

SECTION TWO: HEALTH, SAFETY AND WELLBEING

10. HEALTH, SAFETY AND WELLBEING POLICY

In order to have a fun and stimulating programme, it is important to safeguard the health, safety and wellbeing of ngā tamariki, kaiako and others in the programme. The safety and well-being of ngā tamariki is the paramount consideration for the duration of the programme.

Everyone Out will ensure that all kaiako and visitors are aware of, and understand all, Health, Safety and Wellbeing procedures and that kaiako comply with all relevant health and safety legislation including OSH requirements.

PROCEDURES

10.1. SAFETY CHECKS and HAZARD IDENTIFICATION

- Kaiako will check the programme environment at the beginning of each day, using the Daily Venue and Hazard Check form.
- Any hazards found during these checks will be recorded on the Hazard Identification Sheet
- Identified hazards will be evaluated by kaiako to assess their significance and will be managed by minimising, isolating, or eliminating.
- Kaiako will constantly be vigilant of hazards related to the venue, equipment and regular activities that may cause injury or harm, and record any they identify on the Hazard Identification Sheet.
- The Lead Kaiako and Programme Kaiwhakahaere will monitor the Daily Venue and Hazard Check form, and the Hazard Identification sheet, on a regular basis and follow up on any items raised as necessary

10.2. GRAB BAG

- The Everyone Out Programmes' Grab bag will be checked daily to ensure it contains:
 - A current register
 - First aid kit
 - Medications
 - Sunblock
 - Insect repellent
 - Water bottle
 - Whistle
 - Hand sanitizer
- It will be placed in the Girl Guide Centre cleaner's cupboard once all ngā tamariki have been signed in.
- A Kaiako must collect the Grab bag when taking all tamariki on an excursion.

- A Kaiako must collect the Grab bag in the case of an evacuation.

10.3. FIRST AID KITS/ FIRST AIDERS

- A first aid kit will be kept on site at all times
- At least one kaiako who holds a current first aid qualification will be on site at all times
- A second first aid kit and qualified first aider will be available for excursions- including into Huntleigh Reserve.
- Kits are checked each term by the Programme Kaiwhakahaere who will re-stock as needed.
- Kaiako will inform the Programme Kaiwhakahaere of any missing supplies or supplies which were used during the programme and need to be replaced.
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10.4. TELEPHONES

- Everyone Out will provide kaiako with walkie-talkies and/or mobile phones which will be kept on their person at all times.
- These will be used:
 - in case of emergency
 - to communicate when at separate locations
 - to follow up on late picks up etc.
- Personal mobile phones are the sole responsibility of the kaiako and are not permitted for personal use while on duty.
- All personal mobile phones need to be placed on silent whilst kaiako are at work.
- Kaiako may take photos on personal mobile phones during the programme for the use of Everyone Out only
- Kaiako may use personal mobile phones to support learning. i.e. take photos of objects for tamariki to examine, searching for information on a subject of interest.
- Any use must comply with confidentiality guidelines in the Programme Delivery and Operations Policy.

10.5. RISK ASSESSMENT

Everyone Out will complete a Risk Assessment Management Strategies (RAMS) Form for all activities that pose particular safety risks.

- Either the Lead Kaiako or Programme Kaiwhakahaere will take responsibility for completing the RAMS forms prior to the commencement of each programme.
- RAMS forms will be filed and available for kaiako.
- All kaiako will be required to review and understand the hazards of the programme.
- All RAMS forms will be reviewed before the beginning of each Nature School term and holiday programme to ensure all current risks have been identified.

