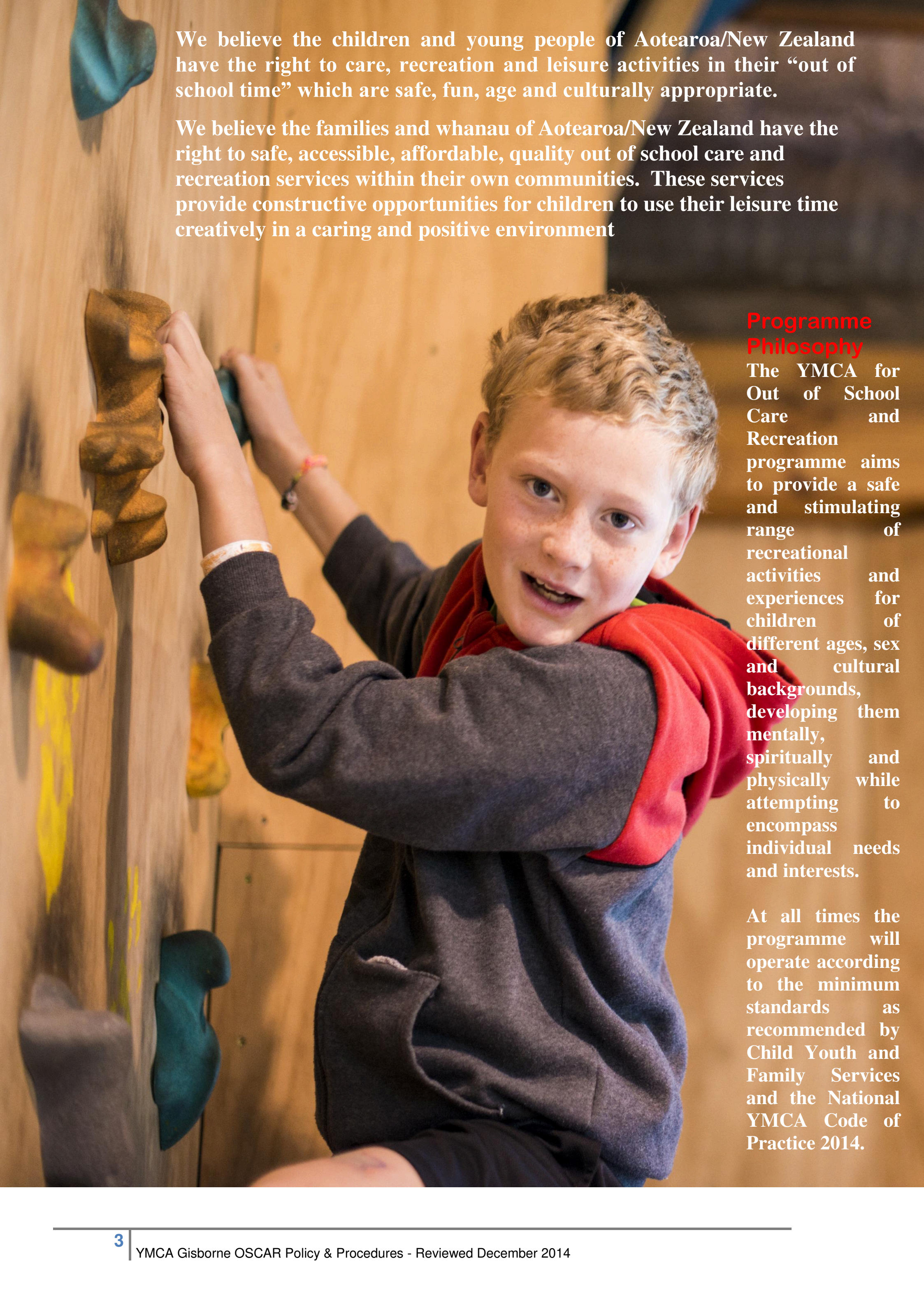




Gisborne YMCA OSCAR Policy & Procedures

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We believe the children and young people of Aotearoa/New Zealand have the right to care, recreation and leisure activities in their “out of school time” which are safe, fun, age and culturally appropriate.

We believe the families and whanau of Aotearoa/New Zealand have the right to safe, accessible, affordable, quality out of school care and recreation services within their own communities. These services provide constructive opportunities for children to use their leisure time creatively in a caring and positive environment

Programme Philosophy

The YMCA for Out of School Care and Recreation programme aims to provide a safe and stimulating range of recreational activities and experiences for children of different ages, sex and cultural backgrounds, developing them mentally, spiritually and physically while attempting to encompass individual needs and interests.

At all times the programme will operate according to the minimum standards as recommended by Child Youth and Family Services and the National YMCA Code of Practice 2014.

Bicultural Statement

The YMCA acknowledges that Te Tiriti O Waitangi was an agreement between two people's Tangata Whenua and Tau Iwi and sought to establish the principle of partnership in life of Aotearoa. Association structures and administration processes, policies and procedures support this goal. Actions and activities will seek to reflect this partnership. The YMCA also believes that the perspective of people is holistic in that it addresses the uniqueness of Mind - Body - Spirit of each and every individual and is preserved through emphasis on unconditional acceptance of each other without compromise to the self.

YMCA therefore, is committed to the pursuit of equity. The Treaty of Waitangi, in particular Article 3 serves as our foundation, to conduct training and education initiatives so we may be responsive to the needs of Maori and other cultures.



Programme outline and hours of operation

The Policies & Procedures are available at all programme sites including YMCA reception for all parents/caregivers and staff. Programme policies and procedures are reviewed annually and updated to reflect current practices.

The Before Breakfast Club

Operates Monday to Friday during school days and Holiday programmes from 7:00am to 9:00am in the OSCAR House at Disraeli Street, Gisborne.

Children must be dropped off and signed in by parents/caregivers.

We provide them with a nutritional breakfast and quiet play then they are transported to their designated school or during the holiday programme they are transferred to their age specific programme.

Active Learning Centre

Operates Monday to Friday during school days from 2:30pm to 5:30pm at OSCAR House, Disraeli Street.

Children are collected from their designated school, marked off the pick up list, and transported to the Gisborne YMCA.

Snack is provided.

A teacher and aid supervise this programme. The children are organised into perception motor skill activities before settling down into their specialised learning programme. Parents/caregivers collect and sign out the children from the YMCA.

YMCA After School Care

Operates Monday to Friday during school days between the hours of 2:30pm to 5:45p, Seniors at OSCAR House, Disraeli Street, Gisborne and Nippers, Juniors at the City YMCA.

Children are collected from their designated schools, marked off on the pick up list, transported to City YMCA. Activities are shared between OSCAR House and City YMCA.

Snack is provided. Recreational activities and Homework is provided until they are collected and signed out by their parents/caregivers from OSCAR House in Disraeli Street.

Kaiti School After School Care

Operates Monday to Friday during school days between the hours of 2:30pm to 5:00pm in the Kaiti School hall facilities on Wainui Road, Gisborne.

Children are required to make their way to the designated school hall, marked off on the list, provided with activities until they are collected by their parents/caregivers.

Holiday Programme

Operates Monday to Friday during the school holidays from 7:00am to 5:45pm in the Gisborne YMCA facilities. The holiday programme operates the following programmes:

7:00am to 9:00am	Breakfast Club	\$8.00 per day	OSCAR House
9:00am to 1:00pm	Half Day Holiday Prog	\$25.00 per day	OSCAR House
9:00am to 3.45pm	Standard Holiday Prog	\$33.00 per day	OSCAR House
9:00am to 5.45pm	Full Day Holiday Prog	\$40.00 per day	OSCAR House

Parents are required to confirm which parts of the programme that the children are registered to attend, as they will be charged for programmes before and after the holiday programme if children are dropped off or collected out of that programme's operating hours.

Children are dropped off and signed in by their parents/caregivers then collected and signed out at the end of the programme by their parents/caregivers.

The activities range from swimming, movies to sports and games with an emphasis on having fun and using values in a safe environment. Programme flyers and registrations are available on the sixth week of every school term and parents/caregivers are expected to read the holiday terms and sign the registration before they can be accepted onto the programme.

Children should bring to the programme sun hats, drinking bottles, and swimming togs each day.

Parents/caregivers are required to supply morning tea and lunch for their children when attending the holiday programme.

Camp Programme

Operates every holiday period for a period of one week or up to 5 days.

The camping programme operates throughout NZ in camping ground facilities.

Children will be dropped off and signed in by their parents/caregivers at the Gisborne YMCA, briefed about the programme content and risk management then transported to the designated camping venue.

On collection at the end of the camping programme, parents/caregivers are required to sign the children out.

The activities will range from swimming, kayaking to trekking and games with an emphasis on promoting basic life skills and having fun in stimulating environment.

Programme flyers and registration will be available on the sixth week of every school term and parents/caregivers are expected to read the camp terms and sign the registration before they can be accepted onto the programme.

A 'what to bring list' is provided with contact and emergency details for parents/caregivers.

A group of children are in a gymnasium. In the foreground, two girls are smiling and waving. The girl on the left is wearing a patterned jacket, and the girl on the right is wearing a blue jacket. In the background, other children are visible, some wearing blue hats and dark jackets. The gymnasium has a wooden floor and a blue mat.

YMCA GISBORNE SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Our Child Protection Policy

1. OSCAR Safeguarding Children and Young People Child Protection Policy

PURPOSE OF OUR POLICY

The Gisborne YMCA strives for an inclusive society where everyone has the opportunity to reach his or her potential. We are committed to providing opportunities for all people to grow in body, mind and spirit.

It is part of the very fabric of our YMCA to promote the healthy development of children and young people who access our programmes and services.

The Gisborne YMCA, including board directors, staff and volunteers have a legal, moral and mission-driven responsibility to:

- Protect children and young people from all forms of abuse, bullying and exploitation
- Create and maintain a child safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer, govern or access a YMCA programme, service or facility
- Acknowledge that protection of children is everyone's business.

HOW WILL THIS POLICY APPLY?

The safeguarding Children and Young People Policy of our YMCA will consist of a set of principles that underpin the policies and procedures of all of our programmes and services.

Compliance to the Safeguarding Children and Young People Policy is required as a "priority one" by everyone.

WHO DOES THE POLICY APPLY TO?

The safeguarding Children and Young People Policy of the Gisborne YMCA covers all Board Directors, staff and volunteers of our Association.

OUR COMMITMENT TO CHILDREN AND YOUNG PEOPLE

- We commit to the safety and wellbeing of all children and young people who access any of our programmes, services or facilities.
- We commit to providing children and young people with positive and nurturing experiences.
- We commit to listening to children and young people and empowering them by taking their view seriously and addressing any concerns that they raise with us.
- We commit to take action to ensure that children and young people are protected from exploitation, abuse or harm.
- We commit to support whanau, families and our community to promote children's healthy development and wellbeing.

