



Application form

OSCAR sole charge exemption

Last updated: July 2021

Sole charge application

A sole charge application is for an exemption to the supervision requirements of the [OSCAR accreditation standard](#).

The standard requires a minimum of two staff members to effectively supervise children at all times. An exemption allows the programme to operate with one staff member, with no more than ten children attending at any one time.

An exemption may be considered for a specific programme delivered by an accredited OSCAR provider, and a site visit may be required.

Only OSCAR before and after school care programmes are eligible. An exemption will not be given to holiday programmes or camps.

The provider must provide evidence that shows how the safety of staff and children will be maintained. They must meet and continue to meet the requirements of the [Level 3 Social Sector Accreditation Standards](#), and the [Out of School Care and Recreation \(OSCAR\) standard](#).

An exemption is programme specific. The exemption does not allow discretion for sole charge to be used on selected days.

If a provider wants to operate an additional programme after being granted a sole charge exemption, an additional application must be made.

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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 of the programmes for which you are applying for sole charge.

Applicable OSCAR programmes include the following service types:

- ◆ Before school care
- ◆ After school care

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

OSCAR programme information

<input type="text"/>		<input type="text"/>	
Programme name		Street number and name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	City	Postcode	
<input type="text"/>			<input type="text"/>
Service type, or types delivered from this site			No. of children

For more programmes and sites, include a document with additional programme and site information.

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5. Who are the main contacts managing 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

Providers must continue to meet the requirements of the [Level 3 Social Sector Accreditation Standards](#), the [Out of School Care and Recreation \(OSCAR\) programmes standard](#), and, where applicable, the [Outdoor Pursuits and Camp Programmes for Children and Young People standard](#).

Providers must also be able to provide evidence that the safety of children and staff will be maintained while operating in a sole charge capacity.

Further information about the standards can be found on our [website](#).

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.

If a document is included as evidence for more than one section, 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](#).

Why are you applying for a sole charge exemption?

Have you developed policies, procedures, and/or processes relating to the operation of a sole charge programme?

Yes No

If you answered Yes, provide a copy of these documents.

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

Yes No

If you answered Yes, provide a copy of the updated documents.

Is, or are the programme, or programmes based at a school?

Yes No

If you answered Yes, provide evidence that sole charge has been approved by the principal or board of trustees.

Staffing

1. Will sole charge staff be 20 years or older?

Yes No

2. Will you have back-up staff who can be used in an emergency, or to cover sole charge staff leave?

Yes No

3. Has your organisation completed current vetting of all staff (including volunteers and members of governance) as required by the [Level 3 Social Sector Accreditation Standards](#)?

Yes No

4. Will there be signed agreements in place with all sole charge staff that include the requirements involved with working in a sole charge capacity?

Yes No

5. Have all sole charge staff been provided with training on the organisation's sole charge policies and procedures, health and safety procedures, and programme delivery specific to a service type, or types?

Yes No

Explain below how the staff roster (if applicable) and the process for back-up staff being contacted and getting to the site at short notice will work:

How will back-up staff be kept up to date with the programme, and be provided with refresher training if they are not regular workers?

Documentation to support this section must include templates of the agreements that will be in place with all sole charge staff, which show the requirements and risks involved with working in a sole charge capacity.

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Health and safety

1. Do all sole charge staff have current first aid certificates?

Yes No

2. Has your organisation updated its business continuity and disaster recovery plan to include the operation of a sole charge programme, or programmes?

Yes No

If sole charge staff do not have current first aid certificates, explain how they will have access to first aid?

Documentation to support this section must include the following:

- A business continuity and disaster recovery plan that includes the provision of a sole charge programme, or programmes
- Copy of a programme specific risk assessment form, or forms, that cover the following:
 - The needs of the children who will be attending the programme can be met by a sole staff member (for example, cultural, medical, and behavioural)
 - Illness or incapacity of the sole staff member during the operation of the programme
 - Medical emergency of a child
 - Risk to staff or children of allegations of abuse
 - Supervision indoors and outdoors (including equipment use and the ability to adequately supervise in different spaces)
 - Activities
 - Emergency evacuations and natural disasters
 - Transport (if applicable)

The risk assessments must evidence understanding of the risks involved; controls in place to minimise or mitigate the risks; and management of any accidents or incidents that could affect child or staff safety.

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Communication with parents/caregivers

Documentation to support this section must include the following:

- Copy of a proposed notification to parents/caregivers of currently enrolled children, if a sole charge exemption is granted
- Template of the parent/caregiver consent form
- Policy and procedure document that outlines how new enrolments will be informed of sole charge operation and giving consent

Further information

Is there any further information you would like to provide in relation to this application?

Next: [Part C](#)

Part C: Declaration

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

The accredited OSCAR services delivered by my organisation meet the requirements of 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 understand that my organisation's programmes are not able to operate sole charge until written exemption has been approved and received

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, and answered all of the questions that apply to my organisation's situation.

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

The information I have provided is true and correct.

I have the authority to complete and sign this application.

Name	Role
<input type="text"/>	<input type="text"/>
Signature	Date

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