



# Application form

## Level 3 Out of School Care and Recreation (OSCAR) accreditation

Last updated: April 2021

### Applying for accreditation as an OSCAR provider

Te Kāhui Kāhu assesses service providers against the [Social Sector Accreditation Standards](#). This assures government and communities that providers can deliver safe, quality services on behalf of government.

We use the accreditation application as a first step towards accrediting providers that deliver OSCAR programmes. Programmes are for children up to the age of 13—or 18, if eligible to receive a Child Disability Allowance—who are enrolled and attending school.

We prioritise applications from providers that register with the Ministry of Social Development, Te Manatū Whakahiato Ora, for childcare subsidies or operational grants based on contracting—or the intent to contract—with government agencies.

Accreditation does not guarantee grant funding for a provider.

To be accredited, OSCAR providers must 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](#).




Please read, and familiarise yourself with the standards that will be applied to your organisation.

Accreditation is a two-part process:

1. An organisation submits a complete application, including supporting documentation.
2. Accreditation assessors check routine business operations and service delivery, to ensure the organisation is applying its organisational policies and procedures. This often includes a site visit.

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## OSCAR accreditation is granted under the following conditions:

Site, or venue:	OSCAR accreditation is site-specific. Each programme must operate from the site, or sites, the provider specifies.
Numbers:	OSCAR accreditation has a limit to the maximum number of children allowed.
Fees:	OSCAR programmes must get income from parent or caregiver fees, or fee contributions.
Hours of operation:	Providers must operate Mon–Fri within the following hours: <ul style="list-style-type: none"><li> Before school 6:30–9:00 a.m.</li><li> After school 2:30–7:00 p.m.</li><li> Holiday programmes 6:30 a.m. to 7:00 p.m.</li></ul>

### OSCAR service types

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

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

### Holiday programmes and additional sites

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

For an existing OSCAR provider to add an additional site, or sites, fill out the [Level 3 OSCAR adding a site application form](#).

These standards and forms can be found on [our website](#).

### What is the advantage of being an accredited OSCAR provider?

OSCAR accreditation provides parents and caregivers with the assurance that an OSCAR programme is being appropriately run, and takes place in an environment that is safe for children.

In addition, for an accredited OSCAR provider, parents and caregivers may qualify for an OSCAR subsidy. Parents of children attending unaccredited programmes cannot receive an OSCAR subsidy.

### OSCAR subsidies

An accredited OSCAR provider can register with Work and Income, for eligible parents and caregivers to receive an OSCAR childcare subsidy. See [OSCAR childcare assistance](#) at the Work and Income website for more information.

### OSCAR grants

An accredited OSCAR provider can also apply for a Ministry of Social Development, Te Manatū Whakahiato Ora operating grant from the OSCAR grants team. See [OSCAR grant funding](#) at the Work and Income website for more information.

## Family Services Directory

The Family Services Directory is a public list of service providers, including childcare and OSCAR providers. See the [Family Services Directory](#) website for more information.

## 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: ✉ [info@tekahuikahu.govt.nz](mailto:info@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](http://nzbn.govt.nz).

4. What is your organisation's legal status? Indicate all options that apply:

Charitable trust

Incorporation number:

Incorporated society

Incorporation number:

Registered charity

Registration number:

Limited liability company

Company number:

Named individual operating as a sole trader

with staff

without staff

Partnership

Organisation set up under statute

Other

Please detail:

Include documentation that supports your organisation's legal status. For example, certificate of incorporation, trust deed, constitution, charter, or organisational rules.

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5. Is your organisation an iwi community services provider?

Yes                      No

For accreditation as an iwi community services provider, please review the [Iwi community services standard](#), and complete the relevant section at the end of Part B.

