



CHILD SAFETY POLICY AND PROCEDURE

PURPOSE

To ensure that Napier Music Academy comply with Oscar Standards (section 25-27 of the Social Security [childcare assistance regulations 2004])

To ensure adequate care and a safe environment is consistently provided for the children, their families/ whanau, community members, staff and the Company (Napier Music Academy).

SCOPE

- Before School Program
- After School Program
- School Holiday Program
- Parents/ whanau
- **Delegated authority** is with all staff

POLICY

- The Company (Napier Music Academy) is committed to providing the highest quality children's programmes possible. In order to do this we will at all times meet all government and local body requirements. We comply with all OSCAR standards and legislation. On request, we will make available all OSCAR related reports to parent(s), Guardians/ Whanau for viewing and discussion
- Parents are responsible for providing correct information about their child at time of enrolment, updating that information as and when required and supporting the operational application of Policies and Procedures, including supporting behaviour management. At the time of enrolment the parent(s)/whanau/legal guardian will make clear on the enrolment form if there are legal custodial issues regarding a child. They will identify people who:
 - May collect the child from the Centre
 - Are forbidden by law to have access to the child
 - Have legal right of access to the child under certain conditions
 - The person who has custody of the child must provide a photocopy of the custody agreement with the above information
 - This information will be used in a professional and confidential manner and stored in a locked drawer, cabinet or cupboard on site
- Unless a court has ruled otherwise, both parent(s), as guardians may be entitled to:
 - See any notes or reports kept by Napier Music Academy



- Contribute to major care and education decisions affecting the child: e.g. which type of activity the child should participate in during their time in the Programmes
 - Participate in any parent/family functions.
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- Any changes to a custodial order must be communicated by the parent to Napier Music Academy and will be recorded by the Centre Supervisor and retained on file. Any changes to a custodial order communicated to any other staff member including Volunteers, Staff, Administrators, Managers and the Company Director must be communicated to the Centre Supervisor
 - Children are only allowed to leave the centre or location with a person authorised by the parent(s)/guardian and as stated on the child enrolment form. Parent(s) are required to include contact details for an alternative person authorised to collect the child during the day in emergency or with pre-arranged agreements. Staff will not release the care of a child to another adult unless they are on the approved list on the enrolment form. Suitable identification such as driver's license will be required.
 - All staff has a "duty of care" towards the children and this obligation continues until the parent collects the child. All staff will not hesitate to dial 111 in an emergency
 - No child will be allowed to leave the program or location with any person under the influence of drugs or alcohol. The police will be notified in these circumstances
 - The Centre Supervisor reserves the right to exclude any person from the centre exhibiting behaviour that is or is likely to be disruptive to the effective operation of the centre
 - Any information regarding the child in care may only be released to a person other than the custodial under court order, or with the written consent of the custodial parent. All staff are expected to maintain appropriate confidentiality of children and their family/ whanau. The information held on children and their parent(s), Guardian, families/ whanau will only be held for as long as necessary and only for the purpose that it had been collected
 - Parents are encouraged to be involved in the activities and management of the Napier Music Academy Programmes and are welcome to visit the program at any time. The parent or guardian has a right of entry to the centre whenever the child is there.
 - Children with special needs and or disabilities will not be excluded from Napier Music Academy Programmes providing the management and staff are confident that the child's/children's needs can be catered for. Full consideration will be given to caregiver training requirements, the required caregiver/ staff ratio, any specific equipment required as well as the safety of the child involved and other children attending the program. These issues will be discussed at time of enrolment. Each case will be considered individually and every effort will be made to include the child within the limits of the resources of Napier Music Academy Programmes
 - Strategies found in the Human Resource Management Policy support the prevention of child abuse; recruitment and the process of employment.



