

2. PROGRAMME DELIVERY AND OPERATIONS POLICY

Everyone Out provides a series of safe, stimulating, nature based programmes of education for primary aged tamaiti; through unstructured and tamaiti-led learning opportunities, in line with our philosophy. Programmes are based in the natural surroundings of Huntleigh Girl Guide Centre in Crofton Downs. All kaiako employed by Everyone Out understand the importance of free movement and risky play in both the physical, social and cognitive development of ngā tamariki; and that to be outdoors is to nurture health and wellbeing- which are intrinsically and undeniably linked to our ability to learn.

The Everyone Out learning environment is set up and maintained in a way that offers a safe, secure and effectively managed space, inviting ngā tamariki to unpick and discover what the NZ Curriculum's Key Competencies look like for them as capable, confident individuals.

NZ Curriculum Key competencies:

- thinking.
- using language, symbols, and texts.
- managing self.
- relating to others.
- participating and contributing

Ngā kaiako work to ensure the strengths, interests and learning of each individual tamaiti are well supported and nourished, by catering for different ages and developmental stages, learning styles, genders and cultural backgrounds.

PROCEDURE:

2.1. PROGRAMME CONTENT

- Resources will be made readily available for tamariki to help themselves to and explore throughout the day.
- Tamariki may also be invited by kaiako to join in planned activities. Those on offer may include, but are not limited to:
 - Exploring the bush and its inhabitants
 - Hut building
 - Arts and crafts
 - Storytelling, including making costumes and characters
 - Making and playing games
 - Visits from experts (for example learning about pest control, local wildlife, beekeeping etc)
 - Making and playing musical instruments
 - Natural treasure hunts
 - Using tools to make items of interest, such as fishing rods, bow and arrows or rope swings etc
- Tamariki will be given the freedom to participate (or not) in whichever activities they choose.

- The expectation will be made clear that if tamariki choose not to engage with a particular activity on offer, that they do not disrupt those who are participating in it.
- Kaiako will encourage all ngā tamariki to fully explore the surroundings and the range of resources available to them; supporting them to be autonomous and discover/follow where their interests take them.
- Adequate space will be provided to allow for the diverse needs and interests of all ngā tamariki to be fully met- whether these be noisy and messy or calm and quiet.
- ITC/devices will be used at the discretion of ngā kaiako, solely for the purpose of taking photos or research and investigation with ngā tamariki.
 - Tamariki are not permitted to bring a device to Everyone Out Programmes, unless required as a support tool and by prior arrangement with the Programme Kaiwhakahaere
 - Everyone Out can not be held responsible for any such device

2.2. ENROLMENT

- By enrolling your tamaiti in an Everyone Out programme, you do so in full agreement with the Everyone Out Terms and Conditions.
- In order to secure a place in any Everyone Out programme, each tamaiti must have a completed enrolment form.
- All enrolment forms must be completed in full. This is important for the welfare and safety of ngā tamariki.
 - Enrolment forms will request information about individual tamaiti, their whānau and any relevant medical/behavioural/other information.
- Whānau returning to any of the Everyone Out Programmes will be required to re-enrol each holiday period, in order to ensure all records are kept up to date.
- Spaces are allocated on a first come first served basis.
 - However, ahead of enrolments opening, returning students and their siblings will be offered a period of priority booking.
- All spaces are non transferrable.

2.3. PROGRAMME HOURS

- Term time programmes will operate from 9:00am - 3:00pm one day a week, for 8 weeks during term time.
- The Holiday Programme will operate from 8.30am – 3.30pm Monday to Friday during the school holidays; and for a specified period within the summer holiday period.
- Neither programme will operate on public holidays.
- Everyone Out may need to make changes, without notice, to the proposed programme due to environmental conditions, government directives, or educator illness/absence.
 - Everyone Out reserves the right to close the programme in the event of a pandemic or other public health emergency or public health hazard i.e. chemical spills, gas leaks.
 - The Programme Kaiwhakahaere will ensure all kaiako and enrolled whānau are kept informed about any warnings in the community, and the required actions
 - The Programme Kaiwhakahaere will consult with Regional Public Health where necessary

2.4. DROP OFF AND PICK UP

- Mātua are required to sign their tamaiti in and out of the programme every day that they attend. This is a Ministry of Social Development requirement.
 - These sign in forms will be kept on file to ensure the programme has an accurate record of attendance.
- Mātua are expected to contact the Programme Kaiwhakahaere before 8.30am on any day their tamaiti will not be in attendance.
 - If a tamaiti is not signed in and/or does not arrive at the programme, their mātua will be telephoned. If they are unavailable, emergency contacts will be telephoned.
- Mātua are expected to contact the Programme Kaiwhakahaere before 8.30am on the day of attendance if their tamaiti are to be collected by someone other than those authorized on the enrolment forms.
 - Kaiako will not release tamariki to a person who is not identified on their enrollment form.
 - If an unauthorized person attempts to collect a tamaiti, ngā mātua will be contacted for authorization.
 - Te tamaiti will not be released until confirmation has been received from ngā mātua.
- In line with our fees policy, a charge for late pick up may be incurred if contact cannot be made in good time.
- No tamariki may leave the programme unaccompanied, unless prior written arrangements have been made with the Programme Kaiwhakahaere.
- The following steps will be taken if a tamaiti is not collected at the end of the programme:
 - Ngā mātua will be telephoned, if they are unavailable, emergency contacts will be telephoned.
 - Everyone Out Kaiako will stay with te tamaiti at all times, exercising their duty of care until te tamaiti is collected by an authorised party.
 - If there has been no contact with ngā mātua or emergency contacts within 50 minutes of the programme closing, te tamaiti will be taken to the nearest police station by the Programme Kaiwhakahaere.

2.5. CONFIDENTIALITY

- The programme will ensure kaiako, whānau and tamaiti confidentiality in compliance with the requirements of the Privacy Act 1993.
- Any information collected (e.g. through enrolment forms or kaiako information), shall remain confidential- unless authorised by the owner, or as required by legislation, (for example Health and Safety Act).
- All information gathered on kaiako, whānau and tamariki will only be used for the purpose it was collected.
- All files containing sensitive or personal information will be stored securely.
- All sensitive or personal information shared in discussions between kaiako or at meetings is to remain confidential.
- All sensitive or personal conversations, including telephone conversations, shall be held discreetly and in private.
- Any photos taken by kaiako are for the sole use of Everyone Out.

- They will be stored in a secure Google Drive Location, managed by the Programme Kaiwhakahaere. Once uploaded to Google Drive, all imagery must be erased from personal devices.
- Imagery may be used in Everyone Out programmes.
- Imagery may be used for Everyone Out marketing and promotion- in accordance with permissions given at enrolment.
- Imagery may be shared by Kaiako on Everyone Out's social media pages- in accordance with permissions given at enrolment.
- Imagery is not to be used or shared for any other means or uploaded to any other locations/pages.
- Imagery used for any of above purposes will not be presented/displayed with any information about the individuals within the image (for example, no names will be published to FaceBook)