6. Is your organisation a franchise, or affiliated with any other organisation?

Yes                      No

If Yes, please detail below the name and nature of the affiliation:

7. What is your organisation's street address?

Number and street name

Suburb

City

Postcode

Service type, or types delivered from this site

See: [OSCAR service types](#)

8. If different to the street address, what is your organisation's postal address?

Street address or PO Box

Suburb

City

Postcode

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9. If applicable, include additional programme and site information:

Additional site information

Programme name

Street number and name

Suburb

City

Postcode

Service type, or types delivered from this site

Programme start date

No. of children

Staff : child ratio

Additional site information

Programme name

Street number and name

Suburb

City

Postcode

Service type, or types delivered from this site

Programme start date

No. of children

Staff : child ratio

Additional site information

Programme name

Street number and name

Suburb

City

Postcode

Service type, or types delivered from this site

Programme start date

No. of children

Staff : child ratio

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

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

Yes                      No

If Yes, provide the legal and/or trading name of the previous organisation, if known:

11. What is your organisation's website?

12. What is your organisation's primary email address?

13. 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

14. Provide a brief outline of the service types that you want accreditation for:

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15. Choose a reason below for why you are applying for accreditation. My organisation:

has a government contract for services

won a tender to deliver a new service, or services

is required under legislation to be accredited

Visit our [website](#) to find out more about applying under legislation.

If you are not applying under legislation, include a copy of your *Outcome Agreement*, or confirmation email.

16. Do you intend to register with the Ministry of Social Development, Te Manatū Whakahiato Ora, for childcare subsidies or grant funding?

Yes

No

17. Indicate the size of your current workforce:

Paid staff

Contractors

Volunteers (including governance)

18. If applicable, detail current contracted services funded by government agencies:

Funding agency

Programme/service name

Brief service description

Contract manager or key contact

Key contact email address

If your organisation is contracted by multiple government agencies, and/or for multiple programmes or services, include a document with all additional agency details and programmes/services.

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19. Does your organisation hold accreditation or certification with another external monitoring agency, or agencies?

Yes                      No

If Yes, provide contact details for the agency, or agencies:

External monitoring agency

Agency name

Contact email address

Type of accreditation or certification

If your organisation is evaluated by more agencies, include documentation that includes agency names and contact email addresses, and the types of accreditation or certification granted to your organisation.

Next: [Part B](#)

## Part B: Meeting the standards

Please read, and familiarise yourself with the current [Level 3 Social Sector Accreditation Standards](#), and the [Out of School Care and Recreation \(OSCAR\) programmes standard](#), including all criteria and guidance.

### 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](#).

### Client-centred services

*The organisation treats people with respect, and delivers services in a manner that has regard for their dignity, privacy, and independence.*

How does your organisation demonstrate client-centred practices in service development and delivery?

Include any relevant documentation to evidence how you meet the *Client-centred services* standard.

### Community wellbeing

*The organisation provides services which reflect the principle that the welfare and interests of the child or young person are first and paramount and where the wellbeing of all is upheld.*

How does your organisation demonstrate the principles of community wellbeing, and where the wellbeing of all is upheld?

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Supporting documentation for the *Community wellbeing* standard must include the following:

- Child protection policies and procedures.
- Processes for dealing with safety concerns for clients or associated community members.
- Evidence of promoting awareness of the unacceptability of abuse.
- Client consent procedures, including limited ability to give consent.

Is there any further information you would like to provide in relation to the *Community wellbeing* standard?

## Staffing

*The organisation has the staffing capability and capacity to safely deliver services.*

The definition of *staff member* is anyone the organisation relies on to deliver its services. This includes caregivers, volunteers, contractors, and paid staff members. Refer to criterion 2 of the *Staffing* standard.

How does your organisation ensure it has the staffing capability and capacity to safely deliver services?

Supporting documentation for the *Staffing* standard must include the following:

- Human resource policies and procedures, including:
  - definitions of staff and volunteers (including members of governance and management committees)
  - recruitment and vetting
  - identification of children's workers under the Children's Act 2014 (this includes safety checks and risk assessments for children's workers)
  - use of vetting agencies (including the New Zealand Police Vetting Service, NGO Caregiver vetting, and Ministry of Justice), and the process for considering the results of vetting.
- Templates used for staff code of conduct and confidentiality agreements, and employment agreements.

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Is there any further information you would like to provide in relation to the *Staffing* standard?

## Health and safety

*The organisation ensures clients, staff and visitors are protected from risk.*

How does your organisation ensure clients, staff, and visitors are protected from risk?

