

<b>Policy title</b>	Kids/Youth TLC Holiday Programme Requirements
<b>Policy area</b>	Academic / Health & Safety
<b>Policy available for Students – yes/no</b>	NO
<b>Policy detail</b>	<p><b>The TLC Holiday Programme Requirements</b></p> <p>The TLC Holiday Programme is required to meet the standards of approval and performance measures as indicated by Child, Youth &amp; Family Services. All of the following standards are written into policies and procedures and are as follows:</p> <p><b>Programme Environment</b></p> <p>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.</p> <p><b>Programme Operation</b></p> <p>Programme providers have written policies to show what the organisation does and written procedures to show how those policies are put into practice.</p> <p><b>Programme Supervision</b></p> <ul style="list-style-type: none"><li>• The optimum staff/child ratios will be as follows: when at onsite premises - 1:10</li><li>• TLC has requested to operate as a <b>SOLE CHARGE OPERATOR</b> when student numbers are lower than 10, meaning the programme will operate with one staff member with other staff onsite. For student numbers higher than 10, there will always be a minimum of two staff on duty at any one time and within sight and sound of another staff member at all times</li><li>• The youth art coordinator is responsible for ensuring that staff are rostered so that all children are supervised at all times</li><li>• Children will be in view of staff at all times when appropriate</li><li>• Children will be informed of the boundaries they are expected to stay within at all times and must inform an adult when they are going to leave the area</li><li>• 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.</li></ul> <p>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:</p>

1. Other children on the programme will be made safe.
2. An extra staff member may be called to assist in supervision or search.
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.

These policies will be reviewed annually. It is the responsibility of the coordinators to ensure that this is carried out.

Copies of these policies will be made available for parents at all times.

#### **Programme Management**

Overall supervision of the programme is the responsibility of the youth art coordinator who reports to the Course and Delivery group and the Academic Board at TLC. The Academic Board approves policy, finances and budgets and monitors expenditure and set limits on how much spending can be delegated. The Delivery group deems which duties are suitable for the youth art coordinator to undertake.

C&E will oversee police vetting, and staff training for all new staff.

The responsibilities of the youth art coordinator and support tutors will be clearly delineated in their job descriptions.

#### **Health and Safety**

All TLC staff and directors will provide the minimum requirements needed to meet Department of Labour requirements. All requirements are held within the following: <http://www.osh.govt.nz/order/catalogue/33.shtml> which is reviewed annually to ensure that safety and requirements are always met.

#### 6 Monthly

Health & Safety Review. The TLC health and safety representatives will include a health and safety review of the Youth Art Programme every 6 months.

#### Onsite Information Held

Outline of HSE Act.

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#### **Related Procedures**

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#### **Date Created**

March 2017

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#### **Review Dates**

March 2018, March 2019, June 2020, August 2021

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**Next review  
date**

August 2022

**Links**

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