



# New Life Church Holiday Programme Index

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# New Life Church

## Philosophy and Practices

The New Life Church has been established and active in Hamilton for more than fifty years. It is led and governed by Pastors and Elders appointed to lead and to set direction and vision. This same leadership maintains the values and ethos of the local Church's doctrines and practices.

The New Life Church today has a very multi cultural face. With more than 60% of the members being non-Kiwi / Europeans, a wide range of cultures are represented. This reflects a strong care and acceptance of people and openness to cultural diversity that is now the general make up of our community.

Over the years the New Life Church has undertaken the establishment of a Christian school in Hamilton that is still active today – known as 'South City Christian School' (although no longer under the jurisdiction of the Church). This pioneer work came out of the heart of the church leadership to see children grow with strong values and character development inline with biblical teaching.

**The primary teachings of New Life Hamilton are fundamental Christian doctrine** widely accepted as biblical Christian teaching. The New Life Church up-holds family values, including marriage and the promotion of a two parent family model, but at the same time understands and has empathy with the real world of broken families, solo struggles and children caught in the cross fire of relationship breakage.

**Support, assistance and encouragement to people** in a wide range of situations, irrespective of colour, creed or personal affiliation are given. However in giving aid, advice or assistance the expectation is that recipients would respect the basis of our mission, which is to display an empathy that is reflective of the teachings of Jesus Christ, who commissioned us to reconcile lives. This we can do by helping heal, restore and assist individuals to disciple themselves, tangibly helping those within our sphere of influence.

**Promoting the teachings,** New Life Church does not aggressively evangelise but stands firm on its persuasion that there is but one plan of salvation and remedy for the consequence of sinfulness, this we share openly in our friendships, relationships and through our teaching with children and adults alike.

**Appreciation of culture** is one of the strengths of our local New Life Church, which we value and promote. We regularly engage in cross cultural activities, the use of other languages, songs, dance and encouragement of non Europeans to be actively involved and lead in areas appropriate to their ability.

**Personal support and accountability** is promoted and practiced at leadership level. The goal is to keep that which is valued, safe. Giving those in responsibility the support they need to cope with the pressures and burden of working in a range of environments, including the demands of assisting others who are physically and emotionally needy.

**Accountability in financial management** with integrity and resources in their care is a practice of New Life. This includes being generous, but also being accountable, maintaining honesty and integrity. Making carefully decisions that line up with wise financial management. This kind of financial practice always includes good accounting practice and appropriate checks on activities and individuals.

**The New life Church (Hamilton branch) comes under the structure** and jurisdiction of a National Body and is connected to a Regional group who regularly meet for strategic planning and support of its branches. This links all braches for ongoing support and assistance as may be required. This structure still allows for autonomy at branch level but accountability to core values and ongoing direction.

January 2006

Letter of agreement from the governing board – New Life Church.

Over the past 5 yrs there has been an ongoing interest and effort put towards children’s work (what we refer to as “children’s ministry”) as a part of our mission and vision for our local branch of New Life Church, Hamilton.

In addition to the weekly classes we run during our Sunday Service time, we have undertaken numerous school holiday programmes in the term breaks. They have been designed and administered by Jenny Rosser who is one of the Pastors of the Church. The programmes have grown in capacity and popularity over the years.

We have been able to maintain the development of the programmes, building on their strengths. Each programme we have delivered has had an appropriate theme, been well resourced and had ample staffing (supervision). Also many have been supported with funding from our local City Council.

Now we feel ready to take our programmes to the next level. We see in the future that we could serve our community by continuing to offer holiday programmes. By obtaining OSCAR accreditation we feel even more confident to undertake this in an ongoing way.

The Eldership board (governing body) for New Life Church is fully supportive and will accept responsibility for the endeavour of Jenny Rosser to forge and front the OSCAR application for this type of programmes. We also stand behind and endorse the programmes produced and delivered each holidays the team under Jenny Rosser’s care.

We attach this letter to the application for OSCAR accreditation to support and endorse this as a move that is fitting and helpful for us as an organisation. It will in some way verify our ability to continue to serve the community by offering children’s programmes in the future.

Signed by three members of the Eldership having been tabled and accepted at a board meeting

Name -----

Name -----

Signature-----

Signature -----

Date -----

Date -----

Name -----

Name -----

Signature-----

Signature -----

Date -----

Date -----

## HOLIDAY PROGRAMME POLICY

The Holiday Programme comes under the banner of New Life Church Hamilton, which is a charitable organisation, and follows the practices and beliefs of the church.

### Aims

- Provide a safe and exciting holiday programme for children of different ages, gender, and cultural backgrounds within the community. The welfare of each child is of most importance.
- Provide fun, friendship and a demonstration of Christian love

To achieve these aims New Life Church has a unique way of expressing this by having a holiday programme that consists of three weeks of a day to day programme and one week as a Marae experience.

### Explosion

Explosion is held at Life & Light Community Centre 8.30 am to 4:30 pm Monday to Friday during specified weeks of the primary school holidays (but not on public holidays.) Explosion has two age groups operating throughout the week – 5-8 years and 9-12 years.

The purpose of Explosion is to extend and challenge the children by doing different activities such as sports; crafts (creativity hands on); presentation of a Christian Bible theme; projected through all activities and going on a day trip.

### Marae Camp Experience

The Marae Camp is held on a Marae in the Tainui area Monday to Friday for one week, incorporating 24-hour care. The Marae Camp is held during a specified week of the primary school holidays (but not on public holidays). This week long programme caters for the ages of 8-12 years.

The purpose of the Marae camp is for children to be exposed to some Maori culture and protocols such as powhiri (welcome), manaaki (care and hospitality), kapahaka (action songs); toi (crafts eg: flax weaving); poroporoaki (farewell) presentation of the Christian Bible; day trips; and sports.

The following written policies are for both types of programmes. Where necessary, clarification will be given for the specific programme used.

All policies will be reviewed annually.

# Programme Environment

The Holiday Programme will provide a safe, fun, interactive, varied programme with adequate space for indoor and outdoor child focused activities.

## 1. Positive and child-focused environment

The welfare of each child is of most importance. The programme will provide a safe environment, fun activities, friendship with other children, and demonstrate Christian love

Children will be encouraged to participate in all activities presented and will be assisted to try new things.

## 2. Cultural Issues

All advertising for the programme will state that we are a Christian church organisation with planned activities including a Bible based Gospel presentation.

The Marae Camp advertisement states that children will be staying on a Marae and learning Maori culture and protocols. The coordinator is available to answer any questions of concern.

Children from different ethnic backgrounds are invited to the holiday programme.

When a child/ren is registering there will be someone available to answer any cultural needs that the child/ren may have. These will be recorded on file for future reference.

At the beginning of the weeks 'programme there will be opportunity for children to stand and tell other children where they are from. This may include a greeting in their ethnic language.

Opportunity may be given if a large portion of children is from one particular ethnic background that the family/families can do an activity with the rest of the children. A time with the family/ies will be set up to discuss the activity with the Programme Facilitator and other staff. If the activity is approved it will be advertised and parents will be advised in advance.

## 3. Behaviour Management

Our main objective is to create an environment that will enhance friendship, team building and positive role modelling. Every effort will be made to get all children to participate in the programme activities.

Training is given to all staff prior to the commencement of each programme. This is recorded on file with staff signatures.

At the beginning of every programme the staff and children formulate a set of rules and discuss the consequences of disobeying these rules. These rules are based on respect for each other, the equipment being used and safety relevant to the venue.

All children will be required to respect the rights of others, and observe normal school codes of behaviour.

The rules are placed on a wall in the area so that all children can observe it. The children read these rules each day of the programme. Reinforcement of the rules is also done verbally each day with all the children present.

Positive reinforcement will be used at all times. Staff will encourage good behaviour. Unfair or anti-social behaviours will be discouraged at all times.

There is to be no obscene or threatening language towards others.

Children's rights will be respected at all times.

No tobacco, alcohol, electronic goods or dangerous objects are to be brought to the holiday programme by either children or staff.

### **Discipline**

Staff will not use corporal punishment to correct misbehaviours at any stage including pushing, hitting; withholding food; abusive, demeaning or condescending comments.

Persistently misbehaving children will be referred to the Programme Facilitator.

The Programme Facilitator will discuss the rules and make sure the child understands the rules.

The consequences will be:

- Being removed from the activity and placed in a time-out area. i.e. where the child has to sit away for a pre-determined amount of time. (For example: 1 minute for every year of their age. 8 year old = 8 minutes.)
- The Programme Facilitator checks back with the child at the end of the disciplinary time-out period and goes over the rules again with them, making sure the child understands why their previous behaviour led to staff taking action.
- The child is returned to the activity.
- If the child continually misbehaves the Programme Facilitator informs the parent/guardian.
- If the situation cannot be sorted through with the Programme Facilitator and parents/guardians, the child is dismissed from the programme for the rest of that week.