OUR COMMITMENT TO PARENTS AND CARERS

- We commit to supporting parents and carers to protect their children. We will offer assistance that builds on a family's strengths and empowers them to meet the changing needs of their children.
- We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- We commit to engaging and listening to parents views in regards to our child protective practice policies and procedures.
- We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.

WHO DOES THE POLICY APPLY TO?

The safeguarding Children and Young People Policy of the Gisborne YMCA covers all Board Directors, staff and volunteers of our Association.

OUR COMMITMENT TO YMCA PEOPLE

- We commit to having a management structure that supports and develops staff in their roles.
- We commit to providing all YMCA People with the necessary support to enable them to fulfil their roles. This will include regular and appropriate development opportunities and supervision
- We commit to provide regular opportunities to clarify and confirm policy and procedures in relation to

child and young people's protection and welfare. This will include annual training with regards to understanding the principles and intent of the Safeguarding children and young people policy.

- We commit to listen to all concerns voiced by YMCA people in regards to keeping children and young people safe from harm
- We commit to provide opportunities for YMCA people to receive formal debriefing and counselling arising from incidents of child or young people abuse.

OUR COMMITMENT TO ENSURING A CHILD SAFE ORGANISATION

- We commit to using best practice standards in the recruitment, screening and employment of YMCA People so as they will not harm, abuse or exploit children and young people who are involved in our programmes, services or facilities
- We commit to creating an environment for children and young people to be safe and to feel safe.



WHAT WE EXPECT FROM OUR YMCA PEOPLE

We expect our YMCA People not to harm or exploit children who access our services.

It is a serious breach of this policy, and possibly the law, if a YMCA Person harms or exploits children and young people who are involved in any of our services. Breaches of this policy include, but are not limited to, YMCA People who:

- sexually assault children or young people who are involved in one of our programs;
- physically assault children or young people who are involved in one of our programs;
- verbally abuse, denigrate or bully children or young people who are involved in one of our programs;
- sexually harass children or young people who are involved in one of our programs;
- take, reproduce and/or distribute photos of children or young people without their consent or the consent of their guardians;
- publish any material containing images of children or young people who are involved in one of our programs that can be used for the sexual gratification of others.

Therefore, we expect all our YMCA People to understand the legal and active meanings of abuse contained within this Policy.

We expect our YMCA People to understand children's rights.

An understanding of children and young people's rights is an important basis for all the programs and services that we offer to children, young people and their families. It enables us to identify when children's needs and entitlements are compromised and when they require support. **Therefore, we expect** our YMCA People to have a working knowledge of children and young people's rights appropriate to their role and use it to inform decisions about how to behave and act with and on behalf of children and young people.

We expect our YMCA People to be respectful of children and young people.

As part of our commitment to children and young people, we will facilitate opportunities for children and young people to tell us their views and feedback about the services we provide to them. We will treat children as individuals and respect their unique abilities and vulnerabilities. **Therefore, we expect** YMCA People to express attitudes and engage in behaviour that respect and support children and young people.

We expect that our YMCA People do not contravene any policies, regulations or laws in relation to the safety and protection of children and young people.

It is a serious breach of this policy if a YMCA Person contravenes any regulations or laws in relation to the safety and protection of children whether or not they are working or volunteering at the time.

We expect our YMCA People to understand and acknowledge the significance of family relationships for children and young people.

Families, in all their diverse forms, are the foundation of children and young people's development.

Families can act as supportive resources for growth and resilience in children and young people. Family relationships can also restrain and harm children and young people's functioning. Families are the single most significant influence in shaping the way children and young people develop and perceive their sense of identity.

The YMCA will provide documentation in developmentally appropriate language and in translation to accommodate the main communities that access our services. **Therefore, we expect** YMCA People to recognise, respect and work to strengthen the capacities of parents/carers and other family members to care and protect their children.

We expect our YMCA People to always follow the Code of Conduct endorsed by their Licensed Member Association.

A code of conduct sets out the rules for behaviour with and around children and young people. The YMCA code of conduct aims to ensure that YMCA People are always safe adults who act to protect children and young people. All YMCA People will be engaged and employed within the requirements of the code of conduct. **Therefore, we will request** all YMCA People to endorse and affirm their understanding of the YMCA code of conduct.

We expect our YMCA People to understand and respond to the special needs of all children and young people.

We acknowledge that all children and young people are vulnerable due to their age and associated stage of development. We also understand that we will need to be proactive in recognising the additional vulnerability to exploitation and harm that children and young people with developmental delays or disabilities experience. The YMCA will provide documentation in developmentally appropriate language and in translation to accommodate the main communities that access our services. **Therefore, we expect** our YMCA People to act in ways that communicate effectively with and are supportive of children and young people.

We expect our YMCA People to show extended guardianship to all children and young people.

Experience of abuse, family violence, neglect, bullying and exploitation are significant sources of trauma for children and intensify the risk of children and young people developing a range of emotional, psychological, social and behavioural problems. Child/young person physical abuse and sexual abuse is a crime. Interventions which identify risk factors of abuse and prevent it from happening are instrumental in supporting children and families. Extended guardianship means YMCA People need to understand the indicators of child abuse and exploitation. YMCA People are to understand that perpetrators of abuse can be male or

female. They can be old, young, peers, friends, Board Directors, employees, volunteers. There is no stereotypical construct of an offender of sexual abuse. Sexual abuse can occur in contexts that do not have adequate controls on behaviour, environments and relationships. Abuse can be opportunistic, premeditated, or a combination of both. Grooming behaviour can form part of the premeditation. The YMCA needs to provide an environment that acknowledges how abuse occurs and put safeguards in place to create an environment that does not tolerate abuse risk behaviours in any way. **Therefore, notwithstanding our obligations under the law, we expect** our YMCA People to ensure that appropriate action is taken to respond to concerns about the wellbeing or safety of a child or young person.

We expect our YMCA People to know and follow the law in relation to reporting child abuse.

We expect YMCA People to know and follow relevant laws to report child abuse, family violence, neglect or exploitation.

We expect our YMCA People to cooperate with police and/or other formal investigations.

In every circumstance, we expect YMCA People to co-operate to the best of their ability with any formal investigation undertaken by the police or other relevant state/territory authorised body in relation to the care and protection of children and young people.

We expect our YMCA People to respect the cultural and religious practices of families who access our services.

We will take seriously any concerns or issues raised by children, young people and/or their parents. We will investigate all complaints or allegations made against any of our Board Directors, staff or volunteers relating to a breach of any YMCA policy or operational procedure. We will ensure that we report any abuse crimes against children or young people to Police or other relevant legislated authorities in accordance with the law. **Therefore, we expect** our YMCA People to

follow our complaints procedure without hesitation in response to concerns raised by children, young people and/or their parents/carers.

We expect our YMCA People to be aware of the formal recruitment, screening and employment practices of the YMCA in relation to working or volunteering with children and families.

All YMCA People will be informed during their recruitment that their employment will be subject to clearance under the relevant National Criminal Records Check general screening requirements. It is a serious breach of this policy if an individual, who has convictions gains employment or is allowed to volunteer with children or young people who access our services. It is also a serious breach of this policy, if an individual continues in his/her employment or volunteer role with us if he/she has been charged or convicted of a crime that would make him/her ineligible to be granted police check clearance. **Therefore, we expect** that our YMCA People understand that their continued participation in our organisation is based on the outcomes of these employment practices.

We expect our YMCA People to protect the privacy of children, young people and families.

The YMCA privacy policy will ask for consent from children, young people and their parents/carers before we seek out or provide information about them to any other individuals or organisation. However, we may not ask for consent to disclose information to Police, a regulatory authority or a statutory child protection agency in the event that we have concerns about the safety and well-being of a specific child or young person. The YMCA Privacy document will outline how this will work. **Therefore, we expect** our YMCA People to protect the privacy of children, young people and families.

We expect our YMCA People to act on any concerns raised by children, young people and/or their parents/carers.

We will take seriously any concerns or issues raised by children, young people and/or their parents. We will investigate all complaints or allegations made against any of our Board Directors, staff or volunteers relating to a breach of any YMCA policy or operational procedure. We will ensure that we report any abuse crimes against children or young people to Police or other relevant legislated authorities in accordance with the law. **Therefore, we expect** our YMCA People to follow our complaints procedure without hesitation in response to concerns raised by children, young people and/or their parents/carers.

Gisborne YMCA is responsible to implement Safeguarding children and young people policy and will

- Ensure all YMCA People understand their obligations in accordance with the intent and principles of YMCA Safeguarding Children and Young People Policy and its implementation at a local level.
- Ensure that the YMCA Safeguarding Children and Young People Policy are complied with.
- Ensure that localised policies, codes of conduct and procedures support compliance to the Safeguarding Children and Young People Policy.
- Adhere to the YMCA Licensing Standards in place at the time.
- Provide to YMCA Australia an annual child safety assessment referencing the requirement of the policy via a self-reporting process.
- Allocate adequate resources to enable the effective implementation of local policies and operational procedures that are compliant with the YMCA Safeguarding Children and Young People Policy.
- Achieve and maintain accreditation with a Ministry of Social Development/Child, Youth & Family
- Provide YMCA New Zealand with the outcome reports of independent audits on a three year cycle as a minimum.
- Advocate for and promote the rights of children and young people at a local level.
- Empower and engage children and young people in support of this policy.
- Develop opportunities for regular discussion at all levels of the Association to support a culture of continuous improvement and accountability for the protection of children and young people.
- Communicate with YMCA New Zealand in the event of a breach of this policy.
- Ensure children, staff, volunteers, Board Directors and families are listened to and have a way of being heard in regards to child protective practice.
- Empower and engage children and young people in local policy and/or operational procedure development that has a direct impact on them.

2. Accredited Site Approval

Child, Youth & Family accredited, approved sites are:

City YMCA, 150 Roebuck Road, Gisborne

Programmes: Nippers, Juniors, Seniors After School Care
Nippers, Juniors, Seniors Holiday Programme
Active Learning After School Care

Y Kids Early Childhood Education Centre, 130 Roebuck Road, Gisborne

Programmes: Breakfast Club

YMCA Kaiti, 224 Wainui Road, Gisborne

Programmes: Breakfast Club (not currently operating)

Kaiti School, Wainui Road, Gisborne

Programmes: Kaiti After School Care

OSCAR House, Cnr Disraeli Street & Childers Road, Gisborne
(currently in progress of site approval)

Programmes: After School Care (5 to 14 years)
Breakfast Club
Holiday Programmes (5 to 14years)

3. Fees

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that the fee structure is reviewed regularly and that parents/carers are informed of programme charges at all times.

The fee structure will be announced prior to the programme and will be clearly shown and described on the programme parent contract. Rates may vary from time to time, and parents will be notified in advance of any increase in the fees to the programme.