- A minimum of two staff will supervise the programme at all times. Staff will remain visible at all times to other staff and will avoid being alone with any child. Volunteers and other adults visiting or working at Napier Music Academy (or present within the Centres grounds – for any reason) will be supervised and remain visible to Napier Music Academy staff at all times
- All staff are expected to abide by their obligations outlined in the Individual Employment Agreement/ Volunteer Agreement, in policy and procedure and in their own professionalism.
- Parents are required to sign a section on the enrolment form that states that they will not bring their child to our centres if they are unwell. Parent(s) are also asked to fill in the immunisation section on the child's enrolment form however this is voluntary. Files can be referred to if an outbreak of an infectious disease should occur
- No child is to attend any programme environment if signs of an infectious illness have occurred in the previous **twenty-four** hours. However, if treatment has begun **and** the child is no longer infectious and the Centre Supervisor feels that the child is well enough to return to the programmes, then the child may return. A child who is still contagious and/or obviously unwell may not be left at the Centre or in care (excursions). Illnesses which require children to be kept at home until they are no longer contagious include, but may not be limited, to the following:
 - Raised temperature
 - Vomiting
 - Diarrhoea
 - Unknown rash
 - Conjunctivitis
 - Heavy cold with cough and green discharge from nose
 - Sore throat
 - A headache and the child is obviously irritable/upset as a result
 - Painful or sore joints
 - Head lice
- If any child contracts any of the illnesses listed below, parent(s) must report these to the Centre Supervisor; so that other parent(s) using the service can be notified and to minimize the spread of infection. The name of the child with the illness will not be disclosed.
 - Any other contagious illnesses
 - Rubella (German measles)
 - Chicken pox
 - Mumps
 - Head lice
 - Giardia
 - Hand, Foot and Mouth Disease



- Hepatitis
- A copy of the policy and procedure manual is to be kept on site for all Programmes ensuring they are available for all staff and parent(s)/ Guardian(s)/ whanau whose children attend Programmes
- Overall management of the facility is the responsibility of the Manager(s) with day to day operations of facilities being the responsibility of the Centre Supervisor. Building maintenance, insurance and relevant Warrant of Fitness for buildings leased for the purpose of these programmes are the responsibility of the Company Director
- The Treaty of Waitangi is recognised as a fundamental constitutional document for New Zealand. Primary Colours Learning Programmes will fulfil its commitment and obligations to the principles of the Treaty of Waitangi
 - Napier Music Academy Programmes provide services in a manner that ensures the beliefs and culture of all children attending Programmes, parent(s) and family/ whanau are supported
 - All people are encouraged to discuss their cultural expectations and requirements at time of enrolment

PROCEDURE

General

- Oversight of the Napier Music Academy Programme is the responsibility of the Manager with day to day supervision being the key responsibility of the Centre Supervisor.
 - The Centre Supervisor is responsible for ensuring the programme is managed in compliance with the Company Policy and Procedures manual and adequate phone services are available at all times during the delivery hours of the programme (on site and off site).
 - Personal visitors, telephone calls and computer use, must not interfere with responsibilities of child supervision and all personal belongings that belong to staff (e.g. bags, medication) must be adequately labelled and stored out of reach of the children
 - It is the responsibility of all staff to listen to any concerns raised by children, their parent(s)/ whanau, other staff members and report these accurately to their immediate Manager (e.g. home, family, school, program related). Any issues of any nature that cannot be effectively and completely dealt with, at the time they occur, are notified to the Manager and/ or Company Director through the Centre Supervisor
 - Any staff member who has a potential conflict of interest that may result in a breach of confidentiality (e.g. child, family/ whanau confidentiality) is to disclose this conflict of interest to their immediate Manager (Centre Supervisor, Manager, Company Director). The immediate Manager is responsible for facilitating an appropriate solution to any conflict of interest arising or if the conflict cannot be resolved, responsible for escalating to their immediate Manager



- The Centre Supervisor will monitor to ensure that children are not deprived of opportunities to run and explore the outdoors, and that there is adequate indoor space, especially during cold weather when indoor activities are required for the children. The equipment used must be age appropriate, with sufficient guidance and direction given to those using an item for the first time and then constant supervision to establish that they are safely using the item or completing the activity

- Introducing a new activity or item should be considered firstly in a group situation, but then individually for each child if necessary to make sure they understand how it works and what safety specifications may be required recognising that children learn at their own pace

