



Application form

Level 3 OSCAR—adding a delivery site, or sites

Last updated: July 2021

Purpose of this application form

This form is for providers that have met the [Level 3 Social Sector Accreditation Standards](#), and the [Out of School Care and Recreation \(OSCAR\) programmes standard](#), and would like to add an additional programme delivery site, or sites, to a currently accredited OSCAR programme, or programmes.

OSCAR service types

Each OSCAR programme is made up of OSCAR service types. These are:

- ◆ Before school care
- ◆ After school care
- ◆ Holiday programmes
- ◆ Camps

If you are applying for an additional service type, or types, please complete a [Level 3 OSCAR adding a service type application form](#).

If your organisation operates a camp or overnight stay, you must also meet the [Outdoor Pursuits and Camp Programmes for Children and Young People standard](#).

If your organisation wants to apply for accreditation, please visit our [website](#).

Completing and submitting this application

For a complete application, ensure that you:

- complete all parts and sections of the application form
- fill out the final declaration
- include all required documentation, which is identified throughout the form.

Email the complete application, including documentation, to: ✉ accreditation@tekahuikahu.govt.nz.

We will acknowledge within 10 working days that we have received it.

If you can't submit the application by email, contact us for alternative ways of submitting it.

Incoming emails have a 10Mb size restriction. If your application exceeds this limit, you can send the files via multiple emails. Zipping files is recommended.

If you submit your application without all required documentation, we will inform you that it is incomplete. You will have 20 working days to submit any outstanding documentation before the application is declined.

Privacy statement

Te Kāhui Kāhu meets the requirements of the Privacy Act 2020. We apply the principles of the Privacy Act to all personal information we collect.

Visit our [website](#) for more information about how we adhere to the Privacy Act and the privacy principles.

Next: [Part A](#)

Part A: General information

1. What is your organisation's legal name?

2. Does your organisation trade or advertise under any other name?

Yes No

If Yes, list all other names your organisation is known as:

3. What is your organisation's New Zealand Business Number (NZBN)?

If you are not sure if your organisation has an NZBN, please visit nzbn.govt.nz.

4. Provide details below of the new OSCAR programme delivery site, or sites, to add to your existing OSCAR accreditation. OSCAR programmes include the following service types:

- ◆ Before school care
- ◆ After school care
- ◆ Holiday programmes
- ◆ Camps

The number of children is the maximum attendance number for each service type on any given day.

Additional programme delivery site details

Programme name

Physical address of new programme delivery site

OSCAR service types delivered from this site

Programme start date

No. of children

Staff : child ratio

[Next page](#)

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For additional service sites, include a document with the additional information.

- 5. Provide an overview of the OSCAR programmes that will be delivered from the new site, or sites—including how they might differ from your other accredited OSCAR programme delivery sites:

- 6. Is this application due to a change of ownership for an existing OSCAR programme, or a change of operator for an existing OSCAR site?

Yes

No

If Yes, write below the legal trading name of the previous organisation, if known:

7. Who are the main contacts that manage your organisation's accreditation?

Primary contact

Name

Role

Contact number

Email address

Secondary contact

Name

Role

Contact number

Email address

Next: [Part B](#)

Part B: Meeting the standards

For the new delivery site, or sites, providers must be able to demonstrate how they meet the [Level 3 Social Sector Accreditation Standards](#); the [Out of School Care and Recreation \(OSCAR\) programmes standard](#); and, if applicable, the [Outdoor Pursuits and Camp Programmes for Children and Young People standard](#).

How to fill out this part

Prompts for completing Part B are included under each section below. Please include as much information as possible to show your organisation's alignment to the accreditation standards.

If any section is unanswered, the application may be considered incomplete.

Use your organisational knowledge and judgement for which documents best meet the accreditation standards. If a document is included as evidence for more than one standard, reference it under each section but include only one copy of the document.

For guidance on what evidence to include, please refer to the respective standard.

If you have a specific question that cannot be answered by referring to the standards themselves, [email us](#).