All parent fees for booked children will be due on production of an invoice and are non refundable unless arrangements are made with the CEO. Should payment not be made within 10 days following the issue of the weekly invoice the parent hereby agrees to pay all costs of collection prior to and post legal action incurred by the YMCA, including collection agency costs, court costs and solicitors fees, regardless of judgment.

A late payment or non-payment fee of 5% of the amount outstanding is payable by the parent to the YMCA should payment not be made within 10 days following issue of the weekly invoice.

The programme will not operate on public holidays or between the following days 25 December to 02 January.

Absences: All booked absences will be charged at full fees payable. Change to booking forms can be obtained from reception and it is important that parents notify us of any change in circumstances to avoid charges for absented attendances. Absence fees are charged as staff are rostered on a weekly basis based on daily booked attendance numbers. Change of booking requirements will need to be completed 10 days prior to the child being absent.

Casual bookings will be accepted on the day, subject to staffing requirements but additional fees are charged for the casual service. Parents must telephone casual bookings to the reception on 06 867 9259 prior to 10:00am daily to ensure that the child is recorded on the school pick up list for van drivers.

As at 1 December 2014, current fees are:

School Holidays:

Breakfast Club	\$8.00 per day	7am to 9am
Half Day care	\$25.00 per day (non excursion programme)	9am to 1pm
Holiday programme	\$33.00 per day	9am to 3.45pm
All day care	\$40.00 per day (excursion and off site)	9am to 5.45pm
Camp	\$275.00 per week (Monday to Friday camps)	

After School Care:

Breakfast Club	\$8.00 per day
After Care	\$12.45 per day booked \$12.95 per day casual
Active Learning	\$15.00 per day
Kaiti School	Agreement with school on fee paying arrangements and WINZ subsidy

4. Enrolment Procedures

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that enrolment procedures and information of children are maintained at all times.

All families must complete a parent contract/enrolment form and have a discussion with the Manager before the child can participate in the programme.

If you require casual attendance the parent/caregiver is responsible for contacting the YMCA before 10:00am on or before the day required for attendance. This will be recorded in the daily book.

If you require a change to your bookings a form is available for changes to be made, 10 days notice is required before changes are accepted. Parents are responsible for notifying the YMCA Oscar programme of changes to information given on the enrolment forms including Custody or access arrangements, protection orders that relate to the child as well as changes to attendance bookings.

If care is no longer required you must give the OSCAR Manager 10 working days written notification to withdraw from the programme, forms are available at YMCA reception. If notice is not given, then charges will apply until notification of cancellation is received. Programme staffing rosters are completed based on actual children booked into the programme on a weekly basis.

Contracts and registrations are to be renewed every year.

All Before Breakfast and After School registrations need to be updated annually. Holiday and Camp Programme registrations need to be completed prior to every school holiday period. A copy of the OSCAR Programme Policy and Procedures will be given to parents registering their child(ren) into our programme.

4A. Enrolment Procedures for children with disabilities, special needs or special medical requirements

When approached to enrol a child with special needs into the OSCAR programme we need to find out as much as possible about the child and their disability. This will ensure that the child will receive best possible care and that the programme is able to cater for that child's needs.

All enrolments will be initially on a trial basis for children with disabilities and special needs.

All families must complete an enrolment form and sign a parent contract before the child can participate in the programme. Information required from parents for children with special needs/medical requirements enrolling in the programme are as follows:

- Does the child have a diagnosed disability/special need/special medical requirements
- What are the details of the disability/special need/special medical requirements
- How does the disability/special need /special medical requirements affect the child?
- Does the child have any medical conditions and what implications does this have for providing care?
- What can the programme do to minimise the chance of these occurring?
- What are the symptoms and what steps have to be taken to control these?
- Does the child have any dietary restrictions?
- What is the child's health history?
- Are there any activities the child should avoid for medical reasons?
- Does the child take any medication?
- Does the child have any problems with behaviour in associating with other children?
- Do you have a behaviour plan?
- Is there anything specific that upsets the child?
- What methods are used to calm the child should they get overexcited or have problems with their behaviour?
- How will the child cope being with a large group of children?
- Do they tend to wander off?
- Do they require any specialised equipment?
- Do they require assistance with eating, washing, and toileting? Have they been in a programme before?
- What activities does the child like?

5. Financial Procedures

As a child safe organisation, this policy is in the interests of ensuring that the programme is financially sustainable and that robust financial systems, reporting and accountability is maintained at all times.

All YMCA financial accounts including OSCAR accounts are audited annually.

OSCAR invoices are completed every week for the previous week's attendances for all booked children. Casual attendees must pay daily and receipt for payment processed through reception. If any queries arise in the future and no receipt is available, then an invoice may be issued for payment.

Invoices are kept at reception and parents/caregivers on completing the daily sign out sheet on the next attendance day should take the invoices held. Any unclaimed invoices are sent via post. Payment is required 10 days after attendance.

Any arrangements for late payment must be made with Accounts Administrator. Please ensure that if you are having difficulty in making payment of your account that you contact the OSCAR Manager or Accounts Administrator to discuss payment schedules.

The Accounts Administrator reviews all OSCAR accounts weekly.

Meetings are held every fortnight between the OSCAR Manager, Accounts Administrator and the CEO to ensure that the programme:

- (a) Is meeting budgets as set annually together with the YMCA Annual Plan
- (b) To peruse the weekly breakdown of income and expenditure including comparisons to the previous years figures
- (c) And to monitor debtors schedule.

No petty cash is held by the OSCAR programme. All expenditure required for the programme must be authorised and approved by the CEO. The Financial Officer holds all petty cash.

Casual OSCAR children are to pay on a daily basis before programme commences. Reception is to receipt payments made and payments are to be entered through the cash till register.

Payments made by way of direct credit to the YMCA's National General Account – Bank statements are obtained daily from the National Bank. Daily checks are made by Accounts Administrator and clients' payments are written into the debtor payment book held at reception. Accounts Administrator checks the debtor payment book daily and records payments made through the computer "APT" programme.

Payments made on invoice will also be processed through the cash till register. All payments must be recorded in the daily debtor payment book and receipts given to the clients. All payments made by Cheque, Eftpos and cash must be processed through the cash till register. The Accounts administrator checks the debtor payment book daily and receipt book and records payments received in the "APT" programme.

Please be aware that all debtors will be forwarded to Baycorp for outstanding accounts if failure to make payment has been determined following administration staff completing three telephone calls and a letter requesting payment forthwith. If you are having difficulty with payments, please advise our APT Manager or Accounts Administrator to discuss a payment schedule agreement. We value your custom.

6. Telephones

As a child safe organisation, this policy is in the interests of keeping both the children and staff safe and to enable staff to contact the YMCA while out of the facility or collecting children from Schools to ensure that any risk to the children is minimised at all times.

- Personal long distance or cellular phone calls made on YMCA Gisborne Inc telephones by employees must be logged with the Receptionists, indicating that it is a personal call. Employees will be billed on these calls.
- Employees that have been allocated cellphones for their work are to use their cellphones to ring YMCA approved telephone calls only. All personal calls that are not approved telephone numbers will be charged to the Employee for reimbursement to the YMCA.
- Cellphones provided in YMCA vehicles for collection of children in OSCAR services must be used solely for communication between the driver of the vehicle and the YMCA Customer Services staff. These cellphones are provided to ensure that parents are contacted immediately by customer services in the event that their children are not at the schools for collection.
- When cellphones are used in the holiday programmes, calls are only to be made directly to the Customer Services staff at the YMCA for emergency, or to the OSCAR Manager. In the event that the OSCAR Manager can not be contacted staff are to contact the Chief Executive Officer.
- Landline provided at sites for use while the programme is operating.

7. Drop off & Collection of Child

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that systems are maintained to keep children safe at all times.

Breakfast club, Holiday programme and Camp Drop off Parents/caregivers are expected to sign their child/children in to the programme when they arrive. If a child is arriving on their own accord we require written permission from the parent/caregiver detailing date, time and the route that they will be travelling. Permission forms can be obtained from reception and this information will be kept with reception, reported to the programme Team Leader who will ensure it is recorded on the daily attendance register.

After School Care, Holiday Programme and Camp collection Parents/caregivers are expected to sign their child/children out of the programme when collecting them. If a child is leaving on their own accord we require written permission from the parent/caregiver detailing date, time and the route that they will be travelling. Permission forms can be obtained from reception and this information will be kept with reception, reported to the programme Team Leader who will ensure it is recorded on the daily attendance register.

An attendance roll call will be taken as soon as the last collection from drop off has arrived at the YMCA.

Parents/caregivers will be contacted for children whom are absent without explanation.

Each day drivers will pick up from reception their school collection run list of children. All children on that list are booked to be collected, unless we have been notified of absences from parents/caregivers prior to drivers collecting these lists. In the event that the child(ren) are not at the school for collection, the driver must immediately notify reception via cell phone of any unexplained absence so as not to cause any delays with the contact of Parents/Caregivers by the YMCA. The safety of the children is paramount. Messages will be left for any non contactable parents/caregivers unable to be personally spoken to, as well as with nearest relative/colleague listed on the parent contact form. In the event that the parent/caregiver nor a family member are able to be notified, and the school is not able to confirm the location of the child, then the YMCA will contact Police and/or Child Youth & Family. This is for the safety of your child, it is important that parents/caregivers contact us if they are going to be late collecting their child.

Parents/caregivers are expected to contact the YMCA daily if a child is to be absent, this will be recorded in the daily book. Any absences will be charged at full rate but a penalty fee of \$10.00 may be charged at the discretion of the YMCA to compensate for drivers and staff involved in trying to locate the child and parents/caregivers.

If a child is uncollected at 5.45pm, the following procedure will be followed:

1. Two staff members will remain with the child.
2. Parents and emergency contacts will be contacted.
3. If there has been no contact with the parents within one hour of the programme closing, the child will be supervised until a suitable caregiver is located or Police contacted.

Parents will be charged a late collection fee of \$5.00 per 10 minutes or part there of, per child after the programme hours of closure.

Parents must inform reception or Team Leader or OSCAR Manager if a person who is not listed on the child's enrolment will be collecting the child.

Staff will not release a child to a person who is not identified on the enrolment form unless authority has been given. Caregiver identified on registration form must be contacted by staff for approval of release of child. Our staff do not want to offend family members by refusing to release children into care, but this will happen in the event of non authorised caregivers.

Written permission must be given for children to leave the programme unaccompanied. This means when biking, walking or taking the bus/taxi. A staff member will be responsible for signing the child out at the time stated in the permission form.

Written permission is also required for children biking, walking or coming on another bus or taxi, when arriving to the YMCA. A staff member will be responsible for signing the child in at the time stated in the permission form.