- The Company expects all staff to be supportive, non-abusive and to present themselves as positive role models. Staff clothing should facilitate job performance and be appropriate for participating in activities, be appropriate for role modelling to children and be non-hazardous. All staff are also expected to keep their personal and professional lives separate maintaining clear boundaries between them. Napier Music Academy does not encourage the fostering of close personal relationships with children and families outside the work environment e.g. Private baby-sitting arrangements. No “adult” topics of conversation will take place within hearing of children

- All staff must realise their individual, emotional and physical limitations and request support and/or relief when necessary

- In the event of a child attending with special needs, it is the responsibility of the Centre Supervisor to ensure all Staff and Volunteers are fully aware of the child’s requirement’s e.g. medication, diet, supervision, behaviour management and ensure that staff feel confident they are able to provide the necessary level of care for the child/children including undertaking any training or education

Privacy of information

- Napier Music Academy staff are obligated to protect and respect the privacy of individuals within the Company, within the Napier Music Academy Programs, their parent(s)/ Guardian(s) and family/whanau. The Centre Supervisor in each location will lead the protection of information on a daily basis supported by the Manager. This ensures the Privacy Act 1993 and the Health Information Privacy Code 1994 (“the Code”) is adhered to and the staff are familiar with the Act and any amendments that may occur.

- All staff will comply with the Privacy Act 1993, the Health Information Privacy Code 1994 and and Official Information Act 1982 with respect to the:
 - The use and disclosure of information relating to individuals



- Collection of information (Information can only be kept for the purpose that it has been collected)
 - Understand and carry out any requests made to correct information held if it is not correct
 - Responding to requests for access to information (requests from staff, parent(s)/ Guardian(s) and family/whanau)
 - Ensuring the storage and security of information collected is adequate
 - Endeavouring to take relevant steps to ensure information is correct, up-to-date, relevant and not misleading before they use it
 - The right to lay a complaint with the Privacy Commission
- A change of enrolment form must be used as child details change to ensure that all our records remain up-to-date and accurate
 - Requests made by persons wishing to access health information about someone other than themselves are known as third party requests and are actioned under the Official Information Act 1982 e.g Ministry of Social development
 - While parents or guardians are considered to be the representative of children under the age of 16, and so can request access to information on the child's behalf, there may be situations where it would be appropriate to consider declining the request of the parent or guardian. Any such situation should be discussed as a matter of urgency with the Manager and external legal expertise sought e.g. in the case of disclosure of abuse by a child against the parent(s)/ Guardian(s), sections 27 – 29 of the Privacy Act 1993 may apply. There are a number of limited exceptions under those sections which include:
 - disclosure would be likely to endanger the safety of an individual (s27)
 - disclosure would involve the unwarranted disclosure of the affairs of another individual (s29)
 - disclosure would be likely to prejudice the physical or mental health of the requestor (s29)
 - The process for responding to requests for the release of information is as follows:

The request is forwarded to the Manager who can resolve or escalate at their discretion to the Company Director and if required seek external legal advice e.g. if the request is not straight forward)

- The Manager must satisfy themselves of the identity/authorisation of the person making the request and record this
- Take action on the request within 20 working days
- Acknowledge the Parent(s)/ Guardian request in writing immediately and notify the parent(s)/ Guardian of the action or proposed action to be taken within the 20 working days



- Ensure the information requested is released in the form requested and received only by that person or his or her agent
- Take such security safeguards as are reasonable to ensure the information is not lost or accessed by unauthorised person's e.g. loss, access to, use of, modification of, or disclosure of information except with authorisation or other misuse
- Notify the Parent(s)/ Guardian in writing of refusal of access giving reasons, supporting grounds and inform them of the right to complain to the Privacy Commissioner
- Ensure all requests for information are documented