### *Children in conflict with each other:*

Staff will encourage the children to resolve the situation themselves, and aid them in making suggestions on how to do so. If children cannot resolve the conflict, they will be removed from the situation e.g. not allowed to play with each other. This will be carefully monitored by the staff. If the conflict continues between the children concerned the Programme Facilitator will call on outside help eg parents/caregivers, emergency contacts, social worker to come and help solve the conflict.

### **Youth Staff**

No youth (under 18 years) will be allowed to discipline any child on the programme. If a problem continually persists the youth are required to:

- Speak to the Programme Facilitator away from the child, about the problem
- The child and youth volunteer are then brought together to have a discussion about the behaviour
- Appropriate discipline in line with steps above will be actioned.

#### **4. Advertising**

The Holiday Programme will be widely advertised using low cost media flyers and word of mouth; to ensure all families receive programme details in good time.

The flyers state that we are a church organisation with activities including a Bible based Gospel presentation.

The flyers will be dispersed through the local schools in the area three weeks before the Explosion Holiday Programme commences and three weeks before the Marae Camp commences.

For children who wish to go on the Marae Camp, the school will hold a registration form with instructions for registration requirements.

#### **5. Activities**

The holiday programme planned activities are stimulating and varied which is child focused and appropriate for the children's ages and development. They also meet their recreational needs and allows for some choice.

The programme content is displayed at the Explosion and Marae Camp at all times. The activities vary on a day to day basis but are in a set routine of time allocated.

Full in-house training is given to all staff about the weeklong programme. A theme is discussed for the weeks programme and activities are shaped around this theme. Each activity is planned with the staff. This includes all sport, craft, Bible presentation, and trips. In support of craft activities a prototype is made up if necessary so the children can see what the final result can look like.

The programme is reviewed at the end of each day with all staff. A staff debrief is held at the end of the week.

#### **6. Teams**

All children are placed in teams. All children are given a nametag representing a colour as they register for the holiday programme. Each child stays with this team colour throughout the weeks programme.

*Explosion:* The teams are of mixed ages and gender. The nametag is taken off at the end of each day and placed in a container as the parent signs him or her out.

*Marae Camp:* All children are given a coloured nametag to be worn at all times. The team is also responsible for doing one duty each day of the camp.

Children will be encouraged to participate in all activities and will be assisted to try new things.

## **7. Supervisors**

Coordinators are responsible for the following:

### **a) Sports/Games**

Each child is encouraged to be involved in all aspects of the sports/games within the period of time given.

Points are given to teams for participation, winning, helping each other, encouraging one another etc.

*Explosion:* All sports/games are held in the building. The children are divided into two age groupings 5-7years and 8-12years. The Sports Coordinator has one age group at a time. The sports/games are appropriate for their age group.

*Marae Camp:* All sports/games are held within a defined area on the Marae. Children compete against one another in their teams.

### **b) Craft and other Activities**

Each child is encouraged and given the opportunity to do the craft activity within the period of time given.

*Explosion:* The children are divided into their age groups. Each group has a defined area where they do the craft/activity supervised by the staff.

*Marae Camp:* The children are in their teams. The craft activity on the Marae is associated with Maori customs, eg flax weaving.

### **c) Bible Based Christian Presentations**

Each child is encouraged to be involved in the Bible Based Christian Presentation. Children receive a booklet that has been made up by the coordinator representing a theme. The children fill this in during the time of the Bible Presentation. The children take these books home after the holiday programme. Parents are encouraged to take an interest in their child's booklet.

*Explosion:* The children are divided into two age groups 5-7 years and 8-12 years. One group is taken at a time for the Bible Presentation. The other group is involved in some other activity.

*Marae Camp:* The children are all together for the Bible Presentation. In their free time children have the opportunity to do some of the tasks that are in their book.

### **d) Day trips/Mystery Trips**

Each child is encouraged to be involved with the day trip. Advance notice is given to all parents in relation to the trip by a flyer including what to take.

*Explosion:* All children at the programme go on the day trip

*Marae Camp:* All children at the Marae go on the day trip.

## **8. Space**

The programme provides adequate space for all children to have some free time under supervision throughout the day's programme.

Children are encouraged to work their crafts/activities in a manner that is appropriate for the activity.

Noise levels are carefully maintained and controlled by giving out points for their respective team.

There is quiet space available for the children within the venue ie Explosion and Marae Camp

*Explosion:* The hirage of the building helps us to provide extra space for children to release their energy or to do things quietly.

*Marae Camp:* There are times throughout the camp during which the children have the option of playing outside or a quiet activity in the Whare nui.

The outdoor play area is safe for the children at the programme. This is well supervised by the staff.

*Holiday Programme Content Appendix:  
Appendix 1 for Explosion*

*Appendix 2 Marae Camp*

**Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Programme Operations

The Holiday Programme will provide a well-managed service to the community. Procedures are written to ensure the programme operates safely at all times.

## 1. Registration/Enrolment

### a) Child's Registration

A registration form must be completed for each child with a parent/guardian signature before they can participate on the Holiday Programme. It is the parents' responsibility to inform the Programme Facilitator of any changes in pick-up and drop-off arrangements and medical conditions. (*Appendices 3 Explosion and 4 Marae Camp registrations*)

A medical consent form is available at every programme. The consent form must be completed and signed by parent/guardian if there is any medicine to be administered while the child is attending the Holiday Programme.  
(*Appendix 5 Medical Consent Form.*)

A second form is sent out to all parents for children going to the Marae Camp giving details on what to take and transport needs.

### b) Staff Registration

All staff for both Explosion and Marae Camp are required to complete and sign a staff registration Form, which includes a commitment policy. (*Appendix 6 Staff Registration Form.*)

## 2. Confidentiality

The programme will ensure staff and child confidentiality is maintained. At all times the programme will comply with The Privacy Act 1993.

No information collected from staff and child is shared except with the owner's permission, or as required by legislation. All files holding confidential information will be kept safely away from access of unauthorised persons.

All personal information shared in discussions between staff is to remain between those persons.

All sensitive and personal conversations including telephone conversations shall be held discreetly and in private.

## 3. Fees

The fee structure will be announced 3 weeks prior to commencement of the Holiday Programme, and will be clearly shown and described on all programme promotional flyers and registration forms.

Fees are paid directly to the Holiday Programme Administrator and can be paid on the day or in advance.

*Explosion:* Fees and registration are taken on a day-to-day basis to maximise participation.

*Marae Camp:* Fees are to be paid in full one week prior to commencement. Camp fees are non-refundable and places are restricted to 40 children.

Receipts are distributed at the end of each holiday programme to all families represented.

#### **4. Collection of and access to children**

*Explosion* expects a parent/guardian to bring the child/ren and sign them in and out of the programme each day as part of registration. Written permission must be given for the child/ren to leave the programme unaccompanied at the end of the day.

*Marae Camp* expects a parent/guardian to bring the child/ren to the Marae or by arranged transport. At the end of the week a parent/guardian is expected to pick up their child/ren from the Marae and sign them out. Written permission must be given if someone else transports the child/ren.

#### **5. Children not arriving at the programme when expected**

If a child has been registered and does not arrive at the programme;

- The Programme Facilitator will make every effort to contact the parent/guardian periodically throughout the morning.
- If parent/guardian cannot be contacted, the Programme Facilitator will telephone the emergency contacts.
- If unable to contact parent/guardian/emergency contacts after three hours, the Programme Facilitator will contact Child Youth and Family or the local police for further assistance.

#### **6. Children not collected at end of the programme**

In the event that a child is not collected from the programme the following steps will take place:

- Two staff members will remain with the child/ren.
- All attempts will be made to contact parent/guardian/emergency contacts.
- If unable to contact anyone after two hours the Programme Facilitator will contact Child Youth and Family or the local police for assistance.

Parent/guardian must inform staff if a person who is not listed on the child's Registration Form will be collecting the child. Staff will not release a child to an unauthorised person. If an unauthorised person comes to collect the child, parent/guardian will be contacted for authorisation.

#### **7. Complaints from parents about staff**

Inform parents that there is a complaints procedure outlining our expectations and guidelines.

*The procedure is:*

- Approach the Programme Facilitator with a verbal complaint. The Programme Facilitator will speak privately to the staff member concerned to see if the matter can be resolved without confrontation.
- If the complainant believes the situation hasn't been resolved their next step is to write a written complaint to the Programme Facilitator. The Programme Facilitator will speak to the staff member again. A meeting will be arranged for the complainant and the staff member to meet to discuss the situation, with the Programme Facilitator present.
- If no resolution can be reached, an outside Counsellor appointed by New Life Church will be requested to facilitate the process.