10.6. ACCIDENTS AND INCIDENTS

In the event of any accidents, the following procedures will be followed by programme kaiako:

- The area will be made safe
- Where possible, all tamariki in attendance will be moved away from the accident site.
- Kaiako will ensure all tamariki will continue to be supervised
- Appropriate first aid will be administered

- The Lead Kaiako will be immediately informed, and will ensure that the Programme Kaiwhakahaere is contacted and given all necessary information in order to call the relevant matua/emergency contacts.
- If serious injury occurs, ngā mātua will be notified and an ambulance called.
 - If it is not possible to call an ambulance and the need is urgent, then tamariki may be transported in a private vehicle with a fully licensed driver, in a vehicle holding a current registration and W.O.F.
- If a child needs medical attention but ngā mātua are unable to get to the programme venue, they will be asked to give staff permission to take their tamaiti to the closest medical centre. Ngā tamaiti will be transported in a private vehicle with a fully licensed driver, in a vehicle holding a current registration and W.O.F.
- If a tamaiti needs medical attention but ngā mātua or alternative contacts are unable to be reached, ngā tamaiti will be taken to the nearest available medical centre; via private vehicle, with a fully licensed driver, in a vehicle holding a current registration and W.O.F.
- The nearest medical centre to Everyone Out programmes at Huntleigh Park is Ngaio Medical Centre, 75 Ottawa Rd, Ngaio. The medical centre is open 8am until 5.30pm weekdays and phone number is 04-939 9393.
- All accidents and incidents will be recorded using Accident/Incident Forms.
- 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 must be signed at pick up.
- Minor injuries will be recorded by kaiako, and mātua notified at the end of the day.

10.7. MEDICAL CONDITIONS

- Information about any medical conditions/allergies a tamaiti may have is collected on enrolment, and all kaiako are made aware of them.
- Everyone Out will work alongside whānau to ensure that, if necessary, appropriate action plans are in place to support the safe attendance of all tamariki, regardless of any underlying medical needs.

10.8. MEDICINES

- Ngā mātua must record on the enrolment form whether their tamaiti requires any administration of medication while at the programme.
- Ngā mātua must also confirm details of the medication in writing on the Medicine Consent form, including when and how to use it.
- All medical records are to be kept in a designated folder that is strictly confidential.
- All medication must be handed directly to staff on sign in, and the medicine consent forms completed.
- Medication must be clearly labelled with the original medication label detailing the child's name and the correct dosage.
- Kaiako will ensure that all medicines are stored safely, in a named zip lock bag along with the medication consent form, in the Everyone Out Medication bag. This is inclusive of medicines which tamariki are allowed to self-administer e.g. asthma inhalers.
- Kaiako will only administer medicines in accordance with the written dosage.
- Kaiako will keep a record of all medication given, which must be checked and signed for at pick up.
- In the case of any medication te tamaiti will administer themselves, ngā mātua must specify this.

10.9. UN-WELL TAMARIKI

Tamariki who are unwell with the following symptoms may not attend the programme.

- Fever (38 degrees Celsius and over) persistent crying, difficulty breathing, persistent coughing, persistent runny nose, vomiting, diarrhoea. Rash with fever or behaviour change - unless a doctor has determined that the illness is not a communicable disease
- Tamariki must be symptom free for 48 hours before being able to attend the programme
- A tamaiti who has had a fever that is 38 degrees Celsius or over should not return to the programme for 24 hours.
- If a tamaiti becomes ill with any of the above symptoms during the day, they will be made comfortable. Ngā mātua will be notified and expected to collect the child as soon as possible.
- If kaiako are concerned about the health of a tamaiti they will first ring the ngā mātua, then if they cannot be contacted the kaiako will ring the emergency contacts.
- If tamariki need medical attention but ngā mātua or alternative contacts are unable to be contacted, tamariki will be taken to the nearest available medical centre.
- If it is not safe or appropriate to move te tamaiti, an ambulance will be called with any costs incurred being the responsibility of the mātua.

Ministry of Health Guidelines [Infectious Diseases A2 Poster.indd - Health NZ](#)

10.10. HYGIENE HEALTH AND SAFETY

- Tamariki and kaiako will wash their hands before they eat or drink, before any kai handling, and after any excursions or using the toilet, etc.
- If hand washing facilities are not available staff will provide hand sanitiser and wet wipes.
- Tamariki will be instructed only to drink water from a tap and not from the stream or other source.