Safe supervision of children

- The child/staff member ratio is: 10:1 when based at the Napier Music Academy studio under standard activities for supervision, but will increase to minimum of 8:1 when off site, and 6:1 during swimming activities as per regulations for 5-13 year old children. Ideally a 5:1 ratio for high risk activities will be implemented. The Centre Supervisor must ensure that the correct ratios are abided by at all times.
- The procedure for managing planned and unplanned staff leave is outlined in the Human Resource Management Policy to ensure the staff member/ child ratio is maintained at all times. The Human Resource Management Policy also outlines the responsibilities in regards to recruitment of sufficient staff to safely deliver the programmes and the recruitment of a pool of casual staff
- The Manager will make sure that every staff member/volunteer is of the appropriate legal age to care for those children attending our programmes. This is managed on a day to day basis by the Centre Supervisor
- All staff/volunteers must ensure that no child is left unsupervised at any time whilst in their care.
- Staff are to be mindful of situations where there is an increased risk to a child's safety and vigilant supervision is required, these times may include: water play, eating and drinking, an individual visiting the premises/property etc.
- At times during the day, the children will be encouraged to sit quietly and either read a book, do a puzzle or simply sit and observe nature or observe others who participating in the programmes. This is a skill that Napier Music Academy Programmes want to develop for children to use at home and in their day to day lives. Specified areas for the children to rest and have quiet time are to be made available e.g. Library area with suitable seating space and have adequate ventilation, be suitably heated and comfortable.



- Where possible work/maintenance of the Centre is to be arranged at a time when the children are not present. If it is necessary to have an individual on the premises for maintenance work, the staff must ensure that their whereabouts are known at all times, assess the potential health and safety implications for the children, and vigilantly supervise the children. The visitors register is to be used.

Excursions

- Outings are a very important part of a child's education. However, they must be safe, and parents must give consent for outings. Parents will have received prior notification of organised outings (that are outside of the district/local area), including details of the trip and will be expected to fill in and sign an excursion form, giving permission for their child to attend the excursion.
- While it is not compulsory for children to attend excursions parents will need to realise that their child will remain at the Centre and supervised by the staff member who remain for this purpose
- All children travelling in a vehicle must be restrained at all times. All vehicles must be registered and have a current warrant of fitness. Drivers must have a current full driver's licence and no child is to left unattended in a vehicle
- Appropriate food, drink, and spare clothing will be taken on the outing alongside a First Aid kit. At least one staff member will hold a First Aid certificate
- When there is swimming and related water activities involved parents must complete the relevant section of the enrolment form indicating the child's level of swimming ability.
- Swimming Excursions (such as at a local swimming pool or a beach) are optional activities for children. When swimming is undertaken all children will be within sight of a staff member at all times.
- Attendance checks and head counts will be made regularly and when moving locations during the program schedule. This will be recorded on the outing check list sheet If a child is missing the following procedure will be followed;
 - The children will be marshalled together and an accurate head count will be taken by the Centre Supervisor
 - Under the instruction of the Centre Supervisor staff will conduct a thorough search within the vicinity of the outing and in the surrounding streets if required
 - If the Child has not been located the centre Supervisor will immediately inform the Manager so that parents of the missing child can be contacted immediately upon the outcome of the search
 - The police will be contacted if necessary by the Manager



- If the child is found before the parent is contacted, then the Supervisor will decide whether to contact the parent immediately or discuss the occurrence when the child is collected. An accident/ incident form will be completed and the centre Supervisor will follow the Health and safety Policy process for management of accident/ incidents
- A Risk Assessment Management Plan (RAMS) is completed by the Centre Supervisor when the swimming months start and for any water based activities. The staff / care-giver/ child Ratio will meet OSCAR standards of 1 staff member to 8 children and ideally 1:5 respectively. The swimming abilities of the children participating will be considered in the ratio.
- The swimming risk assessment must include consideration of
 - Number of children attending the programme
 - Number of staff/ volunteers
 - Number of children who will be actually swimming
 - Number of children not able to swim 50 metres and/or float (as noted on enrolment form)
 - Number of staff/ volunteers required for appropriate supervision of the activity
 - Note names of any children with a medical condition which could be a risk
 - Instruction of water safety rules with all children prior to commencing and again as required –behaviour, boundaries, no running around a pool etc
 - Mobile phone and first aid kit to be taken to each location
- Staff must ensure they are not distracted when children are in the water and that a complete search of the area is completed before leaving the area for items of clothing or belongings.