8. Programme Content

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that the programmes are well planned, well resourced, equipment maintained and that the structure of the programmes are child safe, fun and stimulating at all times.

The programme will be structured in such a way as to ensure:

- Children feel safe, receive care, attention and support from staff
- Children are treated fairly, with dignity and respect
- Opportunities are provided for children to play and enjoy themselves
- Organised activities will be stimulating and will reflect the age, interest and background of the children participating.

Planning will ensure that, on a weekly basis, the following is offered:

- A planned arts or crafts project
- The children directed use of arts or crafts material
- An organised sport or active group game
- An organised quiet game or activity
- The free use of games and equipment
- Free indoor play
- Appropriate DVD or television viewing

Children will be encouraged to participate in planned activities but may choose not to, as long as they are not bored and disruptive. Whenever possible alternative activities will be provided.

Equipment will be well maintained and will be age appropriate

9. Food

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that healthy food options are provided to the children and that staff ensure that food hygiene requirements are maintained at all times.

Afternoon tea will be provided for children for After School Care and holiday programmes.

Breakfast will be provided for breakfast club for both Oscar and holiday programmes.

Preparation of food will be done in an area that is food hygiene safe and meet the requirements for food preparation in the kitchen where access to hot water is available and surfaces are clean.

Easy rubbish disposal being a bin in the kitchen area and heating of food done with the microwave/oven if required which is clean and well maintained.

Food is offered/served to children by way of clean utensils/crockery/paper towels/serviettes. Plastic cups, plates and utensils are more commonly used for the children. Any food not eaten will be disposed of in a separate bin.

The children will be required to wash/sanitise their hands prior to receiving food or any meal breaks. The method of washing hands will either be done in a bathroom environment or with hand sanitizers provided by the YMCA.

The Gisborne YMCA will provide nutritional snacks to the children that incorporate healthy eating amongst the children. Occasionally staff may give children treats as part of an activity, e.g. fish & chips with salad, ice cream or lollipops.

10. Programme Supervision

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that adequate staff/child ratios are maintained at all times.

The staff/child ratio at all times will be as follows:

- On approved sites – 1:10
- On excursions – 1:8
- In or near water – 1:6

(for children in or near water under the age of 7 a staff member will be in the pool at arm's length).

There will always be a minimum of two staff in attendance with children.

All staff that are included in the ratios will be 16 years and over.

YMCA volunteers under the age of 16 years will not be included in staff ratio's for excursions but will be additional to staff. Volunteers over the age of 16 years may be included in the staff ratio.

All Team Leaders or Head Supervisors will be 20 years old and over.

Van Drivers will be 21 years old and over with a clean slate police record (checked annually).

Children will be within sight and sound of staff at all times when appropriate. Children will be informed of the boundaries that they are expected to stay within at all times and must inform a supervisor when they are going to leave the area (to go to the toilet etc).

Children will be accompanied by one staff member and one other when away from the group (to go to the toilet etc), or accompanied by one staff member when in sight of the group (to go to the toilet etc).

Formal attendance checks and head counts will be made. If a child is found to be missing the following procedure will be followed:

1. Staff will conduct a thorough search
2. OSCAR Manager will be contacted
3. Parents will be contacted
4. If necessary the Police will be contacted.

11. Lunch Time Supervision – Holiday Programme

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that adequate staff/child ratios are maintained at all times while children are out of the facilities on excursions. This policy ensures that some staff have the opportunity to have a short lunch break from the children to eat their lunch but remain within ratio for the children by remaining within sight and sound of the coordinators overseeing the children's lunch.

During the holiday programme it is necessary that children and staff have time during their excursions to eat their lunch whilst in the programme.

If lunchtime occurs while the children are in the City YMCA facility, then they will have half an hour break either in the main stadium or upstairs. The area that the children will eat their lunch will be contained to minimise all risk to the children. All children will sit together to eat their lunches under the direct supervision of the most senior staff member(s) depending upon the numbers attending at that time. Supervisor(s) will ensure that the children remain seated and that all children have been supplied lunch. Any child without lunch will be provided with some food by the YMCA but an adequate lunch should be provided by the parents daily as the children are active throughout the day and need nutritious food.

All other staff will remain in the building but are not required to remain with the children. However they must remain within easy contact to the supervisors at all times. Immediately following the half an hour break all staff must report back to the supervisors who will then have a break to eat lunch. Normal activities within the programme will resume once full staff ratios are met and supervisors are leading the programme.

Off sight excursions will be treated the same, with all children being located well away from any water and seated preferably in a shaded area, and within easy access to toilet facilities. The most senior person(s) will supervise the half an hour lunch break for the children with all other staff remaining separate but within sight and sound of the children/supervisors.

No staff person is to leave the immediate vicinity nor be out of sight or sound of the supervisors.

All staff must bring their lunch to the programme on excursion days.

The supervisor(s) will be relieved by all other staff after half an hour so that supervisors have a lunch break. It is a requirement that all staff are provided time to take a short lunch break during the day.

No water activities are to commence after lunch without full staff ratio of 1:6 being available, and no water activities to be allowed until an hour has passed after the children have finished eating lunch. Other games and activities are to be provided by staff until swimming can resume.

12. Excursions

This policy is in the interests of keeping both children and staff safe while on off site excursions, both while transporting children to and from an activity, and to minimise any risks during the excursion.

A Risk Analysis Management Schedule and Emergency Action Plan will be prepared for all excursions. Team Leaders will be responsible for the developing of the Risk Management form and ensuring that all staff are aware prior to departure. Children and staff are not authorised to leave the YMCA facilities until all Team Leaders have briefed all staff on the risks associated with the excursion activities, and the form is signed by all Staff and Volunteers as accepting of their responsibilities and understanding the risks. Prior to departure the OSCAR Manager must review the risk management forms and An Excursion checklist and roll register will also be taken on excursion.

Where there is access to a swimming place without qualified pool staff children must be supervised at all times by staff that are trained in water safety and resuscitation.

Team Leaders and management will carry a cell phone for emergencies and contact details will be left with the YMCA reception. An Emergency Action plan or Safety Checklist will identify who has the phone, the type of phone used, what the phone number is and the name of the call person in emergencies. In the event that the programme is operated out of range for mobiles there will be a nominated staff member and vehicle for access to leave the programme for the emergency.

Instructors with experience and/or recognised agencies will be used to instruct all outdoor pursuits.

Walks to nearby parks and playground do not require a reduced staff ratio but all safety procedures still apply.

Staff will only allow children to go to the toilet in pairs, if using public toilets a staff member will check the toilet first then stand outside. When checking the toilet staff are ensuring that toilet has no other using and that it is clean.

A first aid kit, cell phone and attendance form will be taken along on excursions. If swimming the 'swimming ability' form will be taken to show the confidence of the child's ability.

Roll calls will be carried out :

- (a) prior to leaving the YMCA building, children will be allocated seats in each vehicle and advised the driver responsible for the children to and from the excursion. Children must return in the same vehicles.
- (b) before driving off the YMCA carpark, checking that all children are in the YMCA vehicles.
- (c) frequently during the excursion
- (d) before enter the vehicles to return to the YMCA from the excursion venue. Drivers will ensure that they have all the children in their vehicles that are listed in the Emergency Action Plan.
- (e) as the children enter the YMCA premises on their return.

When on walks the children will be organised into a "buddy system" and will walk double file with at least one adult in the rear and one adult leading.

Where there is a road to cross pedestrian crossings will be used if available, one adult will stand in the middle of the road to ensure traffic is stopped before children begin to cross and will remain there until all children are safely across the road.

Vehicles used to transport children must comply with all mandatory legal requirements. All drivers must hold a full, current, clean drivers licence and must agree to drive safely and maturely. All drivers must have completed the Van Driving certification.

Copies of driver licences will be held on staff files.

When on an excursion a list of the children participating will be left at the YMCA reception area along with the Emergency Action Plan that describes the group's whereabouts and expected time of return.

13. Toileting Policy

This policy is in the interests of keeping both children and staff safe, both while toileting and to minimise any risk of accusations of inappropriate behaviour.

- Children of the OSCAR programme shall always have available:
 - Access to a toilet at all times
 - Hand Washing facilities
 - Soap and hand drying equipment
- Bathroom facilities available will be cleaned daily at the OSCAR facility
- Public facilities used on excursions will be of a clean standard
- Where ever possible children will have separate toileting facilities to adults and OSCAR staff. When this is not possible due to no separate toilet being available the YMCA will follow staff protection guidelines.
- Where a toilet facility must be shared, a staff member and child will not use the facility at the same time.

The YMCA will ensure the safety of all children, staff and volunteers by educating them of the toileting policy and ensuring procedures are followed.

The coordinator is responsible for monitoring the implementation of this policy and ensuring it is followed.

OFF SITE TOILETING PROCEDURE

- A child will indicate to a staff member that they require to go to the toilet
- All other children will be asked if they need to go and the group requiring to go will go to the toilet facilities with at least one staff member. Where possible another staff member or volunteer will also accompany the group
- If no other children require the toilet a suitable buddy for the child will be selected to go to the bathroom with the staff.
- The staff member will first check the toilet facilities to ensure they are clear of public. Once clear the staff member will wait outside the toilet facility while the children go.
- Children will wait with the staff until all children have left the bathroom area.
- Staff will check to account for all children before leaving the toilet facility and returning to the group

Children will always be encouraged to use good hygiene standards while at an OSCAR programme.

14. Health and safety

This policy is in the interests of ensuring that the OSCAR programme will be a safe and healthy work place for staff and a safe and healthy environment in which programme participants can develop skills. The Gisborne YMCA complies with all relevant health & safety legislation. Monthly checks for building warrant of fitness are undertaken by Elite Fire Limited Gisborne.

Hazard Management will be ensured through:

- Identifying and recording all potential health hazards at programme venue.
- Assessing the risk to staff and programme participants of all identified hazards.
- Putting controls in place i.e. providing safety equipment.
- Using healthy and safe work practices together with staff training.
- Regular inspections to check that hazards have not changed, with staff involvement.
- Compliance with all relevant codes of practice and regulations.

An assessment of all environments accessed by the OSCAR Programme will be recorded on the safety checklist. Any identification of hazards will be documented on the Hazard Identification form that clearly states the hazard, action and review to identify, evaluate and eliminate/isolate/minimise the significant hazard.

All employees will be involved in hazard identification and information on identified hazards will be made available to all staff.

All Staff are trained in Health & Safety procedures in their induction and regularly through their employment. On completion of the induction a questionnaire is marked to assess their knowledge in current compliance and practices. All staff are informed of the programmes health & safety policies at every meeting included are Risk Assessment Management (RAMS) which are completed for activities on a daily/weekly/monthly basis.

Staff will be aware of and comply with the emergency and disaster procedures. There will be at least one evacuation procedure carried out each term by staff.