10.11. WHAREPAKU FACILITIES

- Tamariki will use ngā wharepaku downstairs in the cloakrooms.
- Separate wharepaku accessed from outside will be used by all adults.
- If there is an issue meaning either set of wharepaku cannot be used, adults and tamariki must not use the same restrooms at the same time.
- If tamariki are going on an excursion and wharepaku will not be available, they will be reminded to go before they leave.
- If it is necessary for a child to return to Huntleigh Girl Guide Centre to use the wharepaku, while out in a group accompanied by only one kaiako, then the whole group will need to return. Walking excursions will be at most 15 to 20 minutes away from the centre.

10.12. SMOKE – FREE

Kaiako may not smoke while on duty or while on site at any time.

Other adults will also be asked to refrain at the venue.

10.13. ANIMALS

- Tamariki are not permitted to bring animals to the programme, unless prior arrangement has been made with the programme kaiwhakahaere.

- In this case, all animals must be caged, where possible, kept under control at all times and must be clean and disease free.
- Any animals encountered as part of the programme, will be reasonably contained and responded to by ngā tamariki in a respectful manner that ensures the safety and comfort of both ngā tamariki and the animal.
- Family dogs that are accompanying whānau or caregivers at drop off or pick up times must be kept on a lead.

10.14. SUN SAFETY

The Cancer Society advises that the most dangerous time for sunburn coincides with summer daylight saving months. This Sun safety policy will apply from Term 4 until the start of Term 2. Due to Wellington's changeable weather the policy may be applied in Terms 2 and 3 at the discretion of Everyone Out kaiako.

- Ngā mātua will be asked to provide a hat for their tamaiti who will be required to wear it when they are outside.
- If a hat is not provided, tamariki will be able to use a spare hat if one is available. If one is not available, te matua will be asked to return home to get one.
- Tamariki are expected to have sunscreen applied before coming to the programme. They will be reminded and supported to reapply sunscreen if they get wet and after lunch.
- Kaiako will encourage tamariki to apply their own sunscreen and will supervise all tamariki to ensure it is applied correctly.
- During the middle of the day when burn-time periods are at the lowest, tamariki will be encouraged to seek shade.
 - Kai mats will be set up in the shade of a tree or a makeshift shelter will be erected.
- Tamariki will be required to wear suitable clothing that protects their skin from the sun (e.g. t-shirt covering shoulders, no singlets or shoe-string straps please)
- During water play activities tamariki may choose to wear their swimming togs, this must include a rash shirt or a wetsuit that covers the back and shoulders.
- The programme will provide sunscreen. Ngā Mātua may provide their own sunscreen if they wish to do so.
- When enrolling tamariki, ngā mātua are expected to notify the Programme Kaiwhakahaere if their tamariki have any allergy to sunscreen.
- Kaiako will act as role models by adhering to this policy.

10.15. WEATHER

The programme will run in all weather and tamariki are required to have appropriate all weather clothing.

- Mātua are advised of what to bring on enrolment, and a reminder email is sent prior to each programme commencing.
- In the case of severe weather preventing prolonged outdoor play and activities, the Huntleigh Girl Guiding Centre will be used.
- The Programme Kaiwhakahaere will review the weather forecast daily and advise ngā kaiako of any weather warnings in place; or relevant information regarding natural disasters or weather events currently occurring in the Wellington area.
- The Programme Kaiwhakahaere will communicate with kaiako and whānau regarding the impact of any natural disasters on the programme.

10.16. EMERGENCY PROCEDURES

Everyone Out programmes will operate according to the emergency procedures and evacuation plan guidelines as set out by the venue. During the emergency situation Kaiako will act in a way that doesn't cause further injury or stress and ensure no tamariki are left unsupervised.