#### **8. Transporting Children**

For all off-site visits a bus is hired from a reputable bus company. This is arranged in advance of the programme. Parents are advised in relation to transport of children.

Day trips are carefully planned to ensure children are safe at all times.

Parents will be notified in advance of all day trips planned away from the primary location (normal programme), including mode of transport.

Children will not be allowed to participate unless parent/guardian has signed a permission slip. Children who are not registered for the programme will not be able to go on the day trip.

Children will be divided into groups with a staff-child ratio of not less than 1:7.

A cell phone will be carried at all times and charged with credit.

Children's information will be taken on all day trips with the Programme Facilitator.

A list of children participating will be left at the base location describing the group's whereabouts and expected time of return.

A full First Aid kit will be on hand at all times.

Children will be advised on suitable clothing and equipment e.g. sun block, sneakers.

A risk analysis will be conducted for all day trips. This includes a visit to the destination of the trip prior to the excursion, emergency procedures and staff responsibilities.

A contingency plan will be sorted out before hand in case of bad weather.

Vehicles used to transport children will comply with mandatory legal requirements.

Drivers will hold a current drivers licence and will drive safely and responsibly.

## **9. Behaviour Management**

Refer to Programme Environment Policy

## **10. Children with Special Needs**

Children with special needs will be included in the programme providing that the Programme Facilitator and staff are confident that the child's needs can be catered for without negatively affecting the other children or programme objectives.

Full information about the child's needs, requirements (medication, diet, supervision), must be forthcoming from the parent/guardian and included with the child's Registration Form. All staff will be informed of the child's requirements.

If the child requires further special aids (one-on-one assistance) the case will be discussed with the staff where a final decision will be made. Each case will be considered on an individual basis.

Depending on the planned programme it may be unsuitable for a special needs child to attend a particular day or the week long activities. The Programme Facilitator will ensure that they are in constant communication with the parents/caregiver of the child concerned.

## **11. Policies Reviewed**

All policies will be reviewed two-yearly. This will be achieved by members of the committee signing the policy reviewed and also stating the date.

A copy of all policies will be kept on site of the holiday programme and made available to parents/caregivers and staff.

All procedures are updated as required to reflect the current practice.

**Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Health and Safety

The Holiday Programme will comply with all relevant health and safety legislation to ensure that children and staff are protected from risk.

## 1. Staff Training

Staff will be introduced to the Holiday Programme Policies manual. This manual will be made available to staff to read through prior to a holiday programme. They will be encouraged to come back with any queries/questions.

Prior to any programme there will be training for all staff. This may include a day on a Marae.

Training will include all safety procedures – First Aid, water safety, equipment, emergency procedures, and general safety of the children.

Training will be given to staff with regards to the outline of the programme. This will also include some small responsibility towards the programme.

The Programme Facilitator will organise the staff training.

Training will be documented and signed by the staff.

## 2. Safety Check

A checklist is given to the staff person appointed for the task. Any hazards are noted down on the checklist.

After regular inspection all staff will be notified of the hazards. If a hazard is going to be of concern markers will be used to place around the area.

Children will be told of the hazard and asked to keep away from the markers.

All hazards will be removed, isolated or minimized as appropriate.

*(Appendix 7 Hazard Checklist)*

## 3. Smoke-free policy

Staff will not be allowed to smoke in view of the children and will be encouraged not to smoke while at the programme.

No smoking signs will be displayed in all indoor areas.

## 4. Risk Assessment

All risk assessments must be completed prior to commencement of the activity involved. A plan is developed to manage the identified risk. This will be reviewed at the end of each day with staff present. If the activity is presenting an unreasonable risk this will be discussed with the staff and if necessary aborted. *(Appendix 8 Risk Assessment)*.

## **5. Accidents & Incidents**

A First Aid kit will be available at all times throughout the holiday programme.

At least one staff member will have an up to date First Aid Certificate

All accidents/incidents will be recorded in a notebook stating the name of person, time of accident, a description of what happened, how the injury was treated and signed by a staff member.

If a serious accident/incident happens medical help will be sought and the parents/caregivers contacted.

## **6. Toilet Facilities**

The facilities consist of two separate rooms, one for boys and one for girls. These are cleaned daily and checked by staff.

The children are to inform the staff when they need to use the toilet.

## **7. Food**

Nutritional guidelines are followed when providing meals or morning/afternoon teas.

Everybody eating food will wash their hands before they commence eating.

Parents are asked to notify staff on any food allergies as is requested on Marae Camp registration form.

*Explosion* children will be provided with morning tea each day. Parent/guardian will provide child/ren with a packed lunch each day.

*Marae Camp* children will be provided with three meals each day, plus morning and afternoon tea. This also includes a hangi for an evening meal.

## **8. Illness and Medication**

If a child becomes ill during the day they will be made comfortable, put in a quiet place, and the parent/guardian notified to come and pick them up. If the parent is not available the emergency contact person of the child will be notified.

If the child becomes very ill and parents/emergency contact can not pick up the child an ambulance will be called in. A staff member will go with the child in the ambulance. The Programme Facilitator will ensure that the parents/caregivers are notified before the child goes in the ambulance.

Medicine will not be administered unless parent/guardian has signed a consent form.

If child is allowed medication a staff member will administer the medicine and note it in the book provided. The staff person will also sign this.

All medicine must be labelled showing the child's name and dosage, and stored out of reach of children.

## **9. Animals**

No child can bring an animal to a programme. There are no pets kept on the Marae.

Children will be encouraged to behave in a manner that will not lead to any danger while encountering animals.

## 10. Cleaning

All cleaning equipment will be stored in a cupboard that is not easily accessible to children. It is available to staff members to carry out any necessary cleaning.

## 11. Sun Safe

All children/staff will be encouraged to obey the Sun Safe rules of slip, slop, slap, wrap.

It is expected that any allergies to sun screen will be written on the child's registration forms.

Sun shades will be erected to help with being sun safe where possible.

### **Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Child Protection

New Life Church recognises the potential effect of child abuse and will strive to protect all children on the Holiday Programme.

## 1. Visitors

All visitors to the programme will be asked to see the Programme Facilitator before being allowed in the building. This includes all personnel that are coming to do a certain activity with the children.

All visitors will be with a staff person while there is interaction with the children.

A minimum of two staff will supervise the programme at all times. No staff will be allowed to be in a secluded place with any child.

## 2. Child Abuse

The programme will

- Protect the child's welfare and health by having a caring atmosphere where the children feel they are secure and able to trust the staff.
- Assure the parent/guardian the Holiday Programme is a safe place for their child/ren
- Protect staff from being placed in a position of vulnerability
- Assure confidentiality is maintained at all times
- Staff and volunteers will be provided with a code of behaviour which outlines appropriate behaviour, supervision, discipline and prevention, detection and reporting of child abuse.
- Give training to staff in recognising and responding to suspected child abuse.

### a) Responding to suspicions of abuse

- All incidents and observations will be recorded.
- Any suspicion of abuse will be reported to the Programme Facilitator.
- The Programme Facilitator will consult with Child Youth and Family to ascertain as to what steps need to be taken
- Confidentiality will be maintained at all times.
- A flow chart diagram is made available for all staff in knowing how to respond to suspicions or disclosure or abuse (*Appendix 9*)

**b) Suspicious allegations against a staff member**

- Any abuse perpetrated by a staff person assisting at the holiday programme will be reported to the Programme Facilitator.
- For any complaints involving suspicious allegations a form must be filled out and presented to the Programme Facilitator (*Appendix 11 Complaint Form*)
- Staff under suspicion will be suspended while the matter is investigated
- The staff person will be advised of their rights and directed to the appropriate legal/professional advice.
- Confidentiality will be maintain at all times

**Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Supervision

Children are always supervised by staff and are within sight and sound of a staff member at all times.

## 1. Supervision

- All children will be supervised by a minimum of two staff or appointed leaders at all times. When children are being transported in a vehicle, it is acceptable for children to be with one adult in the vehicle.
- Children will be within sight and sound of one staff member at all times.
- The Programme Facilitator will ensure a ratio of 1:10 for activities, and 1:7 for excursions are maintained for the duration of the programme.
- Staff under 16 years will not have any sole responsibilities throughout the weeks programme and will be supervised while working with the children.
- At least one person 20 or over will be on site at all times. This person does not have to be actively involved in the programme activities but does have overall responsibility for the supervision of staff and children.
- Attendance records are kept every day using a register of the children attending with parents/guardian signing them in and out (*Appendix 7 Attendance Register*).
- Parents/guardian will be advised to ensure their child/ren arrive and depart in reasonable time.

## 2. Boundaries/Rules

- Children will be informed of their boundaries, which they will be expected to stay within at all times. The boundaries are also shown in map form in a prominent place.
- Boundaries will be discussed each day with the children.

