



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

**POLICY**

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### *Out of School Care*

#### **Rationale**

The Board has identified a need by the parents of children attending Mt Eden Normal Primary School, for access to a quality, on-site Out of School Care programme.

#### **Purpose**

To provide quality programmes before and after school for the students of Mt Eden Normal Primary School.

#### **Definitions**

**Out of School Care Provider (OSC)** refers to an external service contractor providing services to the school, or to a site-managed service

**Occupational safety and health (OSH)** is the promotion and maintenance of physical, mental and social safety

#### **Requirements**

- The Board of Trustees will establish an OSCAR-approved on-site out of school care service or enter into a contract with an OSCAR-approved O.S.C at their discretion
- The O.S.C. will assume direct responsibility for all Health and Safety-related policies relating to supervision of children in their care, including any associated liabilities and, to the extent legally possible, will indemnify the school for any liability arising from their services.

- Any health and safety matters relating to the school site and facilities noted by O.S.C. personnel must be reported to the school, who will take all reasonable steps to manage and eliminate any associated risks, in line with the school's Health and Safety Policy
- A member of the Senior Leadership Team will have a liaison and monitoring responsibility for the O.S.C. programme. He/she will meet with the O.S.C. provider on a regular basis (at least once a term) and provide a written report to the Board of Trustees annually, detailing enrolments, an overview of any trends relating to concerns and complaints and any health and safety concerns that the Board may need to be made aware of
- The O.S.C. provider will organise their booking system independently of the school, however close communication will be maintained with Mt Eden Normal office staff where there is a need to liaise with students
- Mt Eden Normal School will have an unfettered right of veto of any staff employed by the O.S.C. provider
- The O.S.C. programme must be run by the school or under a services contract with the school, in accordance with the principles and values of Mt Eden Normal Primary School, as set out in the Staff Handbook. Practices will be consistent with daily in-school expectations in respect of behaviour of pupils and use of the school facilities
- The O.S.C. provider will be expected to comply with OSH guidelines for supervision and safety of students, including at least one O.S.C. staff member in attendance each day having a current First Aid certificate
- Children of staff members may access the school's O.S.C. services when they are required to be at school after hours other than for normal staff meetings. The Board will fully cover this cost
- Concerns or complaints relating to O.S.C. services should be directed to the provider in the first instance, and will be subject to their policies and procedures. The school liaison will be kept informed and work with the provider, where appropriate, to respond to a concern/complaint. Unresolved concerns and complaints may subsequently be referred to the school's Concerns & Complaints Policy by parents
- The O.S.C provider will comply with all relevant laws and regulations including, without limitation, the Privacy Act 2020 and Health and Safety at Work Act 2015.

## **Conclusion**

By running or contracting an Out of School Care provider the Board of Trustees will make quality out of school care available on site for parents who may require the service.

## **Related Policies and Procedures**

Related policies and procedures include:

Health & Safety Policy

School Hours Policy  
Police Vetting

Signed: Virginia Brown  
Presiding Member

**Policy review details**

Version / date: Sept, 2024 V 3.0  
Review cycle: Triennial  
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