

# 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 up to the age of 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](mailto: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 is a written policy and procedure in place for appropriately managing the supervision of children.

The organisation will maintain:

- a minimum of two staff to always effectively supervise children. Staff must be located within sight and sound of the children they are supervising, and plans must be in place to ensure this is best managed to allow staff to assist children, when required
- an on-site staff member to child ratio of 1:10 and an off-site ratio of 1:8. For high-risk activities, such as swimming, staff to child ratios should be higher. Appropriate supervision for high-risk activities must be determined through the use of a risk assessment
- that no staff member aged under 16 years will be counted towards the staff to child ratio
- that staff members have a list of children and their emergency contacts accessible to them at all times
- that staff members are contactable by phone or radio when off-site with children
- processes to ensure children remain on-site and accounted for
- an overall manager or site supervisor who is over 20 years of age. This person must remain on-site and be available to children, staff members and visitors during all programme operating hours.

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

#### Guidance:

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

All enrolment forms will be correctly and adequately filled out, with up-to-date information. They must document:

- a minimum of two emergency contacts
  - names of individuals authorised to collect the child from the programme
- Note: If a parent/guardian is not authorised to collect a child, the reason must be significant and evidence provided; for example, custody or access to a protection order*
- the day(s) of the week and the sessions the child will be attending
  - parental/guardian consent when any child has been allowed to leave the programme unaccompanied
  - any health and/or medical conditions, including what treatment is required and whether the child is self-medicating.

### 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 when children are not collected from the programme
- there is consideration for the safety of children allowed to leave the programme unaccompanied.

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

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

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

There is a written policy and procedure in place that outlines how to locate an expected child who does not arrive at the programme, to ensure they are safe. This will include:

- searching the immediate area
- contacting the child's school for absence information
- notifying parents/guardians
- phoning emergency contacts and/or people authorised to collect the child
- informing the overall manager or site 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. This record must 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
- name and signature of the staff member managing the accident/incident
- signature of the parent/guardian.

In addition to meeting the notification requirements of the Social Sector Accreditation Health and Safety standard, the organisation must also ensure that parents/guardians are notified of all accidents and incidents involving their child/children.

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

**Guidance:**

There is a written policy and procedure in place that outlines for children and staff members what to 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, supervising children and contacting emergency services
- how to ensure all children are accounted for
- what to do when the emergency is over.

Emergency and evacuation drills are to occur at a minimum of once per school term—for before- and after-school programmes—and once per week for holiday programmes.

Drills must be clearly documented and record the names and signatures of staff members who were present. Lists of children and their emergency contacts must be taken during all drills and in any case of emergency.

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

**Guidance:**

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

The organisation will provide evidence that:

- parents/guardians are aware of their responsibility for their children, if unwell, or if they become unwell during the programme
- parents/guardians are contacted if a child is unwell
- appropriate action has been taken to care for any unwell child, which may include the use of a 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 must be kept on-site and, on request, made available to parents/guardians of children enrolled in the programme.