*Explosion:* Children are informed of the boundaries within the hall use. For outside use the children are walked around the boundary followed by discussion.

*Marae Camp:* Children are taken around the boundary of the Marae after the formalities. This is done in small groups with explanation. As the children come back together the activity following ensures that they have grasp the boundaries of the Marae.

- Children will be informed of rules to which they themselves have discussed in groups/teams and must adhere to at all times. These rules will be put in a prominent place throughout the programme.
- Children must notify at least one staff member when wanting to leave the activity to have a toilet break or for any other reason.
- If a child is persistent in not obeying the rules and boundaries they will be placed in an area for time out where the Programme Facilitator will discuss with the child the reasons for staying within the boundaries and obeying the rules. If the child continues to misbehave the parents will be contacted.

- During free time (within the Holiday Programme) staff will be placed in appropriate positions to be able to sight the children. The staff positioning will have a wide view of the area the children are in and able to assist or intervene when necessary. All staff will be on a roster basis throughout the day.
- While staff are outside with the children, one staff member will carry a cell phone in case of an emergency. There will be a minimum of two staff overseeing the outside free time activities.
- Regular head counts will be taken throughout the day especially on a day trip.

**3. Risk Assessment**

- A risk assessment will be completed for the day trips and activities planned. This is communicated with all staff. (*Appendix 9 Risk Assessment*)
- The staffing required for a particular activity will be determined by the element of risk involved in the activity.
- Near water the child staff ratio is to be 1:7. Training will be given to staff on water safety.
- The youth will be allowed to swim with the children as long as there are adults supervising from the sidelines and ready to assist whenever it is required.

**Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Emergencies

All staff and volunteers is trained in fire, earthquake drills and other emergency procedures.

## 1. Fire/Earthquake Drill

Staff will follow the guidelines using different designated areas to suit the Explosion and Marae Camp facilities.

Staff will have training to accommodate these two areas of location. It will also include an evacuation plan and emergency procedures. These are placed on the walls of the building in use.

Staff will be allocated to an area of the evacuation plan and the responsibility towards that allocated area.

A fire drill will be carried out with the children at each holiday programme some time throughout the week. This will be done by blowing three short blasts on a whistle.

*Explosion:* All children will be shown the exit signs that are available within the building and taken through step-by-step on what they should do. This is done during the week of the programme

*Marae Camp:* All children will be shown the exit signs around the Marae and shown what they should do in case of a fire. This will include all kitchen staff. This is done during the week of the programme.

The drill practice will be kept in a notebook and signed by the staff designated to the job.

The Programme Facilitator or a staff member designated will be responsible for contacting the emergency services.

Each team leader responsible for their team is to count the children's heads and report this to the Programme Facilitator.

This is checked against the attendance sheet for the day. The attendance sheets must be taken with the programme during an evacuation. (*Appendix 7 Attendance Sheet*)

## 2. First Aid

A First Aid kit will be kept at the base location at all times, and taken on day trips with the emergency contact numbers.

The First Aid kit will be stored out of reach of children. It will only be available to staff.

The First Aid kit will be well maintained and stocked by the Programme Facilitator.

At all times, at least one staff member will hold a current First Aid certificate.

In the event of any accident to children or staff the following procedure will be followed:

- Staff will inform the Programme Facilitator.
- Appropriate first aid will be administered.
- If the child needs medical attention the parent/guardian will be contacted.

- If serious injury occurs parent/guardian will be notified and an ambulance called.
- All accidents and incidents to children and staff will be recorded in an incident book.
- An accident involving serious harm will be reported to OSH as soon as possible.

At all times staff will try to remain calm.

**Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Staff and Management

New Life Church will ensure quality care is provided. It will also endeavour to have trained competent staff to deliver and support the Holiday Programmes.

## 1. Recruitment

The definition of staff for the New Life Church Holiday Programme includes all volunteers, management and paid staff.

Staff will be recruited primarily through the New Life Church Hamilton or associated church groups. All staff will be asked to complete an Application Form, which will be handed in to the Programme Facilitator.

It is to the Programme Facilitator's discretion as to who is accepted as staff based on the information provided on the Application Form, Pastoral references, and one-to-one interviews.

Two referees will be contacted prior to the appointment. A referee check form is available. (*Appendix 10 Referee Check form*)

There will be provision for reimbursement for any personal costs to the programme staff, providing receipts and a necessary agreement had been reached with the Programme Facilitator. (*Appendix 15 Staff Reimbursement Sheet*)

All staff will complete the information sheet (*Appendix 11 Information sheet*) before they are given any tasks or responsibilities. This will be based on their individual capabilities, together with a written job description for the week of the Holiday Programme.

No person under the age of 16 will be included in the staff ratio as a staff member. Staff under 16 years will be involved but will not be given any responsibility for any activity or supervision of the children.

The Programme Facilitator gives informal verbal performance appraisals at the end of each day to all staff. One-on-one (private) appraisals are also given.

## 2. Police Vetting

A Police Check is requested for all staff aged over 17 years. The Programme Facilitator will keep these in a safe place.

A police check will be requested prior to any staff/volunteers assisting with the holiday programme.

For migrant people where a police check is not available in New Zealand for that person, a staff declaration statement with signature will be required.

For all staff under the age of 17 years a personal statement with signature will be required.

On return of the police checks if any issues arise from them it will be discussed fully with the person concerned and if necessary go to the Board of New Life Church where a decision will be made. Consideration will go to the nature and timing of the offence and in particular the relevance of the conviction to our environment working with children. If the conviction is recent or of an abusive nature, the New Life Church Board will not involve them in the holiday programme. The person will be informed of the decision.

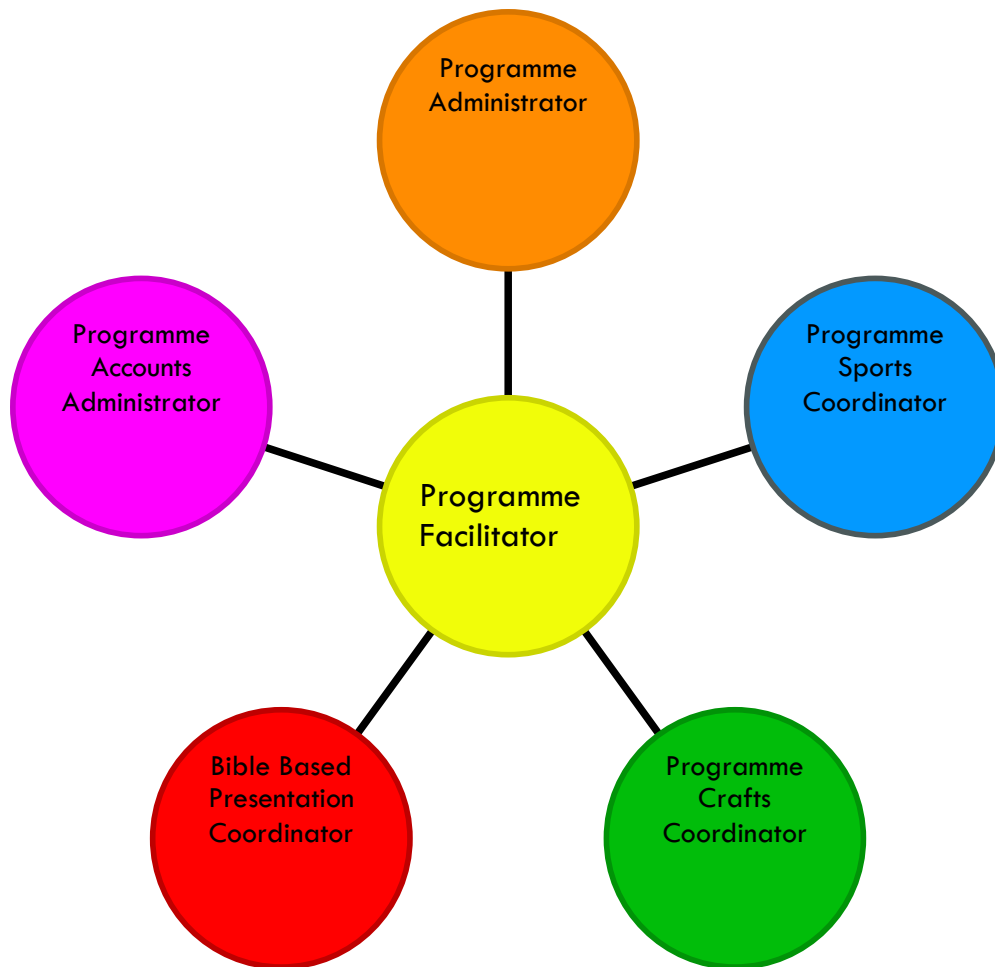
Police vetting will be done at two-yearly intervals for all staff/volunteers.