All places of work and service locations must be covered by the organisational documentation.

Supporting documentation for the *Health and Safety* standard must include the following:

- Health and safety policies and procedures for providing a safe environment appropriate to the types of services provided, including:
  - managing hazards
  - risk assessment and management systems (RAMS)
  - accidents and incidents
  - behaviour management
  - transport
  - access to first aid
  - emergency planning
  - evacuation procedures and testing.
- Evidence of site safety systems and certification, including:
  - building warrant of fitness
  - safety system certification
  - evacuation drills
  - current RAMS.
- A copy of the organisation's business continuity and disaster recovery plan.

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Is there any further information you would like to provide in relation to the *Health and Safety* standard?

## Governance and management structure and systems

*The organisation has a clearly defined and effective governance and management structure and systems.*

Describe your organisation's governance and management structure and systems, and what is in place to ensure they are effective:

Supporting documentation for the *Governance and management structure and systems* standard must include the following:

- Confirmation of legal status (as required under Part A of this form).
- Information management and record-keeping policies and procedures, including:
  - the collection, use and retention of personal information
  - having appropriate information technology and cyber-security safety measures in place to protect the privacy and security of information
  - ensuring staff members understand privacy requirements.

Is there any further information you would like to provide in relation to the *Governance and management structure and systems* standard?

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## Financial management and systems

*The organisation is financially viable and manages its finances competently.*

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

- Financial management policies and procedures.
- Evidence of current financial viability that demonstrates that the organisation's assets are greater than its liabilities.
- Evidence of budget and financial planning for the current financial year.
- A copy of the latest audited or reviewed financial statements, if applicable.
- Evidence of current insurance coverage and insurer.

Is there any further information you would like to provide in relation to the *Financial management and systems* standard?

## Resolution of complaints related to service provision

*The organisation uses an effective process to resolve complaints about service provision.*

Supporting documentation for the *Resolution of complaints related to service provision* standard must include the following:

- Complaints policies and procedures, including maintaining records of all complaints and resolutions, and how improvements are made to services.
- Evidence of how complaints procedures are made known to clients and staff.

Is there any further information you would like to provide in relation to the *Resolution of complaints related to service provision* standard?

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## Quality improvement

*The organisation aims for excellence and manages the quality and risk of services.*

Supporting documentation for the *Quality improvement* standard must include the following:

- A policy that outlines expectations for service review and improvement.
- Evidence that the organisation regularly monitors and makes improvements to its services.
- Analysis of feedback from clients, referrers, funding bodies, and other stakeholders.

Is there any further information you would like to provide in relation to the *Quality improvement* standard?

## Client services and programmes

*The organisation provides client services and/or programmes that meet clients' assessed needs; reflect desired outcomes and goals; and are planned, coordinated, and reviewed.*

Supporting documentation for the *Client services and programmes* standard must include the following:

- Service delivery policies and procedures, including:
  - intake procedures
  - client consent
  - transport
  - and medication (if required).
- The template used to record a client's consent to enter services.

Is there any further information you would like to provide in relation to the *Client services and programmes* standard?

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

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

This is a specialist standard with specific operating requirements, due to the duty of care of young children. Refer to the guidance in the standard.

Supporting documentation for the [OSCAR programmes standard](#) must include the following:

- Policies and procedures, including:
  - supervision of children
  - enrolment
  - how children get to and from the programme
  - attendance
  - accidents and incidents
  - managing unwell children
  - emergency procedures
  - evacuation drills.
- Templates used for:
  - enrolment
  - administering medication
  - accident and incident records
  - evacuation drills
  - off-site and higher-risk activity planning.

Is there any further information you would like to provide in relation to the *OSCAR programmes* standard?

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## **lwi community services standard (if applicable)**

*The organisation ensures it meets all requirements to operate as an iwi community service.*

Supporting documentation for the [lwi community services standard](#) must include a formal, written mandate from the iwi authority to operate and provide community services.

Is there any further information you would like to provide in relation to the *lwi community services standard*?

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: ✉ [info@tekahuikahu.govt.nz](mailto:info@tekahuikahu.govt.nz)