The programme will practice evacuation drills once every term and every fortnight during the Holiday Programme

Health and safety information will be discussed at staff meetings where staff will be informed of all health and safety policies and regulations.

Programmes facilities will be kept clean and orderly.

If a child is missing during the programme a thorough search will be made and all staff will be questioned. The daily book and sign out form will be checked then a phone call made to the parent/caregiver. If child has not been recovered the right authorities will be called.

When staff and children are in the sun, every precaution is taken to ensure sun block is applied by a staff member to all the children, staff must also apply sun block to themselves, and reapply to both children and staff every 2 hours or more often if need be. The use of hats, rash shirts, appropriate clothing and shade is sought where ever possible. Under no circumstances are children and staff to be exposed to the sun for more than 2 hours.

At no time at all will any animals be permitted on the premises and the YMCA will only use authorised and approved organisations when children and staff are on excursions. If children and staff are at a Park or the Beach laws pertaining to animal owners will be enforced. On the event that the children or staff may encounter an animal near or around the programme the following procedures will be maintained:

1. The safety of the children is paramount, the children will be removed from the area
2. Staff will supervise the children in a safe area until the all clear has been given
3. Staff will contact the OSCAR Manager to discuss the situation and refer the incident to the appropriate authorities i.e. District Council for Dog control
4. OSCAR Manager to advise of procedures for the safety of the children to either remain at the site until the 'all clear' is given or to return back to the YMCA

15. Accidents/Emergency Procedures

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that risk management forms are maintained at all times, first aid equipment are available during the programmes and that accident and emergency procedures are carried out safely.

A first aid kit will be kept at all centres and taken on excursions along with emergency contact numbers.

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

1. Staff will immediately inform the Team Leader.
2. Appropriate first aid will be administered.
3. If a child needs medical attention, OSCAR Manager then parents will be contacted to ascertain if they would prefer to take the child themselves or would they prefer staff to take them to the medical centre of their choice. If parents or alternative contacts are unavailable the child will be taken to the nearest available medical facility.
4. If serious injury occurs, parents will be notified and an ambulance called. If it is not possible to call an ambulance, children may be transported in a private vehicle.

Minor injuries will be recorded by staff on an incidents form and parents notified at the end of the day. For injuries requiring medical attention, or when a more serious injury is suspected (e.g. a head injury) a complete accident report will be filled out which the parent must sign and an investigation process will be completed.

All accidents to staff and children, including near misses, will be recorded and investigated. An accident will be investigated as recommended in the “Approach to Accident Investigation” brochure. All accidents involving serious harm will be reported to OSH as soon as possible after its occurrence and the prescribed accident form submitted to OSH within seven days.

If the incident is one of harassment and/or threat to children by persons known and unknown to the programme the following will occur.

1. Report immediately to the OSCAR Manager
2. The OSCAR Manager will then try to contact the parent/caregiver to advise of the situation
3. The CEO will be advised of the situation and on discussion, will determine whether police involvement is necessary
4. The situation will be thoroughly documented and every care taken to ensure confidentiality of all parties involved

Every precaution will be taken to ensure incidences of the above do not happen to any children while in the care of the YMCA, through proper supervision.

Use of sun block and body covers will be encouraged and/or provided.

At least one staff member must hold a current first aid certificate.

If a child is traumatised the following procedure will be followed:

1. Immediate safety/consoling of child by staff
2. Contact OSCAR Manager

For trauma of staff, the manager will ensure that professional counselling is made available.

Emergency Procedures outlining - missing child, confrontation, fire alarm, first aid, hazardous material alert, unauthorised visitor/criminal activity/news media, abduction/hostages, cardiac arrest/medical emergency, fire – internal emergency, bomb/arson threat, external disaster, evacuation procedure will be displayed around the facility.

Evacuation Procedures

City YMCA and Y Kids Early Childhood Education Centre:

For Civil Defence emergencies during programme operation the children and staff will evacuate to the nearest post, Gisborne Intermediate School, Roebuck Road, Gisborne – Community Emergency Manager, Mark Slade, phone 06 868 2246. The daily attendance and registration forms will be taken and the staff will be confident:

- To first ensure their own safety, so they can then care for the children.
- To remain with the children until all have been collected by a parent or other responsible adult.
- To keep children inside after an emergency, unless premises are obviously unsafe.
- To prevent danger and further damage by turning off electricity, water and gas at their mains after an emergency.
- To learn First Aid, and keep this training up to date.
- To know how to use the fire extinguishers.
- To keep a note, on the roll, of who has collected which children after an emergency.
- To know where the nearest Civil Defence Emergency Centre is located, in case help is needed.

Information regarding the emergency action plan will be posted on the front door of the facility to notify of where to locate the group and contact phone numbers.

Kaiti School and Kaiti YMCA facilities:

For Civil Defence emergencies during programme operation the children and staff will evacuate to the nearest post, Kaiti School playground area – Community Emergency Manager, Mark Slade, phone 06 868 2246. The daily attendance and registration forms will be taken and the staff will be confident:

- To first ensure their own safety, so they can then care for the children.
- To remain with the children until all have been collected by a parent or other responsible adult.
- To keep children inside after an emergency, unless premises are obviously unsafe.
- To prevent danger and further damage by turning off electricity, water and gas at their mains after an emergency.
- To learn First Aid, and keep this training up to date.
- To know how to use the fire extinguishers.
- To keep a note, on the roll, of who has collected which children after an emergency.
- To know where the nearest Civil Defence Emergency Centre is located, in case help is needed.

Information regarding the emergency action plan will be posted on the front door of the facility to notify of where to locate the group and contact phone numbers.

16. Illnesses and Medication

As a child safe organisation, this policy is in the interests of keeping children safe and to minimise any risks by ensuring that sick children are cared for appropriately and any medicine authorised by the parents for administration by YMCA staff during the day is registered and maintained at all times.

In the event of a child having any infectious or notifiable illnesses, a child will not be permitted to attend the centre, e.g., conjunctivitis/foot and mouth. It is the responsibility of the parents/caregivers to inform the centre of any medical conditions that may affect their child, including information of treatment and medication required.

If a child becomes ill during the day they will be made comfortable, put into a quiet area and the parents/caregivers will be contacted to collect their child and responsible to attend to their child's needs immediately.

Children with a life threatening illness will not be prevented from attending the programme.

If your child has any other condition that staff need to be aware of parents/caregivers need to complete the enrolment procedures for children with special needs/medical requirements. This process will ensure any actions required are detailed specifically

Medicine will not be administered unless parents have signed a consent form. This includes dosage, when to be administered and what the medication is. All medicine must be labelled showing the child's name and dosage and stored out of reach of all children.

17. Behaviour Management

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that staff are trained and understand approved behaviour management approaches of children that are fair, consistent and positive at all times.

Programmes will be designed to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected.

Programme rules will be based on respect for each other, staff and equipment. Staff will encourage children by outlining what is expected of them and explaining the consequences of abusing the guidelines. Positive reinforcement will be used at all times and a stimulating and varied programme will be provided to ensure against boredom.

Staff will provide total supervision at all times.

A '3 Strike' system will be put into place when a child misbehaves or ignores programme rules.

1. The issue is addressed with the child in an assertive but non-aggressive manner. Expectations are outlined and children are reminded of the consequences of ignoring a programme rule. An explanation is made to parents upon pick up.
2. If the child continues with the behaviour, the issue is addressed in an assertive but non-aggressive manner. He/she is given "thinking-time" in the administration block (under management supervision), an explanation is made to parents and they are asked to pick up the child.
3. If the child continues to misbehave, the issue is addressed in an assertive but non-aggressive manner. He/she is given "thinking time" in the administration block (under management supervision), an explanation is made to parents, they are asked to pick up the child, and the child is stood down for the rest of the week.

At no times will punitive discipline be used, This includes punishing children by physically hitting, withholding food and drink, isolation, demeaning or condescending comments, i.e. verbal and emotional abuse.

At all times, staff will maintain fairness, consistency and positivity.

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 children cannot resolve the conflict they will be removed from the situation, for example they will not be allowed to play with the toy or each other.

Children will only be physically restrained if their immediate safety is at risk and verbal commands have failed.

Staff will receive behaviour management training through workshops.

18. Complaints/Disputes and Grievances

As a child safe organisation, this policy is in the interests of keeping parents and carers informed as to the process required for making any complaints or disputes or grievances to the YMCA in regards to their child/ren(s) participation in our programmes and services.

If any parents/caregivers have complaints/disputes and/or grievances about the programme or staff members they should first approach the Programme Team Leader who will then attempt to rectify the situation. If they have any further complaints/disputes and/or grievances they should then contact the OSCAR Manager. (They may approach the Manager initially if preferred).

Complaint forms are available for staff and parents/caregivers to complete, which record the grievance and the plan of action, decided upon. The Programme Team Leader will keep the Manager informed of any complaints received. All complaints/disputes and/or grievances will be documented and responded to within 48 hours.

If a grievance and/or complaint relates to another staff member, please notify the OSCAR Manager in the first instance of the department from which you belong and a meeting will be set up with the appropriate Manager. If for example the staff involved belongs to the same department, then the CEO will be notified with the view to resolving the issue and appropriate feedback in writing given to both staff members.

Steps to take in the event of complaint/dispute and/or grievance being where the situation has not been rectified satisfactorily.

1. Advise in writing to OSCAR Manager the concern/complaint.
2. Complete complaints form (available from reception).
3. OSCAR Manager will seek to rectify and also advise CEO.
4. Person making complaint will be advised in writing of outcome by the OSCAR Manager within two weeks of initial complaint being received.
5. If still unsatisfied, complaint will go to the Board of Directors.
6. If a meeting is required with Board of Directors a Mediator will be appointed.
7. All correspondence will be documented by the OSCAR Manager, and each party to receive a copy.
8. If the person making the complaint is still unsatisfied then the parent has the opportunity to refer the complaint to the Department of Labour or Child Youth & Family.

19. Child Protection

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that the child is protected and safe at all times.

In addition to the general safety policies outlined, the programme will ensure that the staff and other adults visiting or working at the programme are well supervised and visible in activities performed with children. Staff and children are not permitted to use toilet facilities at the same time. Children will be supervised when using public toilets. A minimum of two staff will be supervising the programme at all times.

Programme staff will be provided with a code of behaviour, copies of which are to be held at the programme. This code outlines appropriate behaviour, supervision, discipline, and the prevention, detection and reporting of child abuse.

The wellbeing and safety of the child will be the primary concern when any decision or action is taken regarding suspected abuse. Staff do not need parents' permission to report suspected abuse to the Programme Management.

Staff will not assume responsibility beyond their level of expertise. This will be reported to the Team Leader and their Manager for further action.