### 3. Employment Agreement

The Programme Facilitator comes under the leadership of the New Life Church Eldership Board. All other staff is offered an agreement of service for the week of the holiday programme.

Each service agreement will have the following;

- Name / Address / Age/ Gender
- Hours of work throughout the week
- Reimbursement or koha to defray expenses incurred for the week
- Required training and responsibility towards the programme
- Declaration statement to be signed



### 4. Job Descriptions

#### a) Programme Facilitator

Key roles include:

- Be prepared to work with a team
- Have an overview plan of the whole programme

- Give training to all personnel about holiday programme policies
- Assist with training of staff in areas required
- Assist with financial matters for the programme
- Set up policies and review them when necessary (bi-annually)
- Communicate with staff coordinators prior to programmes to work out themes and any other matters
- Communicate with parents and children
- Be able to adjust items when necessary for the days programme

### **b) Activities Coordinator**

Key roles include:

- Have activities organized and planned before the programme starts
- Have all resources ready and available for the programme
- Give a training session with leaders on what you are wanting to achieve – if necessary get the leaders to do a sample of the activity
- Use your leaders to help set up the area and to work with the children
- Work within the activities budget and have all receipts of purchases
- Activities must correspond with the age group
- Give clear instructions when doing an activity
- Have a sample where applicable so children have an idea of what to do
- Encourage all children to have a go if possible

### **c) Games Coordinator**

Key roles include:

- All games to be organised and planned before the programme starts
- Being sure all equipment for games is available for the programme – outdoor & indoor equipment
- Have a training session with your leaders if wanting to try out new games
- Use your leaders to help set up the games area and encourage the children in their respective teams
- Work within the budget and have all receipts for purchases
- Have a variety of games that correspond with the age group
- Give clear instructions when leading a game
- If necessary show the children what you are wanting them to do
- Have a First Aid kit nearby for accidents
- Encourage all children to have a go

#### **d) Gospel Coordinator**

Key roles include:

- Being well prepared in advance with the following;
  - booklet made up for the children with pens/pencils/ etc
  - power point presentation (optional)
  - other resources that may be required eg puppets, games, songs
  - set areas for the children to sit eg. mats
- Have a training session with your leaders on what you are portraying
- Allow your leaders to do some of the small tasks eg. puppets, memory verses, mat games, songs
- Let your communication be at the level of the children's ages
- Give clear instructions on what you are wanting the children to do
- Encourage all children to be a part of the gospel time unless you have written notice from the parents

#### **e) Administration/Finances**

Key roles include:

- 4 weeks prior to the programme have all advertising ready to go into the schools and posters mounted around the community
- Week planner all organised and given out to all leaders including training day for all volunteers (youth)
- If leaving venue all details to be finalized eg bus, costs for outside activities etc
- Registration forms and name tags to be all ready for the first day of the programme
- Check with other coordinators if all ready for the week – monies required, resources etc
- Interim financial expenditure report to be written up
- Receipts to be written up for all families
- Income and expenditure report after the programme finishes

#### **5. Code of Behaviour for all Staff**

- Be willing to obey the leaders and work in a team
- All staff will be informed of the Holiday Programme policies
- Training will be required for all staff prior to the programme
- Small responsibilities may be given to individuals and expected to be carried out
- All staff will be visible in the activities they perform with children.
- All staff is encouraged to keep their personal and professional lives separate.

- All staff will sign a declaration of criminal records and have a police check done.
- Confidentiality must be maintained at all times.
- Adult topics of conversation will not take place within hearing of the children.
- No child will be present when staff uses the toilet and bathroom facilities for personal needs.
- Staff must be aware of where all children are at all times.
- Coordinators will ensure that visitors are never alone with a child or group of children.
- In the case of an emergency every attempt will be made for the child to be accompanied by two adults.
- Respect all leaders, give care where required; enjoy time with children

## 6. Training

All staff will undergo training prior to any holiday programme. See Health and Safety.

## 7. Staff complaints and grievances

Every effort is made to keep an open line of communication between staff.

If a staff person is not performing adequately every effort will be made to help them understand the problem, and to improve. This will be done privately on a one-on-one basis between the staff person and the Programme Facilitator.

The following procedures for complaints are;

- Staff will be given two verbal warnings, then one written warning.
- A record of ALL warnings (verbal and written) will be kept, detailing date; time; persons involved; person reporting the complaint; person recording the complaint; situation; outcome (resolved, suggestions); signatures from both parties.
- In the situation when one staff member has a complaint about another staff member, the complainant will need to make every effort to try and resolve the situation with the other staff member.
- If a resolution has not been reached, the complainant will need to speak to the Programme Facilitator privately. The Programme Facilitator will arrange for both staff members to come together and try and resolve the situation with the Programme Facilitator present.
- If no resolution can be reached, an outside Counsellor appointed by the New Life Church will be requested to come in and facilitate the resolution.
- If a staff member is caught behaving inappropriately with any of the children or other staff members, they will be dismissed immediately.

### **Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Buildings and Facilities

Ensure that all buildings and premises are safe and comply with the relevant legislation. Potential hazards to the safety of children are repaired, removed or made inaccessible.

## 1. Building Warrant of Fitness

The Programme Facilitator will ensure that the buildings used for the holiday programme have their Warrant of Fitness and are safe. If there is any problem with the building this will be made known to the owner of the facility.

## 2. Evacuation

Staff will ensure that all evacuation signs are in place. An emergency procedure will be carried out during the week. Staff will be given full training on evacuation procedures. See Emergencies Policy

## 3. Facilities

Maintenance of the building is the responsibility of the owners. If there is any identified hazards, breakages, or maintenance issues this will be reported back to the owner.

A hazard form will be checked on a daily basis – see Health and Safety Policy.

## 4. Phone Access

At all times there will be a cell phone available to appropriate staff. The cell phone will only be available for use in relation to the holiday programme. The cell phone will be with the Programme Facilitator at all times during the day including trips away from the base.

If it is known there is poor cell phone in the area we would take alternative communication system eg radio transmitters.

Before going out on a tramp we would contact DOC to make sure that they knew the whereabouts we are and check with them in regards to cell phone coverage.

### Policy Review and Amendments:

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Record Keeping

Records will be kept in accordance with the Privacy Act 1993 and any other relevant legislation.

## 1. Introduction

All registrations will remain confidential and kept in a safe place during the holiday programme. All information is kept in accordance with the Privacy Act 1993, any amendments to the Act and any other relevant legislation.

All information gathered on staff, management, families and children is only used for the purpose it was collected. It will be stored securely and made available to the individuals concerned when requested.

Information will not be shared without the owners' permission unless required by legislation.

After the holiday programme registrations will be filed and kept in a safe place. After 5 years the registrations will be destroyed.

All communication between staff/child and parent will remain confidential at all times. Any written communication between staff and parent/caregiver will be kept in a safe place. If this written communication not required again after the holiday programme it will be destroyed.

Parents will be asked to notify staff of any changes that may occur for the child/ren. All changes will be jotted down in a notebook and signed with date. This includes verbal communication and phone calls throughout the day's programme.

## 2. Attendance Register

*Explosion:* Parents will be asked to sign their child/ren in each day of the programme.

*Marae Camp:* Parents will only be signing in on the first day of the camp. During the week the staff each day will count the number of children at the Marae and sign the attendance sheet. (*Appendix 7*)

## 3. Departure Register

*Explosion:* Parents will be asked to sign the child/ren out at the end of each day of the programme.

*Marae Camp:* Parents will sign their child out on the last day of camp once the child/ren has arrived back at the base. (*Appendix 8*)

## 3. Enrolment/Registration Forms

Each child who registers on to a holiday programme will be required to have a registration form filled out by the parents/caregiver. See Programme Operations policy.

Each registration has the following:

- Child's name, address and contact phone number
- Parents names, address, day time phone numbers
- Names and contact details of emergency contacts

- Names of people authorised to collect child/ren from the programme
- Medical conditions, health needs, or allergies including what treatment is required or if the child is self-medicating eg asthma
- Any access or custody/arrangements and or protection orders
- Any other relevant information that is essential for the child/ren

Each child is to have its own registration form completed before entering the holiday programme.

*(Appendices 3 & 4 Registration forms for Explosion & Marae Camp)*

The Programme Facilitator is on hand when the enrolment/registration forms are filled out to answer any questions of concern from the parents.

**4. Medication**

All medication needs to be named and in a sealed bag/container.

See Health and Safety policy.

**Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Finance

Finances are managed competently

## 1. Introduction

The programme will be run in a manner, which keeps control of day-to-day finances and shows accountability to the Programme Accounts Manager, Holiday Programme Committee, and New Life Church Board.