Attendance and Absentee Registers

- All parent(s) or caregivers who deliver the children to the program are required to sign them in and out of the centre with an accurate time to be noted.
- Should a child not arrive at the program on a day they are enrolled the Centre Supervisor is to take all practical steps to contact the parent(s), family/ whanau and or the alternative contact to determine the reason.
 - All actions taken are to be documented using the accident/ incident reporting system (part of Health and safety Policy).
 - The parent is expected to sign an absentee register when they next attend the centre on behalf of the child for the purposes of maintaining an accurate record.
 - If we are unsuccessful in contacting the parent or person responsible for their safe delivery, we will then call the alternative contact(s) on the child's enrolment form until we are satisfied that the child is safe.



- Napier Music Academy Programmes will sub-contract transport where transport to and from the programme has been requested by the parent. The sub-contractor will be subject to a signing a sub-contract with Primary Colours Learning Programmes to ensure legislative requirements.
 - Where the Napier Music Academy Program is collecting children from school to attend Programmes and in the event that a child is not at the pick-up point as expected on their enrolled days, the Centre Supervisor will consult with the school and the parent(s) to determine if any further action is necessary. If the concern is ongoing and the Centre Supervisor is unable to ascertain the reasons with the parent(s) or alternative contacts within an acceptable time frame (within 30 minutes of the scheduled pick up), the police and/ or relevant agencies will be notified

Collection of children

- If a child is not collected at the end of a day, the following procedure will be followed;
 - Two staff will remain with the child.
 - Parent(s) and emergency contacts will be contacted
 - If there has been no contact with the parent(s) or authorised adult within one hour of the end of the session, the child will be taken to the nearest police station. A note will be left at the program location indicating where the child has been taken. The Centre Supervisor will notify the Manager

Visitor's Register

- The Centre Supervisor is to be made aware by any staff member, Manager or the Company Director of any planned visits by external agencies or people and there must be a clearly stated objective for the visit (e.g. Representative of an agency providing additional education). Full consideration is to be given to the impact of the number and frequency of visitors on the programme of care and education for children
- Children must not be left alone with any visitors or outside agency
- All visitors to the Centre are required to sign the Visitors Register and have a brief induction relating the requirements of Safety

Access to children

- Under no circumstances can any person **not** listed on the “approved” list have access to the child while in the care of Napier Music Academy Programmes. If such a person approaches the child whilst in our care, the staff member will make reasonable efforts to remove the child, and immediately phone either the parent or the legal guardian for further instructions
- The staff member will not put him/herself at risk. If a situation arises in which the staff member fears for him/herself or the children in his/her care he/she will telephone the Police emergency number: 111

Management of behaviour



- Staff will provide space and time for the children, allowing different personalities to flourish within a stable and caring environment, providing security for all children in our programmes
- All children will be given positive, firm guidance using praise and encouragement, directed towards promoting appropriate behaviour and having regard to the child's stage of development. All staff will avoid blaming, harsh behaviour, belittling or degrading responses. All staff will encourage children to co-operate and share; not only possessions but also sympathies and feelings. All staff will support children to assert themselves using appropriate responses At all times staff will practice positive behaviour reinforcement
- At no time while the children are in our care will they be subjected to:
 - Smacking, squeezing or shaking
 - Any physical, verbal abuse or yelling
 - Ostracism or solitary confinement
 - Victimisation or deprivation of food
 - Immobilisation
- At all times staff will maintain a fair, consistent and positive approach to the children's behaviour. The management of child behaviour must be appropriate and may include:
 - Being removed from the activity; using time-out. The child will be requested to sit away from the group in a clearly visible spot for a period determined by the Centre Supervisor (No longer than 5 minutes)
 - Before the child returns to the group from time out, staff will review with them what is acceptable behaviour and what is expected of them
 - Removing a certain piece of equipment (for example, when the child continually misuses that piece of equipment)
 - When children are in conflict with each other, staff will encourage the children to resolve the situation themselves and aid them by making suggestions on how to do so. If the children cannot resolve the conflict, they will be removed from the situation, for example they will not be allowed to play with the equipment, in the space or with each other.
 - Children will only be physically restrained if their immediate safety is at risk, and this allows staff to get the child into a safer situation
- If the child repeatedly misbehaves, parent(s) will be notified when they pick up the child and will be asked to discuss with the Staff;
 - What has occurred
 - What actions were taken



- Discuss other options
- Seek support from the parent(s) in their attempts to encourage the child in positive behaviour

If disruptive behaviour continues, parent(s) will be asked to meet with the Centre Supervisor to plan a course of action. If a child continually misbehaves in such a manner that endangers themselves or other children (despite the above measures), the Manager will be notified and a meeting arranged between the Manager, Centre Supervisor and the parent(s). If matters cannot be resolved around child behaviour the parent may be asked to remove the child.

