at: accreditation@tekahuikahu.govt.nz.

Out of School Care and Recreation (OSCAR) programmes

The organisation fulfils its duty of care with respect to all children enrolled in the programme.

1. The organisation ensures that children receive competent, appropriate supervision at all times.

Guidance:

There are written policies or procedures that demonstrate the programme has adequate systems, processes and adequately trained staff to manage the safe supervision of children. Programme observations should confirm if staff are adequately trained, and that they act in accordance with programme policies and procedures.

Programme operators need to demonstrate that children receive safe supervision by competent supervisors. At a minimum, this should include evidence that:

- safe staff-to-child ratio needs are established in programme planning with consideration given to activity risk, individual children's needs, activity location/s and the experience and competency of staff
- programme supervisor/s are trained and competent
- staff are always located within sight and sound of all children under their supervision
- there are written policies and procedures in place to ensure the continuous safety of staff and children, where one staff member is supervising and managing the programme
- there are activity-based risk assessment and management plans, that identify potential risks and detail 1) appropriate staff-to-child ratios across activities and 2) show how the health, safety and wellbeing of children and staff is maintained
- there is regular emergency response training for staff, and that adequately trained staff are rostered on every day of service delivery
- staff members aged under 16 years are supervised by experienced staff while working at the programme
- staff members can access information for enrolled children e.g., medical information, emergency contacts and those authorised to collect
- communication plans are established and tested for all off-site activities
- processes are in place to ensure children do not go missing
- staff receive training for the specific needs of individual children, e.g., administering medication or managing behaviour needs, as required
- visitors to the programme are supervised while on site.

IMPORTANT NOTES:

It is recommended that supervisor:child ratios of 1:10 on-site and 1:8 off-site are maintained. However, as long as safety of all children at the programme can be managed and evidenced, programmes can determine their own ratio. To ensure safe ratios are maintained, all activities such as (but not limited to) swimming, baking, craft or outdoor recreation and games, will identify the ratio needed through risk assessment and management plans.

It is recommended that having two staff present when children are on-site is good practice and minimises potential risk. It reduces the opportunity for potential or actual harm to a child or accusations being made about staff.

It is recommended that programme managers and supervisors are at least 20 years of age.

2. The organisation has adequate practices in place for parents to enrol their children in the programme.

Guidance:

There is a written policy or procedure in place that outlines programme enrolment practices.

All enrolment forms will be correctly and adequately filled out, with up-to-date information. To ensure the safety of the child, forms should include at least the following information:

- a minimum of two emergency contacts
- the day(s) of the week and the sessions the child will be attending
- any health and/or medical conditions, including what treatment is required and whether the child is self-medicating
- parental/guardian written consent is obtained, including the required departure time, if a child is required by their parent/guardian to leave the programme unaccompanied
- names of individuals authorised to collect the child from the programme.

IMPORTANT NOTE:

If a parent/guardian is not authorised or permitted to collect a child, the reason must be significant and evidence provided, for example, custody or access limitations under a protection order.

3. The organisation maintains the safety and wellbeing of children when delivered to and collected from the programme.

Guidance:

The organisation can demonstrate that:

- there is awareness of how children get to and from the programme
- there are documented processes for preventing an unauthorised individual from collecting a child
- children are only released to individuals that are authorised on the enrolment form, or as notified by the child's parent/guardian
- there are documented processes for staff to follow when children are not collected from the programme
- the safety of children required by a parent/guardian to leave the programme unaccompanied has been adequately considered
- there is the ability to communicate with parents during or following an emergency, or unexpected event.

The organisation can demonstrate that it regularly and adequately monitors children's attendance in the programme.

The day(s) of the week and the sessions each child attends are accurately recorded on the roll. This can be evidenced by:

- complete and up-to-date roll records
- accurate sign-in and sign-out sheets.

There is a written policy and/or procedure that outlines what to do when a child expected at the programme does not arrive. At a minimum this should include:

- searching the immediate area
- contacting the child's school for absence information
- notifying parents/guardians or emergency contacts and/or people authorised to collect the child
- informing the programme manager or supervisor
- contacting the New Zealand Police.

4. The organisation effectively responds to accidents and incidents that involve children.

Guidance:

There is an appropriate record of all accidents and incidents involving children. At a minimum, this record should include the:

- child's name
- time and date of the accident/incident
- details of where and how the accident/incident happened
- nature of the injury and how it was treated, if relevant
- name and signature of the staff member managing the accident/incident
- signature of the parent/guardian.

IMPORTANT NOTE:

In addition to meeting the notification requirements of the Social Sector Accreditation Health and Safety standard, the organisation should always notify parents/guardians of accidents and incidents involving their child/children and record this.

5. The organisation carries out regular emergency and evacuation drills with staff and children.

Guidance:

There is a written policy or procedure in place that outlines what children and staff members do in an emergency or evacuation. This should include:

- identification of the emergency signal, and a process to explain how to evacuate the building safely
- a safe assembly area
- staff responsibilities, including checking the facility for children, supervision of children, and contacting emergency services
- how all children are accounted for
- what to do when the emergency is over.

To ensure children and staff are prepared, emergency and evacuation drills should occur at least once per school term for before and after-school programmes, and once per week for holiday programmes. These need to be recorded, including the names and signatures of staff members present.

In the event of an evacuation, all contact details (including emergency contacts) for the children at the programme need to be accessible to staff.

6. The organisation responds appropriately to children who are or become unwell.

Guidance:

There is a written policy or procedure in place for managing unwell children.

The organisation should provide evidence that:

- parents/guardians are aware of their responsibility for their children if they are unwell, or if they become unwell during the programme
- parents/guardians are contacted if a child is unwell
- appropriate action can be taken to care for any unwell child, which may include the use of a designated quiet space or sick bay area where an unwell child may rest
- any treatment and/or medicine that is administered to a child is recorded.

7. The organisation ensures that written policies and procedures are available to all staff members, and parents/guardians of children who are enrolled in the programme.

Guidance:

Policies and procedures are accessible to parents. This could be at the programme, a copy provided on enrolment, electronic copy, or physical copy on request.