Staff are trained in recognising indicators of abuse as stated in the programme policy and procedures for dealing with abuse and have the right to report the abuse directly to OSCAR Manager who may upon further investigation report the suspicions to Child, Youth and Family or the Police if they feel the child's immediate safety is threatened.

See the diagram for response to child abuse.

19A. Responding to suspicions and allegations against a staff member:

All staff and management will act in the best interest of the child concerned and not act to protect the organisation.

The YMCA management will ensure that those suspected of abuse will have appropriate guidelines, procedures and support during the process of the allegation.

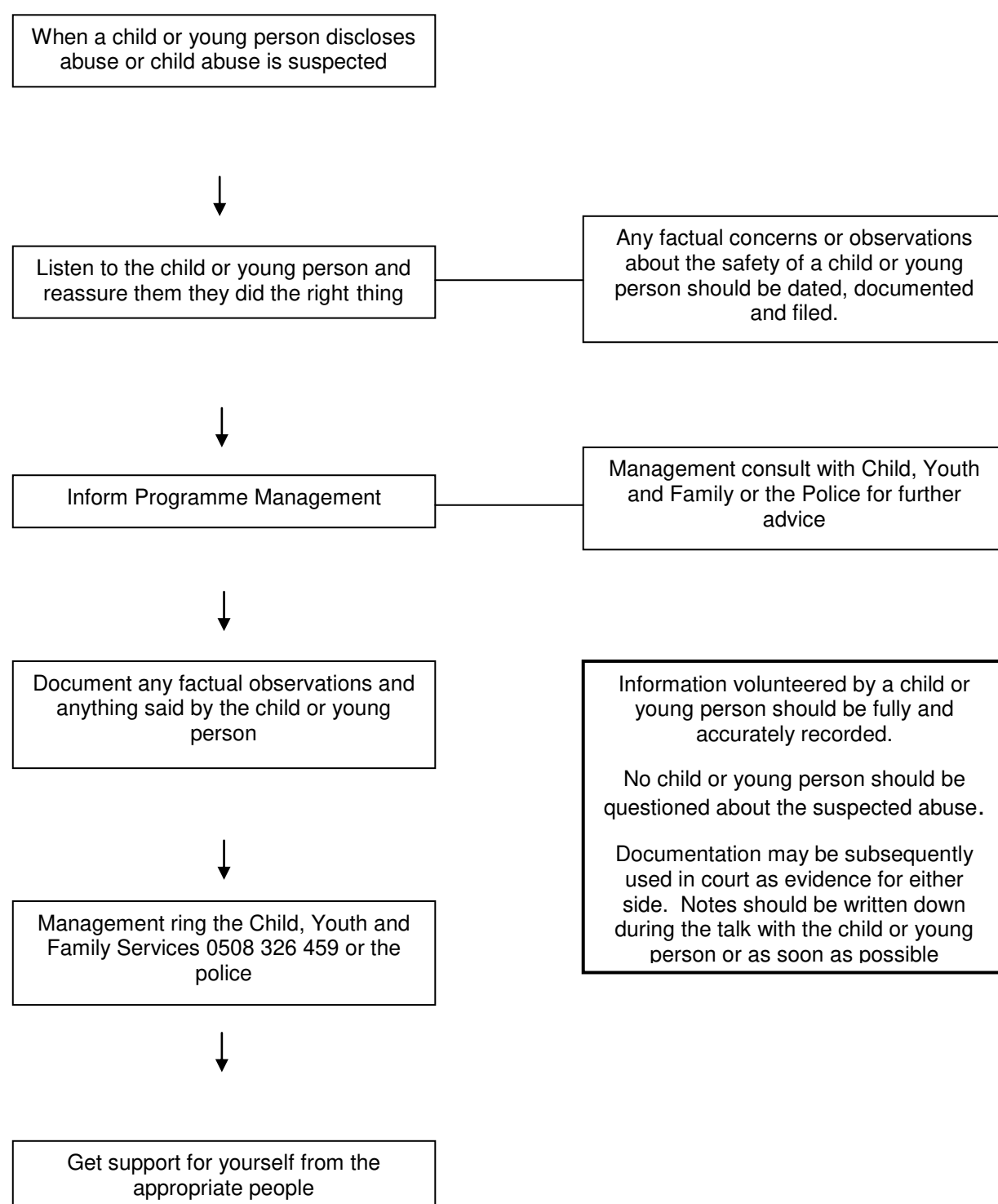
If staff suspect that another member of staff has abused a child they will act according to the best interest of the child and report directly to Management who will then go through the process of responding to child abuse.

Staff will be advised of their rights to seek independent legal advice if an allegation against them has occurred.

Confidentiality of all parties will be directed at all times. See diagram for response to child abuse.

The programme staff will act on all suspicions of child abuse, the following response includes:

Response to child abuse



20. Programme Management

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that the programmes are managed to a high standard.

Direct supervision of the programme will be done by the OSCAR Manager who reports to the YMCA Chief Executive Officer.

The programmes will be run in a manner that keeps control of day-to-day finances and shows accountability to the YMCA Auditors.

Parents/Caregivers are welcome to come and observe only their children while on any of our programmes so long as there is no disturbance and the YMCA reserves the right to ask Parents/Caregivers to leave if there are any interruptions to the facilitating of the programme, or we feel the presence of the Parent/Caregiver affects the reactions of their child/ren or others on the programme.

21. Confidentiality Policy

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that confidentiality is maintained at all times in terms of the Privacy Act 1993.

The programme will ensure worker and client confidentiality.

All forms, e.g. registration forms, state why information is collected and what will be done with the information i.e. for emergencies, birthdays, health and safety of a child. No information is shared unless with the owners permission or as deemed through legislation, e.g. Health and Safety Act.

All files holding confidential information are duly secured and kept away from the access of unauthorised persons.

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

All sensitive and personal discussions involving phone or between people shall be held discreetly and in private.

At all times staff and volunteers in the programme will comply with the requirements of the Privacy Act 1993.

22. Holiday Programme

As a child safe organisation, this policy is in the interests of ensuring that holiday programmes are available to children and their families in a timely manner and that the programmes meet the needs of the children and our community. Programmes are developed that are safe, fun and promote a diverse range of activities and services.

All information regarding the holiday programme activities will be provided on the sixth week of every school term. Parents/caregivers are expected to read the terms and condition of the programme, complete the registration, sign the form and return it to the YMCA before the child will be accepted onto the programme.

The programme also requests permission for children to attend excursions and to be transported to the various venues as described in the programme flyer. Information regarding emergency action plan and attendance list will remain in reception during the excursions for parent/caregivers to have direct access to their children while they are out of the building.

The Holiday Programme will operate according to the standards recommended in the YMCA Code of Practice and the Oscar Policy and Procedures.

23. Camp

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that adequate staff/child ratios are maintained at all times for camps and that the camp is well prepared, meets all safety requirements and is resourced to ensure that the children have a safe, fun and stimulating experience.

All information regarding the camp programme activities will be provided on the sixth week of every school term. Parents/caregivers are expected to read the terms and conditions of the programme, complete the registration, sign the form and return it to the YMCA before the child will be accepted onto the programme.

The programme also requests permission for children to attend the camp and to be transported to the various venues as described in the programme flyer/itinerary. Information regarding emergency action plan and attendance list will remain in reception during the camp for parent/caregivers.

The following criteria's will apply when operating a camp programme:

- A) Outdoor treks or wilderness adventures will only operate when there are Department of Conservation toilet facilities available.
- B) The Head Supervisor will be named before attending the programme and will be in attendance at all times during the operation of the camp and while children are in attendance.
- C) Risk Analysis Management Systems and Emergency Action Plans will be completed prior to the operation of each and every camp and signed by all staff in attendance of the programme or the activity.
- D) The sleeping facilities will have segregated gender specific sleeping areas. No staff or volunteer will sleep with children in sleeping areas. A staff member will be rostered to patrol the areas at night, and remaining staff will sleep outside of the designated sleeping areas to safeguard the children.
- E) Children will be in a minimum radius of 20 metres of supervision of staff at all times and will have access to contact parents/caregivers if required.
- F) The children will not be permitted within 1 metre of an open flame area i.e. Gas or fires.
- G) The staff and children will practice an evacuation on the day that they arrive at their designated accommodation.
- H) When preparing food staff will ensure the minimum standards of the Hygiene and Safe Food Handling Act will be adhered.
- I) The OSCAR Manager will ensure that all facilities utilised for the camps will adhere to and maintain their Building Warrant of Fitness.

The Camp Programme will operate according to the standards recommended in the YMCA Code of Practice and the Oscar Policy and Procedures.

24. Staff

As a child safe organisation, this policy is in the interests of keeping both children and staff safe and to minimise any risks by ensuring that national standards for staff recruitment, induction, performance management and training are provided to a high standard and maintained at all times.

All staff that are included in the ratios will be 16 years and over.

All Team Leaders or Head Supervisors will be 20 years old and over.

All staff will have experience and/or training in working with children aged 0 to 17 or hold a relevant recreation or teaching qualification.

STAFF MANAGEMENT

Our YMCA will maintain a file on every OSCAR staff member.

The file of a staff member must include—

1. a copy of the application form submitted by the staff member when applying for the job;
2. a copy of the curriculum vitae submitted by the staff member when applying for the job;
3. at least two verbal reference checks;
4. the staff member's letter of appointment;
5. copies of the notes made by interviewers during the selection process preceding the staff member's appointment;
6. a police vetting form no more than 24 months old;
7. photographic verification of the staff member's identity;
8. a signed declaration by the staff member that he or she has not—
 - i. been subject to any form of investigation or diversion by Child Youth & Family or a similar agency; and/or
 - ii. changed his or her name;
9. a signed employment agreement or volunteer service agreement (as appropriate);
10. a signed position description (which may be attached to the employment agreement or volunteer service agreement);
11. acknowledgement by the staff member that he or she has completed OSCAR staff induction including training in the Code of Behaviour;
12. verification by an appropriate member of the YMCA's management team that the staff member has completed OSCAR staff induction including training in the Code of Behaviour;
13. verification that child protection training, behaviour management training and health and safety training have been completed annually;
14. where the staff member or volunteer is authorised to transport children as part of their job, a copy of—
 - i. a current full driver's licence; and

ii. a YMCA van driver qualification;

15. where the staff member is required to have a First Aid qualification, evidence of this qualification;
16. where the staff member or volunteer is required to lead the supervision of children around water, evidence of compliance with the swimming standards; and
17. a copy of the staff member's most recent performance appraisal (where the staff member or volunteer has been engaged for more than 12 months).

A reference check referred to in clause 3 above must—

1. be documented;
2. not be obtained from a member of the staff member's family.

A reference check carried out under this standard must include a question similar to this: "Most YMCA staff work with children and young people in one way or another. Is there anything you know about this applicant that may impact on the health and safety of children and young people entrusted to the YMCA's care?"

