

Policy title	Kids/Youth TLC Holiday Programme Requirements
Policy area	Kids/Youth Programmes / Health & Safety
Policy available for Students – yes/no	YES
Policy detail	The TLC Holiday Programme Requirements The TLC Holiday Programme is required to meet the standards of approval and performance measures as indicated by Oranga Tamariki - Ministry For Children. All of the following standards are written into policies and procedures and are as follows: Programme Environment The programme provides a safe and positive environment with child-focused activities. There is an adequate and appropriate space for active indoor and outdoor recreation. Programme Operation Programme providers have written policies to show what the organisation does and written procedures to show how those policies are put into practice. Programme Supervision • The optimum staff/child ratios will be as follows - 1:10 • For student numbers higher than 10, there will always be a minimum of two staff on duty at any one time • The Tutor/Kids Art Coordinator is responsible for ensuring that staff are rostered so that all children are supervised at all times • Children will be in view of staff at all times, except for when they visit the restrooms • Children will be informed of the boundaries they are expected to stay within at all times and must obtain permission from staff if they want to leave the area • Children are not permitted to play in, or around, the car park or alongside any unfenced boundary, pond or stream, in any other studio than the designated one, or near the road, unless supervised by a staff member. Staff will ensure that children are aware of the boundaries Formal attendance checks and head counts will be made at regular intervals during the day. If a child is missing, the following procedure will be followed: 1. Other children on the programme will be made safe 2. Extra staff may be called to assist in searching for the child, or to supervise the remaining children 3. A thorough search of the area will be conducted 4. Parents will be contacted 5. If necessary, the police will be contacted

	Programme Philosophy The programme aims to provide a safe and stimulating programme which caters for the children’s different ages and cultural backgrounds, while attempting to encompass individual needs and interests in art and creativity. The safety and wellbeing of children is the principal consideration during programme provision. Programme policies will be reviewed annually and it is the responsibility of the Tutor/Kids Art Programme Coordinator to ensure that this is carried out. Copies of current policies are to be made available for parents and caregivers at all times in the studio and via the TLC website. Programme Management Overall supervision of the programme is the responsibility of the Tutor/Kids Art Programme Coordinator. Culture & Employment will oversee recruitment and vetting, as well as staff training for all new staff. The responsibilities of the Tutor/Kids Art Programme Coordinator and support tutors will be clearly delineated in their job descriptions. Health and Safety All programme staff will meet the requirements of TLC health and safety policies and procedures, which are reviewed annually. The TLC Health and Safety team will include a health and safety review of the Kids Art Programme every six months. All programme health and safety information is located in the Google Fileshare drive.
Related Procedures	
Date Created	March 2017
Review Dates	March 2018, March 2019, June 2020, August 2021, Jan 2023, Jan 2024, Sept 2025
Next review date	Sept 2026