Have any of your organisation's key policies and procedures been updated since your last accreditation assessment?

Yes No

If you answered *Yes* to this question, include a copy of your key policy and procedure documents.

Delivery of Out of School Care and Recreation (OSCAR) programmes

1. Will the new site, or sites, have an overall manager or site supervisor who is over 20 years of age, who will remain on site and available during all programme operating hours?

Yes No

2. Will the new site, or sites, follow the organisation's existing policies and procedures—including those for child protection, service delivery, and the operation of OSCAR programmes?

Yes No

3. Are there any policies, procedures, or templates that are specific to the new site, or sites?

Yes No

4. Are all policies and procedures available for clients and staff at the new site, or sites?

Yes No

5. Does the organisation require any consent from clients that may be specific to the new site, or sites? For example, consent to transport children.

Yes No

Supporting documentation for the delivery of OSCAR programmes may include any policies, procedures, or templates that are specific to the new programme delivery site, or sites.

Staffing

1. Will the new site, or sites, follow the organisation's existing staffing policies and procedures?
Yes No
2. Has your organisation completed all children's worker safety checking for staff members who will provide the OSCAR programme, or programmes at the new site, or sites?
Yes No
3. Have all staff members been provided with induction training on the organisation's policies and procedures—including health and safety procedures, and programme delivery—specific to the new site, or sites?
Yes No

Supporting documentation for the *Staffing* standard may include evidence of induction and orientation of staff members to the new site, or sites (for example, an induction template).

Health and safety

1. Will the new site, or sites, follow the organisation's existing health and safety policies and procedures?
Yes No
2. Are there any health and safety policies, procedures, or templates that are specific to the new site, or sites?
Yes No
3. Are emergency evacuation plans and procedures documented and displayed at the new site, or sites?
Yes No
4. Has the organisation's food plan been revised to include the new site, or sites?
Yes No
5. Has your organisation updated its business continuity and disaster recovery plans, to include the new site, or sites?
Yes No
6. What are the first aid provisions specific to the new site, or sites?

[Next page](#)

Supporting documentation for the *Health and safety* standard may include:

- A copy of the agreement for use of the programme facility.
- Site-specific emergency evacuation plans and procedures.
- All current site safety systems and certification, including:
 - building warrant of fitness
 - safety certification
 - evacuation drill templates.
- Current risk assessment and management systems (RAMS) applicable to the new site, or sites.
- A business continuity and disaster recovery plan that includes the new site, or sites.

Financial management and systems

1. Have there been any significant changes to your organisation's financial viability since your last assessment? *For example, a change in solvency; its liabilities have become greater than its assets; or changes to processes for financial matters.*

Yes No

2. Has your organisation's insurance policy been updated to include the new site, or sites?

Yes No

Supporting documentation for the *Financial management and systems* standard may include:

- A site-specific budget (if applicable).
- Evidence of your organisation's updated insurance coverage, or certificate of insurance.

If you selected *No* to any of the questions in the above sections, include supporting documentation with this application, and explain below:

Next: [Part C](#)

Part C: Declaration

By ticking the boxes and signing below, you agree to meet the obligations on behalf of your organisation:

I have read and understand the [Level 3 Social Sector Accreditation Standards](#); the [Out of School Care and Recreation \(OSCAR\) programmes standard](#); and, if applicable, the [Outdoor Pursuits and Camp Programmes for Children and Young People standard](#).

I have read and understand the obligations for meeting and maintaining accreditation, found [here](#).

I understand my responsibility to [let Te Kāhui Kāhu know](#) about changes to my organisation that could affect its accreditation status.

I have completed parts A and B, answered all of the questions that apply to my organisation's situation, and include evidence to support my answers.

I have read and understand the [Privacy Statement](#).

The information I have provided is true and correct to the best of my knowledge.

I have the authority to complete and sign this application on behalf of my organisation.

Name

Role

Signature

Date

Email the complete application, including documentation, to: ✉ accreditation@tekahuikahu.govt.nz