Police vetting carried out under this standard must confirm that the staff member does not have convictions for a specified offence as defined in the Vulnerable Children's Act 2014.

Unless there are exceptional circumstances, police vetting must also confirm that the staff member does not have convictions for crimes of violence, including domestic violence, or dishonesty.

In this standard, the nature of any "exceptional circumstances" must be documented in the staff member's file and must be certified as true and correct by the CEO of the YMCA.

Any staff induction under this standard must include awareness of, and training in, the Code of Behaviour referred to in clause 11.

An employment agreement or volunteer service agreement, referred to in clause 9, must provide that the intellectual property relating to a YMCA's programmes remains the property of the YMCA both during and subsequent to the termination of the agreement.

All staff, governance and volunteers are police checked annually.

All workers, committee, volunteers and staff sign a declaration stating that they will abide by OSCAR policies.

All persons have equal opportunities and recruitment procedures are fair and consistent. Each application for positions with the programme will be considered on its own merits and their chances will not be reduced by factors which are irrelevant to the requirements of the position i.e. gender, race, marital status, religious belief, ethical belief, colour, ethnic national origins, disability, age, political opinion, employment status, family status and sexual orientation.

Applicants will be interviewed by the YMCA OSCAR Manager and may require other staff to be present. The interview process will consist of a stated set of questions and referee checks.

Where relevant, staff will be offered training opportunities. All Staff will attend term-by-term training internal or external and will record all relevant information and materials.

Meetings with all staff and volunteers will be completed on a fortnightly basis and is compulsory to attend.

Appraisal of the staff will be the responsibility of the OSCAR Manager. Annual appraisals are carried out in June/July of each year. However, self appraisals may be given more frequently to assist with professional development and performance indicators as and when required throughout the year at the direction of the OSCAR Manager.

Appraisals will be confidential and based on the job description and will establish individual and group strengths and identify areas for personal development. It will consist of a self-appraisal and interview with the OSCAR Manager. Performance will be evaluated against the job description and objectives set for the next programme. The extent of the appraisal will reflect the nature of the employment. (E.g. it will be relevant for casual employees).

In addition to your employment agreement all Y-OSCAR staff are expected to adhere to a Y-OSCAR code of behaviour / code of conduct. In many cases this is specific to your YMCA. Please see your Manager to ensure you are aware of your YMCA's code of conduct and any other behaviour expectations.

Code of Behaviour

for Y-OSCAR Staff and Volunteers

The YMCA expects staff to be supportive, non-abusive and to present themselves as a positive role model. Regardless of the situation and child's culture and nature, staff must avoid inappropriate physical contact.

- 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 that child's developmental stage and needs. It is not appropriate to force any form of unwanted affection or touching on a child.
- Staff will communicate their whereabouts and actions to each other at all times.
- Staff should avoid being alone with a child.
- Staff must be aware of where all children are at all times.
- Staff should ensure other adults are never left alone with a child or group of children.
- Staff may not smoke in front of children at any time during the period of the programme and follow the Smokefree Laws now in place.
- Staff shall not partake in any illegal activity or be under the influence of any drug, alcohol, substance or solvent while working as a YMCA employee or staff on an OSCAR programme.
- Staff should not use derogatory comments towards the children or other staff.
- Clothing should facilitate job performance i.e. be appropriate and safe.
- Personal visitors and telephone calls shall not interfere with responsibilities of supervision, including the use of mobile phones.
- Confidentiality must be maintained at all times.
- Children should not be present when staff use the toilet and bathroom.
- "Adult" topics of conversation should not take place within hearing of the children.
- Staff should maintain a professional relationship with families with respect to confidentiality, objectivity, and conflict of interest.
- Staff should maintain a professional relationship with children and young people so that boundaries do not become blurred e.g. by cultivation of a relationship with a particular child, young person or family outside the programme.
- Staff should follow the policies and procedures for OSCAR programmes and work within other specified guidelines.

Staff Duties and Responsibilities

Specific duties and responsibilities as detailed in an employee's position description will be subject to amendment, in consultation with the employee.

In carrying out your duties and responsibilities, all employees will be expected to:

- Display appropriate work ethics and behaviour.
- Work conscientiously, professionally, and to the best of your ability at all times and devote the whole of your working hours to carrying out the duties and responsibilities associated with your position at the YMCA.
- Actively promote and protect the reputation, interests and welfare of the YMCA, and do nothing that would detrimentally affect the wellbeing, goodwill and reputation of the YMCA.
- Demonstrate the values of the YMCA - caring, respect, honesty and responsibility when dealing with other employees, members, children, suppliers, volunteers and the public.
- Conduct yourself in a courteous, friendly and professional manner when you are on YMCA premises or on YMCA business.
- Demonstrate care when dealing with the property of others.
- Be adaptable, a team player and be prepared to pitch in to help when necessary.

Staff Duty of Care

Staff in the OSCAR programmes have a duty of care in respect of the children enrolled in the programme. This means that they have a duty to use due care towards others in order to protect them from an unnecessary risk of harm. All possible care must be taken to ensure children's wellbeing and safety and to act without negligence.

OSCAR Code of Practice (annexed)

Conduct for Y Oscar Drivers



Code of Conduct for Y-Oscar Drivers

The following code of conduct is a condensed version of an agreed practice within which all Y-OSCAR drivers should operate.

Y-OSCAR drivers must:

- Be an "approved" Y-OSCAR driver;
- Advise their Manager of any medical or health condition that may affect their performance while driving;
- Not drive a vehicle after drinking alcohol or taking drugs including prescription medicine that may impair driving;
- Ensure that vehicles are in clean and tidy condition at all times; Complete a daily driver checklist / vehicle log before departing;
- Carry an appropriate and valid drivers licence at all times;
- Carry an operating mobile phone, that is charged and in credit, and a first aid kit at all times;
- Wear appropriate footwear;
- Ensure all goods are safely secured and sufficiently covered;
- Use all safety fixtures provided within the vehicle for driver, passengers and children e.g. head restraints, seatbelts;
- Comply with all legislation relating to the operation of motor vehicles, and observe/obey all traffic laws;
- Drive appropriately for the weather and road conditions;
- Avoid close following, frequent passing, sudden lane changes and hard cornering;
- Pull over to the side of the road when making or taking a mobile phone call;
- Ensure children are collected on time and contact the Manager immediately if a child is not at a designated pick up point or is missing;
- Take regular and adequate rest breaks in accordance with the Land Transport NZ "working times" eg take a break once every two hours for at least 15 minutes when traveling long distance;
- Ensure children do not share seats;
- Ensure children do not put hands or faces out windows;
- Ensure children do not swear or fight in vehicles.

In particular drivers must not:

- Drive a vehicle if they feel tired, weary or exhausted;
- Carry alcohol in the cab of the vehicle;
- Smoke in vehicles;
- Leave children alone in vehicles;
- Stop at a dairy or shop etc when transporting children;
- SPEED or drive recklessly;
- Park on yellow lines / bus stops / taxi stops etc;
- Consume food or drinks or read maps, newspaper etc while driving;
- Permit children to eat or drink in vehicles.

Drivers Details:

Name:

Signature:

Date:

Managers Details:

Name:

Signature:

Date:

Transporting Children Policy



YMCA Gisborne Inc
Policy & Procedures 2010

Transporting Children Policy

Children attending have the right to be safe while traveling in transport provided by the YMCA and/or as part of an activity. All modes of transport used must comply with New Zealand transport legislation and regulations.

A breach of any terms of this policy may constitute misconduct or serious misconduct that could result in disciplinary action and/or dismissal.

Transporting Children Procedure

The Manager will be responsible for preparing a risk analysis of all modes of transport used for pickups and outings. This will include:

- details of pick up and drop off points;
- safest routes;
- emergency procedures; and
- staff responsibilities during emergencies.

They will also ensure that all drivers transporting children:

- are at least 21 years of age;
- hold a current clean full driver's licence;
- agree to drive safely and maturely and within the boundaries stipulated by the NZ road code;
- attend driver training;
- be protected by insurance; and
- be required to maintain regular vehicle inspections.

It is the Managers responsibility to ensure that anyone collecting/transporting children, for example, a taxi or bus company and or a YMCA driver, is provided with a list of expected children on the day. This list will include the:

- names of the children to be collected/transported (excludes buses as designated YMCA staff member traveling on the bus will have this list);
- pick up and drop off points; and
- estimated time of arrival/departure.

Where a transport company is used, management is also responsible for checking with the company to ensure their vehicles are:

- legally compliant;

and their drivers:

- hold an appropriate license; and
- are suitably police vetted.

The Manager is responsible for ensuring that parents are informed, in writing, before their children are transported in YMCA, private or public vehicles.

Before travelling in vehicles drivers will ensure that all children wear a seatbelt suitable for their age and size. Exemption to this rule will only be when children are travelling on a bus or train where seatbelts are not available.

At all times the children will be seated in their allocated seats and the driver will remind them not behave in a dangerous or distracting manner before departure. Sharing of seats will be strictly forbidden.

Drivers will carry their drivers licence, an operating mobile phone, that is charged and in credit, and a first aid kit at all times.

If travelling by public transport or taxi van at least one YMCA staff member will carry an operating mobile phone, that is charged and in credit, and a first aid kit.

When picking up and dropping off children the vehicle will ideally park in a location which does not require children to cross a road.

Collecting Children After School (Missing Child)

In the event of a child not being at a designated pick up point the following steps will be taken:

1. The driver will immediately make a phone call to the YMCA. If no contact can be made at the centre a message will be left on the answer phone and the Manager will be phoned.
2. If there are multiple pickups the driver must only wait 5 minutes before moving to the next pick up point.
3. YMCA staff will be advised of the situation immediately by the driver of the taxi/van upon arrival at YMCA.
4. As soon as the Manager is made aware of the situation he/she will immediately contact the child's school for absence information. If the child was at school, the teachers will be asked to search the school grounds.
5. If the child still can't be located, then the Manager will contact the enrolling parent/guardian using the contact telephone numbers listed on the enrolment form. If there is an answer machine a message will be left and other numbers tried.
6. If the parent/guardian is not contactable, the Manager will contact the person(s) listed under the emergency contact details, again messages will be left if no person is contactable.
7. If no contact has been made with the enrolling parent/guardian or emergency contacts the people listed as authorised to collect the child will then be contacted.
8. If this also fails, and the child is not located, the YMCA Executive Officer / Managing Director and Police will be contacted.

If the child is located a taxi or YMCA van will be sent to collect the child. This expense may be passed on to parents.

Vehicle Breakdown

In the event of a vehicle breakdown the following steps will be taken:

1. The driver in charge will phone the YMCA Manager to advise of the situation.
2. The YMCA Manager will discuss suitable alternative transport and organise for this to be undertaken.
3. The driver will ensure that the children are safe at all times.
4. The YMCA Manager will inform the parents/caregivers of the breakdown if necessary.
5. The Operations Manager will be informed of the incident.