- The incident reporting system will be used for any incidents of misbehaviour resulting in moderate intervention by staff

Serious Misbehaviour

- Serious misbehaviour (e.g. bullying or physical harm of self or others) will be investigated through the accident/ incident reporting system and the findings considered by the Manager and the Company Director in consultation with the Centre Supervisor.
 - The Manager may suspend a child who is being investigated for serious misbehaviour, if the action is considered necessary. In making any such decision, the safety needs of both the child under investigation and the other children attending the programme will be considered. Directly affected families will be kept informed during and after any serious misbehaviour investigation. Requests for family meetings (by either party) will be considered on a case-by case basis
 - If the investigation concludes that serious misbehaviour has occurred, the Manager in consultation with the Company Director will consider what action will be taken and will inform the parent(s).
 - The Manager reserves the right to temporarily suspend any child that is found to have bullied or physically harmed themselves or any other child whilst attending the Napier Music Academy program. The Company Director reserves the right to permanently suspend any child that is found to have bullied or physically harmed themselves or any other child whilst attending the Napier Music Academy program.

Physical contact with children

- Staff must avoid inappropriate physical contact. In making physical contact with children, Staff should be guided by the principle that they will do so solely in order to meet the child's/children's physical or emotional needs. Touching should not be initiated to gratify adult needs. Children should not be asked to take care of adult physical or emotional needs.

If a child initiates physical contact in the seeking of affection, reassurance or comfort, it is appropriate to respond in a manner suitable for the child's developmental stage and needs. It is not appropriate to force any form of unwanted affection or touching on a child.



The physical contact of children during changing or personal cleaning must be for the purpose of that task only and not be more than is necessary for that task. Children should be encouraged to take care of themselves to the limits of their ability.

- Staff are to avoid being alone with a child
- Staff must be aware of where all children are at all times
- Staff are to ensure visitors are never alone with a child or group of children
- Children should not be present when staff use the toilet and bathroom facilities for personal needs
- Any staff member that has any concerns regarding physical contact are to report their concerns immediately to their immediate Manager (Centre Supervisor, Manager or Company Director). The immediate Manager will follow the accident/incident reporting system

Recognising and responding to suspected Child Abuse

- The welfare and interests of the child are the first and paramount consideration. All allegations of abuse will be taken seriously, and responded to promptly by staff. Any staff member or parent is able to report suspected abuse. This includes children within our holiday program and also children of the wider community. For example, if a child witnessed and suspected abuse outside of the program, we would report this information to the Ministry for Vulnerable Children.
- Document any factual concerns, observations and anything said by the child; use the accident/ incident reporting system to record the information. Note, information volunteered by a child or young person should be fully and accurately recorded. You must include both the date and time any event occurred. No child or young person 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 or young person or as soon as possible afterwards.
- No staff member will act alone about suspected child abuse but will consult with their immediate Manager (Centre Supervisor, Manager or Company Director) who will then take action and arrange for consultation as appropriate e.g. with their immediate Manager, with appropriate agencies
- Care must be taken not to ask leading questions, or undertake actions which are more properly suited to specialist agencies such as Child Youth and Family or Police. Make contact with one of these agencies and seek advice. In the event that the Centre Supervisor is certain that the child abuse has occurred outside the family (e.g. by a staff member, volunteer or by a person known to the child's family) the Centre Supervisor, Manager and/or Company Director will still seek advice from Child Youth and Family Services or the Police.
- In the event that a staff member is suspected of abusing a child that is attending the programme the Centre Supervisor will immediately discuss the concerns with the staff member and follow the process outlined in the Human Resource Management Policy and Procedure (suspension, complaint investigation and complaint outcome implemented). Children Young Persons and Their Families Service (CYFS) may be required to be involved with this process depending on the severity of the incident. While an investigation is in



progress the Centre Supervisor is responsible for ensuring that the child concerned is not only safe but is also given continued appropriate support