## 2. Responsibilities

The Programme Accounts Manager is responsible for:

- Keeping clear and accurate financial records using a computer cash management programme
- All finance records to be kept up to date
- Processes all accounts payable that occur from the holiday programme
- Purchasing resources and other items for the programme
- Bank the monies received from the families for the Holiday Programme
- Have petty cash ready to receive monies from the families for the Holiday Programme
- Receipts to be written up for the families
- Follow up any debts occurred from the Holiday Programme
- Ensuring Government funding and local grants is accounted for and is separate from other income
- Payment of tax, wages and ACC levies
- A financial report prepared and forwarded to funding agencies
- Setting the budget with the Holiday Programme Committee
- Filing end of year tax returns when applicable
- Have all accounts ready for auditing purposes

## 3. Holiday Programme Finance Administrator

A budget will be prepared by the Programme Facilitator and Finance Administrator and presented to the Programme Accounts Manager.

The Programme Facilitator may delegate certain tasks to the staff as appropriate. For example: collection of registration fees, picking up craft materials.

A petty cash allowance is available to the Programme Facilitator for the duration of the specified weeks in the primary school holidays.

A financial report will be prepared after each holiday programme and presented to the Programme Accounts Manager and the Board of New Life Church.

The petty cash allowance will be written up for the Programme Accounts Manager and include all receipts received.

#### 4. Accounts

The accounts for New Life Church Holiday Programme will have the following;

- An independent audit will be conducted bi-annually
- Accounts will be independently reviewed by an accountant or person with appropriate expertise in financial reporting (*Appendix 16 Unqualified Review Report*)

#### **Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)

\_\_\_\_\_ (New Life Church Pastor)

\_\_\_\_\_ (New Life Church Board Member)

# Camps

The Marae Camp is managed competently and safely.

## 1. Introduction

The Marae Camp involves children staying on the Marae for 4 nights during specified school holidays.

There are always two married couples (husband and wife) couples at the Marae camp at all times.

Children will not be allowed to participate unless parent/guardian has signed a permission slip as part of the registration understanding the sleeping arrangements (*Appendix 4 Marae Camp Registration*).

Children sign a Commitment of Behaviour on their registration form with their expectations outlined.

Children will be given a list of clothing and equipment to take to the Marae Camp and items not to be brought.

Children are advised of cultural protocols and expected behaviour pertaining to staying and sleeping on the Marae.

Children's emergency information will be taken to the Marae. A First Aid kit will be on hand at all times.

A cell phone will be carried at all times for emergencies.

## 2. Supervision

The Programme Facilitator along with the coordinators is responsible for the smooth running of the camp.

All staff will be at the Marae one day earlier than the children. This is for training purposes and learning of the protocol.

Children will be divided into groups with a staff ratio of 1:5.

## 3. Risk Assessments

A risk assessment will be conducted for proposed activities. This includes a visit to the Marae prior to the camp.

The staff will also carry out a risk assessment at the site of any possible day trip away from the Marae.

A contingency plan will be outlined before hand in case of a Tangi on the Marae.

## 4. Transport

Vehicles used to transport children will comply with mandatory legal requirements. Drivers will hold a current full driver's license and will drive safely and responsibly.

For a day trip from the Marae a list of children participating will be left at the Marae describing the group's whereabouts and expected time of return.

For day trips a bus is hired from a reputable bus company. This is arranged in advance of the programme.

## 5. Sleeping

Sleeping arrangements on the Marae will be as follows; males on one side, females on the other side of the Whare Nui with leaders of the same gender dispersed within the children. The only people allowed to sleep together are the married couples. On each side of the married couple there will be the same gender sleeping next to them.

*(Appendix 17 Diagram for sleeping arrangements)*

If children need attention throughout the night the married couples are responsible to attend to the child's needs. The children will know who and where the couples are sleeping in the Whare Nui.

At nighttime adult staff members have turns in staying up till the last child has fallen asleep before they can fall asleep.

For dressing and undressing children will be instructed to be in groups of five of the same gender where they will get dressed/undressed in the respective toilet/shower block at an appropriate time. This will be supervised by a mature adult of the same gender.

## 6. Food

The kitchen is out of bounds for all children on the Marae unless they are doing a specified task for the kitchen staff.

All food on the Marae is kept in the kitchen of the Whare Kai. All foods are kept in their correct temperature zone.

Nutritional guidelines are followed when providing meals or morning/afternoon teas.

Everybody eating food will wash their hands before they commence eating.

Parents are asked to notify staff on any food allergies as is requested on Marae Camp registration form. This will be taken into consideration when preparing the meals for the Marae Camp.

Children will be provided with three meals each day, plus morning and afternoon tea. This also includes a hangi for one evening meal.

All food scraps are disposed of on a regular basis. The owners of the camp do this.

All other rubbish is collected daily and placed in the necessary required container.

## 7. Duties

Each team has one duty to perform each day. These include setting and clearing of tables for meals, dishes, sweeping floors, toilets, tidy up whare nui.

Each duty has a supervisor with them at all times. Instructions are given out at the beginning of each duty.

### **Policy Review and Amendments:**

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_ (Programme Facilitator)  
\_\_\_\_\_ (New Life Church Pastor)  
\_\_\_\_\_ (New Life Church Board Member)

## HOLIDAY PROGRAMME

A theme for the programme is projected for each Holiday Programme Week.

Children are split into two age groupings 5-8 years and 9-12 years where they have their own programme except for the day trip where both age groups are together

Approx Times	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 9.30am	Registration Free time	Registration Free time	Registration Free time	Registration Free time	Registration Free time
9.30 – 10.30am	Team Building Instructions/rules	Bible Time	Day Trip	Bible Time	Bible Time
10.30 – 10.45am	Morning tea	Morning tea	Morning tea	Morning tea	Morning tea
10.45 – 12.15	Bible Time	Activity 2		Activity 4	Activity 6
12.15 – 1.30pm	Lunch Free time	Lunch Free time	Lunch	Lunch Free time	Lunch Free time
1.30 – 3.30pm	Activity 1	Activity 3		Activity 5	Activity 7
3.30- 3.45pm	Afternoon tea	Afternoon tea		Afternoon tea	Afternoon tea
3.45 – 4.30pm	Free time	Free time	Free time	Free time	Free time
4.30pm	Home	Home	Home	Home	Home

The activity varies with each weeklong programme.

The activities centre on the theme for the week.

In the Christmas break we include swimming from 1.30pm onwards at the school pool, which will be arranged prior to the programme. This will be well supervised.

## MARAE CAMP

A theme is projected for each Holiday Programme Week.  
The children stay on the Marae for the week's programme.

Approx Times	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7.00-9.00am			Karakia Breakfast/ duties	Karakia Breakfast/ Duties	Karakia Breakfast/ Duties	Karakia Breakfast/ duties
9.00-10.30am			Bible Presentation	Bible Presentation	Bible Presentation	Bible Presentation
10.30 – 10.45am			Morning tea	Morning tea	Morning tea	Morning tea
10.45 – 12.30		10.30am Powhiri for children	Sports/ Games	10.30 Special trip	Sports / Games	Games / Pack up
12.30 – 1.30pm		Lunch/duties	Lunch/duties	↓	Lunch/duties	Lunch/duties Poroporaki
1.30 – 3.00pm		Team bonding	Activity		2.00 – 5.30 Swimming at pools	Children leave 2pm
3.00 – 3.15pm	<b>Leaders/ staff only on Sunday</b>	Afternoon tea	Afternoon tea	↓	↓	
3.15 – 4.30pm	4.00pm Powhiri for all staff only	Activity	Activity –			
4.30 – 5.45pm	Team Bonding	Free time Showers	Free time Showers	Free time Showers	↓	Leaders leave 4pm
5.45 – 6.30pm	Dinner/duties	Dinner/duties	Dinner/duties	Dinner/duties		Dinner - hangi/duties
6.30 – 9.00pm	Team Bonding activities	Bible Time	Kapahaka	kapahaka	Concert – Invite parents, Elders Marae	
9.00 – 9.45pm	Supper Karakia/bed	Supper Karakia/bed	Supper Karakia/bed	Supper Karakia/bed	Supper Karakia/bed	
10.00pm	Moe/Lights out	Moe/Lights out	Moe/Lights out	Moe/Lights out	Moe/Lights out	

**REGISTRATION FORM**  
(Separate form for each child is required)

Surname: \_\_\_\_\_ Programme Dates: \_\_\_\_\_

First Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ School Attending \_\_\_\_\_

Parent/Caregiver Name/s: \_\_\_\_\_

Name of Emergency Person: \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

Email Address (for future communication): \_\_\_\_\_

Medical Needs/Allergies (also needs to fill out a medical consent form if taking medication)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will be collecting your child from the Explosion Holiday Programme

Name: \_\_\_\_\_

Written permission must be given for child to come & leave the programme unaccompanied

\_\_\_\_\_  
\_\_\_\_\_

I give permission for the Explosion Holiday Programme staff to administer First Aid and to seek emergency treatment if necessary

Yes

No

Signature: \_\_\_\_\_

---

**Office use:**

Payment: eftpos / cash / cheque / internet / Work & Income (OSCAR subsidy)

Amount week 1 \$ \_\_\_\_\_ Amount week 2 \$ \_\_\_\_\_

Receipt week 1: \_\_\_\_\_ Receipt week 2: \_\_\_\_\_

Other family members in Programme: \_\_\_\_\_



**MARAE CAMP REGISTRATION FORM**

(Separate form for each child is required)

Surname \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Number/cell \_\_\_\_\_

Parent/Caregiver Name/s: \_\_\_\_\_

Name of Emergency Person: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

Who has permission to collect your child from the Marae Camp Programme

Name: \_\_\_\_\_

Medical Needs/Allergies: (needs to fill out Medical Consent if taking medication)

Physical Needs:

Eating Needs/ Allergies:

I understand that on a Marae all adults and children sleep in the same room. This is well supervised.