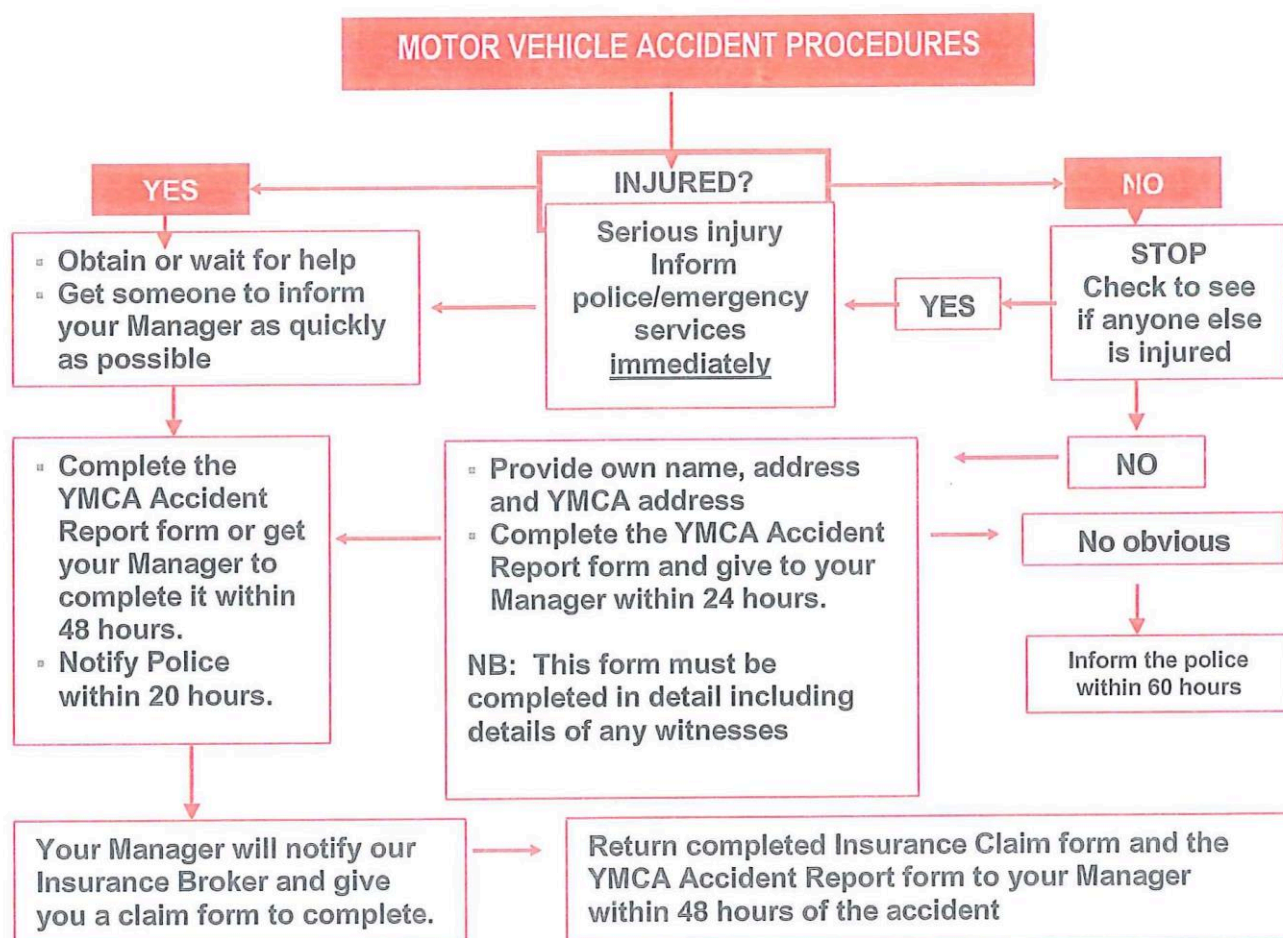
Motor Vehicle Accident

Drivers of YMCA vehicles involved in a motor vehicle accident must follow the procedures below. A copy of these procedures is provided in the glove box of each vehicle. The driver must also complete an Accident Report form. Ideally, this should be completed at the time of the accident (or as soon as possible after the accident) and given to your Manager or the Chief Executive Officer as soon as possible.

The main points for drivers to be aware of:

1. Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.
2. Ensure your own safety first, then help any injured children, staff or people and call for assistance if needed.
3. Try to obtain the following details from other parties involved in the accident:
 - Registration numbers of vehicles involved
 - Make and model of the vehicles.
 - Name, address, drivers licence details, telephone numbers and insurance details of the drivers/owners.
 - Name, address and telephone numbers of all/any witnesses.
 - Details of any damage noted.
4. Give all parties involved your name, the YMCA name, address and telephone number and advise them to contact your immediate Manager or the Chief Executive Officer for insurance details.
5. Contact the Police if:
 - Any person is injured – you must do this no later than 20 hours after the accident.
 - There is a disagreement over the cause of the accident.
 - You damage property other than your own.
 - Damage to the vehicle looks to be more than \$2500 - report it to the police station nearest the crash as soon as possible.
 - A YMCA vehicle is damaged as a result of a criminal act - the damage must be

- reported to the police.
6. If the police attend, the name and number of the attending officer should be written down, and a copy of the accident notice kept.
 7. Make no admission of fault or liability or offer payment to any other party concerned irrespective of the circumstances as you may not know all the factors involved and this may invalidate our insurance cover.
 8. If your vehicle is incapable of being driven, arrange for it to be towed to your repairer. If the damage is minor proceed with your duties - but the damage must be repaired as soon as possible.
 9. Advise your Manager of the full details of all accidents/incidents as soon as possible. Upon returning to your office, immediately report the accident to your Manager and promptly complete an insurance claim form and an Accident Report form. This form must be completed in all cases where a YMCA vehicle is involved in an accident, irrespective of the amount of damage.
 10. If it is proved that the accident is caused by your negligence, you may, at the discretion of YMCA management, be asked to reimburse the YMCA for part of the insurance excess.



Driver Responsibilities

The following actions in YMCA vehicles will be viewed as serious misconduct and may result in dismissal:

- Being under the influence of alcohol or drugs;

- Driving while disqualified, or not having the correct driving licence;
- Reckless or dangerous driving causing death or injury;
- Failing to stop after a motor vehicle accident or incident;
- Demerit points suspension;
- Any actions which warrant suspension of a driver licence.

While driving YMCA vehicles and or transporting children drivers must:

- a) Comply with traffic legislation; be conscious of road safety and demonstrate safe driving and other good road safety habits.
- b) Maintain vehicles in a neat and tidy condition at all times. The presentation of your vehicle is important.
 - The drivers vehicle should be cleaned both inside and outside on a regular basis.
 - Any damage must be reported immediately.
 - The cost of repairing and grooming a YMCA vehicle may be deducted from a drivers salary if upon vehicle transfer or employment termination the vehicle is found to be in a poor condition.
- c) Not permit animals in a vehicle unless authorised by Management to do so.
- d) Drivers are responsible for ensuring vehicles have a current WOF and registration displayed before transporting children. A vehicle without a warrant of fitness is not insured and the driver will be liable for the cost of any damage if insurance cannot be claimed. Drivers are responsible for notifying management of renewal of the WOF and registration.
- e) Drivers are responsible for vehicle maintenance, remembering to also check: oil, water, battery and tyres on a regular basis.
- f) Keep the vehicle in a locked and secure condition whenever unattended. The vehicle keys must always be kept in a secure place. Cover all items or equipment so they are not visible. Do not keep laptops or mobile phones in vehicles.
- g) Report any damage, wear and tear, warrant, registration or safety concerns to your Manager.
- h) Any repairs or maintenance requirements must be approved by the Chief Financial Officer or the Chief Executive Officer.
- i) Return the vehicle in reasonable condition, and its keys, to the YMCA immediately on the termination of employment, or end of use.
- j) Not drive a vehicle in a manner that discredits the YMCA. Be cautious and courteous to other road users.
- k) Not exchange, loan or let an unauthorised person drive any YMCA vehicle.
- l) Not be in breach of any condition of the YMCA's insurance policy e.g. reckless driving.
- m) Immediately report to the Manager any traffic infringement, or offence demerit points, suspensions or disqualifications. The payment of all fines and penalties incurred while in charge of a YMCA vehicle is the sole responsibility of the driver and must be paid immediately. The YMCA reserves the right to recover the amount of any unpaid infringement fines from the drivers salary, provided the driver is given written notification of the YMCA's intention to recover the payment, should the driver fail to pay any fine, which results in the YMCA being pursued for payment.
- n) Participate in all YMCA provided vehicle training.
- o) Practice safe driving and good road safety habits.

p) In particular drivers must not:

- Consume food or drinks or read maps, newspaper etc while driving.
- Drive a vehicle if they feel tired, weary or exhausted.
- Carry alcohol in the vehicle.
- Smoke in YMCA vehicles.

Further, drivers must:

- Drive appropriately for the weather and road conditions.
- Take regular and adequate rest breaks in accordance with the Land Transport NZ "working times" eg take a break once every two hours for at least 15 minutes when travelling long distance.
- Advise their Manager of any medical or health condition that may affect their performance while driving.
- Wear appropriate footwear.
- Always wear safety belts.

q) Comply with all legislation relating to the operation of motor vehicles, and observe/obey all traffic laws that include the following:

Land Transport Safety Authority that includes:

- Having an appropriate and valid drivers licence at all times.
- Carrying a drivers licence at all times.
- Not driving a vehicle whilst using a mobile phone.
- Using all safety fixtures provided within the vehicle e.g. head restraints, seatbelts.
- Not driving a vehicle after drinking alcohol or taking drugs including prescription medicine that may impair driving.
- Ensuring all goods are safely secured and sufficiently covered.

Management Responsibilities

The YMCA is firmly committed to ensuring the maximum safety of the driver, occupants and other road users at all times and is responsible for:

- (a) Encouraging safe driving practices and not requiring employees to drive under conditions that are unsafe and/or likely to create an unsafe environment;
- (b) Giving priority to safety by ensuring:
 - All YMCA vehicles are legally compliant.
 - All YMCA vehicles are serviced regularly in accordance to the manufacturer's recommendations.
 - Any failed maintenance checks are reported immediately to the Executive Officer / Managing Director.
 - All vehicle maintenance and repairs are completed as quickly as possible;
 - All vehicles have the appropriate safety equipment, including a basic first aid kit.
 - All YMCA drivers receive YMCA driver training.
 - Safe driving practices are encouraged by monitoring and managing work rosters, and ensuring compliance with the law with regards to working hours.
 - Employees are aware of and comply with safe driving practices.