10.17. ALARM (FOR ANY EMERGENCY SITUATION)

- Use a whistle blown in three long bursts, sounding repeatedly
- If on-site, assemble at the Norma Witt sign
- If on an excursion, assemble where the whistle is being blown.
- Conduct a head count and kaiako will inform the group of the reason for alarm.

10.17.1. FIRE

- Evacuate in accordance with the venue evacuation plan
- Seek to extinguish small fires, or kaiako to call 111 and request fire, if the incident is more serious.
- Tamariki will be kept at the assembly point until danger has passed.
 - Kaiako will conduct a full evacuation drill once each week for the duration of the school holidays or once a term for nature school. The date will be recorded on the Daily Venue and Hazards Checklist.

10.17.2. EARTHQUAKE

- If inside; Drop, cover, hold - crouch in a safe place, under a table, stay away from windows and cupboards, stay away from other objects that could fall. When shaking stops, evacuate to the Norma Witt sign.
- If outside; Drop, cover, hold till shaking stops. Then assemble at the Norma Witt sign or, if off site, in an open space away from power lines and trees. Kaiako will immediately check for injuries and any hazards
- Be alert for after shocks
- In case of evacuation, Everyone Out will relocate all kaiako and tamariki to the nearest Community Emergency Hub, or practical shelter on the way. If possible any change in location will be communicated via email or text to mātua.
- The nearest Community Emergency Hubs is:
Crofton Downs Primary School, 21 Chartwell Drive, Crofton Downs, Phone: 04-479 2429
- In case of emergency, tamariki will be collected by an authorised adult only.
 - In the event where an authorised adult is unable to collect their tamaiti promptly, that adult may give verbal permission for that tamaiti to leave the centre with another designated adult.
 - Tamariki who are not collected by their mātua, caregivers, or other authorised adults are to be supervised.
- Kaiako will follow a specific reunification procedure during emergencies, to record adults picking up tamariki, the time, and the destination to which the tamaiti is being taken to.
- When possible, kaiako will advise mātua of the situation and about the well-being of tamariki and the centre as a bulk message
 - Whānau are also encouraged to contact the kaiako via the Everyone mobile phone no. 020 4181 8365.

- Everyone Out staff will provide the Community Emergency Hubs with a completed Emergency Information Response Form which will include the following information:
 - Usual location
 - Current location
 - Total numbers of adults at current location
 - Total number of tamariki at current location
 - Number of people trapped
 - Number of people injured
 - In the event of an emergency, we will maintain our adult to tamariki ratios whenever possible.

10.18. VIOLENT THREAT AND LOCKDOWN

If the programme experiences a violent threat, such as a dangerous person in the area, or if Police contact us and request the programme will go into lockdown...

- Call 111: identify yourself and our programme, our address and provide all details the operator requests.
- Lockdown: kaiako alert the Programme Kaiwhakahaere that the programme is going into lockdown. Kaiako to ensure they have the programme and personal mobile phones.
- Safe Position: if safe, move all tamariki and adults to safe positions to wait for the Police to arrive. Bring everyone inside into rooms that are safe.
- Lock all doors and windows.
- Kaiako to take the grab bag to a safe position.
- Check roll: ensure all tamariki and adults are accounted for - including visitors.
- A designated person will inform ngā mātua through a bulk message
 - No persons are allowed to arrive or leave the venue during a lockdown, including mātua, until the all clear is given by Police.
- Kaiako and tamariki to keep calm and not leave a safe position.
- When police arrive, follow their instructions.

10.19 EVACUATION PROCEDURE

If evacuation from site is necessary then

- A kaiako (ideally the Lead kaiako), will take attendance records, and the grab bag which contains all enrolment details for ngā tamariki on session, and lead all adults and tamariki to the Community Emergency Hub.
 - A roll call will be completed at the Community Emergency Hub.