I give permission for the Marae Camp Holiday Programme staff to administer First Aid and to seek emergency treatment if necessary

Yes  No

I give permission for \_\_\_\_\_ to go swimming at Te Awamutu Pools and to go on a day trip with the rest of the Marae Camp personnel.

Yes  No

Our **Child Care & Discipline Policy** states that if we feel a child is not co-operating or responding to instructions given to them, after warning them, we will contact their parent/guardian and request the child be uplifted from the programme.

I acknowledge the above statements.

Parent/Guardian Signature: \_\_\_\_\_

Child understands and agrees to the above policy \_\_\_\_\_  
(child signs)

**Please send registration to New Life Church, 360 Tramway Road, R.D.1 Hamilton**

Registration and Payment must be in by \_\_\_\_\_

Payment paid: eftpos/cash/cheque/internet/Work & Income

Receipt Number: \_\_\_\_\_



## STAFF REGISTRATION FORM

Date Holiday Programme: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Age: \_\_\_\_\_ (if under 20yrs)                      Phone: \_\_\_\_\_

Next of kin/emergency: Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Commitment Policy**

I understand that as a leader I am expected to follow all instructions from the organisers of the holiday programme and role model good behaviour to those I am leading.

I am willing to be part of the team and involve myself in any areas in which I am asked to participate.

Should I not maintain the standard required I understand I will be encouraged to measure up or I will be asked to leave the programme.

*With this clearly understood I commit to being part of the team.*

Staff signature: \_\_\_\_\_

Parent/caregiver signature: \_\_\_\_\_  
(under 18 years old)

All information provided will remain confidential according to the Privacy Act 1993.

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*Office Use Only*

Date Police vetted: \_\_\_\_\_

Person read the Holiday Programme Policy and understood it      Yes / No

Receipt: \_\_\_\_\_ if applicable for Marae Camp

## **ATTENDANCE REGISTER**

See landscape file – Holiday Programme update Jun09

## **DEPARTURE REGISTER**

See landscape file – Holiday Programme update Jun09

## DAILY VENUE/HAZARD CHECKLIST

Week Programme: \_\_\_\_\_ Date: \_\_\_\_\_

Please check these areas every day before the programmes commences:

	M	T	W	T	F
1. Toilets – clean, floors dry, toilet paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. School hall – spills on floors, rubbish,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Equipment – unstacked furniture, equipment left out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Other rooms – spills on floors, rubbish, equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Outdoor area – condition of equipment, rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. First Aid Kit – supplies, stored area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cleaning equipment – stored in correct place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Other equipment to check (if required)					
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Wharenuī – floors, mattresses, child’s belongings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Wharekai – storage of food, floor dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Wharekai equipment - condition of all kitchen items Eg. Stove, cutlery, crockery, cooking utensils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Activity plan – activities that need special equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Rules – remind children each day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. First Aid Kit checked before the weeks programme	<input type="checkbox"/>	Date: _____			
15. Fire Drill conducted at week’s programme	<input type="checkbox"/>	Date: _____			

Signature of Supervisor \_\_\_\_\_

**All hazards need to be reported to the Programme Supervisor.  
Don't wait until something happens. Do it straight away.**

## **RISK ASSESSMENT**

See landscape file – Holiday Programme update Jun09

## RESPONSE TO SUSPICIOUS ABUSE FLOW DIAGRAM

Child discloses abuse or child abuse is suspected



Listen to child and reassure them they did the right thing  
– needs to be documented, dated and filed



Inform Programme Facilitator  
- consult with Child Youth Family or Police for further advice



Document any factual observations and anything said by the child



Ring Child Youth and Family Services (0508 326459) or the Police



Get support for yourself from appropriate people

Information volunteered by a child should be fully and accurately recorded.  
No child should be questioned about the suspected abuse.  
Documentation may be subsequently used in court as evidence for either side. Notes should be written down during the talk with the child as soon as possible afterwards.

### Section 15 of the CYP&F Act states:

**Section 15: reporting of ill-treatment or neglect of child** – Any person who believes that any child has been, or is likely to be harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived may report the matter to a social worker (CYF social worker) or member of Police.

*Adapted from OSCAR Standards Approval Booklet*

## COMPLAINT FORM

Name of Complainant \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile)

Nature of complaint (Please describe who or what the complaint is about)

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Please hand the complaint form to the Programme Facilitator. Your complaint will be treated in confidence; however the matter will need to be discussed with the parties involved to resolve the matter. If the Programme Facilitator cannot resolve your complaint, you will be contacted by the Management Board of New Life Church to discuss the situation further. If the complaint has still not been resolved steps will be taken until all parties are satisfied.

Signed by the complainant: \_\_\_\_\_ Date: \_\_\_\_\_

***To be signed by the following once the complaint has been resolved.***

Signed by the complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Programme Facilitator: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Management Board representative: \_\_\_\_\_ Date: \_\_\_\_\_

(if required)

## FIRST AID KIT CHECKLIST

	1 <sup>st</sup> term wk 1	1 <sup>st</sup> term wk 2	2 <sup>nd</sup> term wk 1	2 <sup>nd</sup> term wk 2	3 <sup>rd</sup> term wk 1	3 <sup>rd</sup> term wk 2	4 <sup>th</sup> term wk 1	4 <sup>th</sup> term wk 2
<b>Date of check</b>								
Assorted plasters								
Assorted gauze bandages								
Sterile gauze swabs								
Non-stick sterile bandages								
Triangular bandages								
Disinfectant								
Sterile saline solution								
Disposable gloves								
Scissors								
Tweezers								
Safety pins								
Sunscreen lotion								
Paracetamol (staff only)								
First Aid Manual								
Accident Register								
<b>Staff Initials</b>								

## REFEREE CHECK FORM

(if unknown to facilitator only)

Pastor's Name: \_\_\_\_\_ Church: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Signature: \_\_\_\_\_

*A children's supervisor of the church if cleared by the Pastor can fill out this form*

Name: \_\_\_\_\_ Position in Church: \_\_\_\_\_

.....

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Age (if under 20 yrs) \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How long have you known the applicant: \_\_\_\_\_

How well does he/she work with children: \_\_\_\_\_

\_\_\_\_\_

How well does he/she relate to or communicate with parents/adults: \_\_\_\_\_

\_\_\_\_\_

How well does he/she work with other staff: \_\_\_\_\_

What are his/her strengths: \_\_\_\_\_

\_\_\_\_\_

Is he/she reliable/trustworthy: \_\_\_\_\_

Does he/she show initiative when required: \_\_\_\_\_

Is there anything about the person's background you think we should know about, or would be useful for us to know?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STAFF INFORMATION SHEET

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ cell: \_\_\_\_\_

Email address (for future communications): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Starting date: \_\_\_\_\_ Finishing Date: \_\_\_\_\_

### Staff Declaration

I have read, understood and agree to abide by all programme policies and procedures.

I agree to allow the Child Youth and Family OSCAR Assessor to view my police vetting record and my employment file.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

.....