Child Health

- If any children are found to have contagious illnesses while enrolled in the program or attending the program parent(s) will be contacted by the Centre Supervisor. The parent is responsible for immediately arranging for the collection of their child. If the parent(s) cannot be notified, the emergency contact person will be phoned
- If at any time the Centre Supervisor feels that a child is too unwell to remain in the programme, the centre Supervisor will contact the parent(s) and ask them to arrange for the collection of their child as soon as possible. If contact cannot be made then the emergency contact for the child will be contacted. The child will be made comfortable until they can be collected. If the child's illness is contagious (or may be contagious) they will be isolated from other children ensuring they can still be observed
- The parent(s) may need to consult with the Centre Manager prior to their child resuming care.
- In the event of a severe, sudden illness that appears life threatening, an ambulance will be called (111). parent(s) are expected to pay for any medical expenses incurred in obtaining treatment for their children.
- All accidents involving children in care will be reported to the Centre Supervisor who will use the accident/ incident reporting system which is part of the Health and Safety policy

Management of children's Medication

- Medication will not be administered unless there is signed permission from the parent(s)/ / guardian and the prescription must be for that child.
- Parents /guardians of children on preventative or long-term medication will discuss any changes of medication with the Centre Supervisor. Any child on long-term preventative medication will have an up-to-date supply stored in the relevant Centres 1st Aid cabinet and in the Emergency Kit (in case of a civil defence emergency). It is the parent(s)/ guardians responsibility to ensure medication is current at all times while the child is attending the Napier Music Academy programme
- Parent(s) /guardian(s) will ensure that there is a complete and accurate written plan for the management of medical conditions (i.e. asthma)
- All medication administered by a staff member will be double checked by the Centre Supervisor and recorded on the Medication Administration Register



- All medication must be appropriately and safely stored. All medicines must be within the expiry period.
- A monthly review of the Medication Administration register will be undertaken by the Centre Supervisor

Sun protection

- Children are to be kept safe from the dangers of exposure to the sun. During hot summer months, children and staff will not be outside without the minimum protection outlined below:
 - Staff are responsible for understanding ‘Slip-slop-slap-wrap’
 - Children are to wear hats in the sun that protect ears, neck and face and staff must remember they are role models
 - T-shirts or similar cover for arms and legs are to be worn
 - SPF15 sunscreen is to be applied
 - Sunshade canopies are to be made available e.g. umbrella, shade cloth, trees.
- The Centre Supervisor is to ensure sufficient stock of sun screen is on the premises at all times, but it is the parent(s) responsibility first to provide this and ensure that the child arrives at the programmes with it applied already, particularly is the child has an allergy to some sun screens



AUTHORITY TO ADMINISTER

- All staff as delegated

DEFINITIONS

Bi-culturalism; The coexistence of two distinct cultures, Māori and non-Māori, within the New Zealand society with the values and traditions of both cultures reflected in society's customs, laws, practices and institutional arrangements, and with both cultures sharing control over resources and decision making processes.

Cultural awareness; Cultural awareness is a beginning step toward understanding that there is a difference between all cultures.

Cultural sensitivity; Cultural sensitivity begins the process of self-exploration of one's own values and the impact this has on each of us as individuals and the acceptance of different value systems.

Cultural safety; A cultural partnership assumes that each relationship is unique and culturally dynamic.

Appendix I;

1. Head count register
2. Attendance register
3. Absentee register
4. Visitors register
5. Medicine Administration register

Cross referenced policies

- All Napier Music Academy Policy and Procedure

Other Cross referenced documents

- Oscar Standards, MSD Nov 2011
- Individual Employment Agreement/ Volunteer Agreement
- Administrators desk file
- Enrolment form
- Oscar Standards, MSD Nov 2011
- Health and Safety in Employment Act 1992
- Privacy Act 1993
- Human Rights Act 1993
- Immigration Act 1987
- Napier Music Academy Philosophy



Medication Administration Register
Two; Medication Administration Register

Appendix

Location