### Office Use only

- |   |  |
|---|--|
| <input type="checkbox"/> Application on file                        | <input type="checkbox"/> Applicant received policies |
| <input type="checkbox"/> Reference checks completed (if applicable) | <input type="checkbox"/> Attended Training           |
| <input type="checkbox"/> Received job description                   | <input type="checkbox"/> Tax forms completed         |
| <input type="checkbox"/> Police vet form completed                  | <input type="checkbox"/> Employment agreement signed |
| <input type="checkbox"/> Completed Staff Registration form          |  |

## STAFF REIMBURSEMENT SHEET

Name: \_\_\_\_\_

Date Holiday Programme: \_\_\_\_\_

### Reimbursement of Expenses

Date	Items Purchased	Amount	GST Receipt
	Total	\$	

A receipt must accompany all expenses. Attach receipts to this form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff Member)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Programme Facilitator)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Accounts Manager)

Cheque number: \_\_\_\_\_ (office use only)

## UNQUALIFIED REVIEW REPORT

### **Accountant's report to** New Life Church Holiday Programme

I have reviewed the financial statements of New Life Church Holiday Programme for the year ended 31 December 20XX in accordance with the Review Engagement Standards issued by the Institute of Chartered Accountants of New Zealand.

A review is limited to enquiries of New Life Church Holiday Programmes and analytical review procedures applied to financial data and thus provides less assurance than an audit. I have not performed an audit and, accordingly, I do not express an audit opinion.

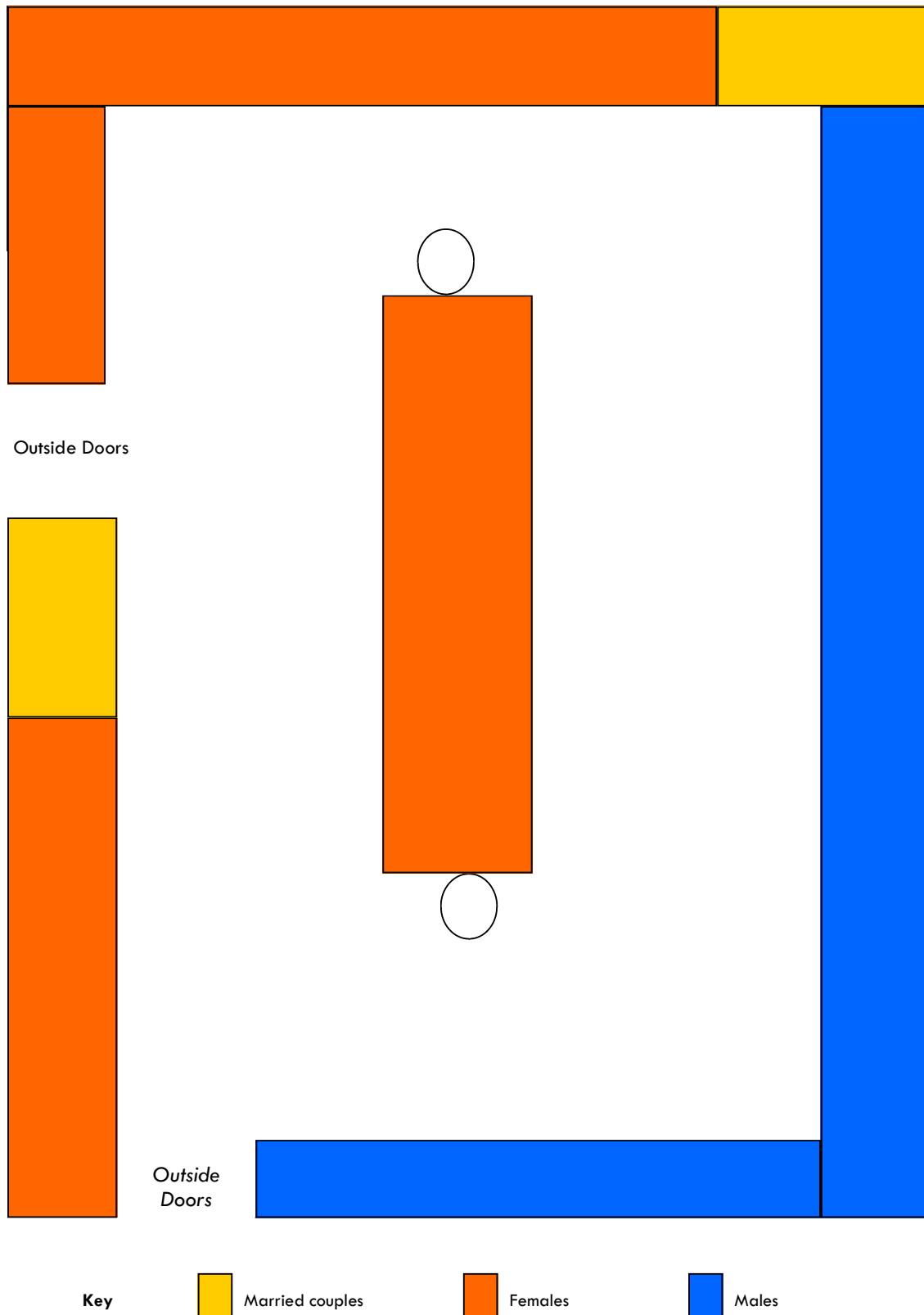
Based on my review, nothing has come to my attention that causes me to believe that the accompanying financial statements do not give a true and fair view.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

## SLEEPING ARRANGEMENT ON MARAE



## **EMPLOYMENT CONTRACT – HOLIDAY PROGRAMME WORKER**

**Between :** New Life Church Holiday Programme - Explosion  
360 Tramway Road, Hamilton

**And:** Employee name

### **Term**

1. Employee is employed for the duration of the holiday programme and is subject to conditions and policy as set out by New Life Church.
2. All employees will be police check before commencing on the holiday programme.
3. In the event that the employee's work standard falls below an acceptable level, the employee will be given a verbal warning by the employer. If the employee's work does not reach the agreed standard employment will be terminated.

### **Remuneration, Benefits, Leave**

1. The employer agrees to pay an hourly rate for the duration of the week long programme or hours negotiated. Work hours will be negotiated with the Programme Facilitator prior to commencement.
2. No holiday pay will be paid separate to the normal hourly rate. All entitlement for holiday pay will be included in the pay rate set.
3. The employer will reimburse the employee all programme related expenses, such as travel, telephone toll calls and other expenses on presentation of a receipt and expense statement from the employee.
4. Should the employee be unable to perform their duties during that week because of illness they must notify the Programme Facilitator as soon as possible. They will not receive payment for time away.

### **Duties and Responsibilities**

1. The employee shall carry out the duties of the job position directly responsible in accordance with the Programme Facilitator.
2. The employee will comply with all reasonable directions of the employer regarding the use and application of materials and property of the employer.
3. The employee acknowledges that punctuality and timeliness is important to the employer and will advise the supervisor if the employee is delayed or cannot attend work as soon as practical.

4. In performing the duties, the employee shall diligently and faithfully serve the employer and use his/her best efforts to promote and protect the employer's interests. The employee may be asked to work outside the preset hours from time to time by the Programme Facilitator.
5. All employees will respect cultural protocols ie. staying on the Marae
6. The employee acknowledges that he/she has read and understands the Holiday Programme Policy.

**Employment Training**

1. Training will be given to each employee prior to any holiday programme.
2. Training will include preparation and practical tasks relevant to the holiday programme.

**Confidentiality, Security, and Respect for Individual Rights**

1. The employee and the employer acknowledge that the terms and conditions of this agreement are to remain confidential.
2. No materials shall be removed from the programme or premises without specific approval from the employer's supervisor.
3. The employee shall show understanding and respect the rights of other staff.

**Termination**

1. The employer may terminate the employee's employment without notice or payment (except as required by law) upon any of the following;
  - The employer considers that the employee is guilty of serious misconduct which justifies dismissal
  - The employee is guilty of continued neglect of duties that is set out for them to do.
  - The job position filled by the employee becomes redundant and no other suitable job can be offered.

**Signatures and Endorsements**

New Life Church Board Member: \_\_\_\_\_  
 Full Name

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Employee Name: \_\_\_\_\_  
 Full Name

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Outdoor Safety Action Plan

<b>Activity:</b>	<b>Date:</b>	<b>Person in Charge:</b>	
<b>Age range:</b>	<b>Number of Adults:</b>	<b>Number of Helpers:</b>	
<b>Number of children:</b>	<b>Location:</b>	<b>Approved by:</b>	
<b>Time of Departure:</b>	<b>Time of Return:</b>		

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency Plan
1.					
2.					
3.					

<b>Group members requiring special consideration:</b>		
<b>Health:</b>	<b>Behaviour:</b>	<b>Other:</b>

<b>Pre-activity checklist:</b>	<b>On the day</b>	<b>Comments</b>
Off-site venue visited: <input type="checkbox"/>	Medication <input type="checkbox"/>	
Trip application approved <input type="checkbox"/>	First Aid Kit <input type="checkbox"/>	
Permission slips <input type="checkbox"/>	Cellphone <input type="checkbox"/>	
Medical records checked <input type="checkbox"/>	Intentions <input type="checkbox"/>	
	Equipment checked <input type="checkbox"/>	



