

POLICY 6 – PROCEDURES FOR THE SAFETY & WELLBEING OF CHILDREN AND YOUNG PERSONS ATTENDING THEOSOPHICAL SOCIETY ACTIVITIES

THIS DOCUMENT MAY BE SUPERSEDED BY CURRENT OSH REGULATIONS

GOAL: To ensure the safety and well being of all children and young people attending Theosophical Society activities

PROGRAMME CO-ORDINATOR

- The co-ordinator shall be a person of exemplary character, relevant skills and qualifications who is approved by the National Council for the role. Qualifications do not necessarily refer to formal qualifications, eg certificates.
- The co-ordinator shall be responsible for the compliance with and satisfactory carrying out of all requirements in this standard and current OSH regulations.

PROGRAMME & SUPERVISION

- The programme will take place in a safe and healthy environment, suitable for the care of children and young people and for the needs of those looking after them. No smoking, no illegal drugs and no alcohol will be permitted on the premises or site.
- All relevant legislation will be adhered to.
- Competent leadership and appropriate skills for all the activities is essential.
- Clear guidelines will be established for the behaviour and responsible action of all attendees. This will include emergency procedures and responsibilities during emergencies.
- Parents will be provided with a code of behaviour, copies of which are to be displayed at the programme. This code will outline appropriate behaviour, supervision, discipline, and the prevention, detection and reporting of child abuse.
- There will always be a minimum of two adults with the children – preferably one male and one female.
- An adult-child ratio adequate to ensure the safety and well-being of all the children will be maintained. For pre-schooler 1:4; primary school age 1:5 (water involved) 1:6 otherwise.
- Every child under the age of 14years of age must be under the care and supervision of a responsible adult at all times.
- Children must be informed of the boundaries they are expected to stay within at all times and must get permission from an adult when they are going to leave the area.

- Children under the age of 10 are to go to the toilet in pairs, those over 10 must inform a parent or friend where they are going. If using public toilets an adult will stand outside.
- Where there is access to a swimming place children will be supervised at all times by at least one adult who is trained in water safety and resuscitation.

FORMAL

Attendance checks and head counts will be made regularly and often during the day. If a child is missing, the following procedure will be followed:

- A thorough search will be conducted immediately.
- If the child is not located within 30 minutes the police will be contacted.

RESPONSIBILITIES

Parents/Guardians

Parents are expected to provide adequate and appropriate clothing, food and equipment and when required relevant medical history pertaining to the child/youth. Written instructions must be provided regarding any medication or treatment to be administered.

Children/Youth

A reasonable and acceptable standard of behaviour is expected from the child/youth.

SAFETY POLICY

- At all times the well-being and safety of the children is foremost.
- A fully charged mobile phone or landline phone to be available at all sessions.
- Each parent or guardian is responsible for the overall well being of their own child/children. Any unaccompanied child will be assigned to the care and supervision of a responsible adult.
- Recreation areas and equipment are to meet the relevant legal and safety standards
- Vehicles used to transport children must comply with all mandatory legal requirements. All drivers must hold a current, clean driver's licence and must drive safely and responsibly. Seat belts and appropriate child restraints must be worn

ACCIDENTS/EMERGENCY PROCEDURES

- A first aid kit will be kept with the group at all times and will be stored out of the reach of children. It is the responsibility of the co-ordinator to ensure that it is maintained and well stocked.
- At all times at least one adult who holds a current first aid certificate must be on site.

In the event of any accident to any children or adult, the following procedure will be followed:

- The Co-ordinator will immediately be informed.
- Appropriate first aid will be administered.
- If a child needs medical attention, parents will be contacted to ascertain if they would prefer to take the child themselves or have another adult take them to the local Medical Centre.

- If serious injury occurs an ambulance will be called. If it is not possible to call an ambulance, children may be transported in a private vehicle.
- The incident and treatment given will be recorded in an Accident Register.
- All accidents to adults and children, including near misses, will be recorded and investigated.
- Any accident involving serious harm will be reported to OSH as soon as possible after its occurrence and the prescribed accident form submitted to OSH within seven days

If a child is emotionally traumatised the following procedure will be followed:

- The child will be calmed.
- The Child Adolescent & Families Mental Health Service will be contacted if required.
- For trauma of adults, professional supervision will be made available by TSNZ.

ILLNESS, MEDICATION & HYGIENE

- Medicine will not be administered unless by written authority of the parents/guardians.
- All medicine must be labelled showing the child's name and dosage and must be stored out of reach of all children.
- All medication and treatment will be recorded.
- Anyone suffering from any communicable disease must be excluded from the site, and anyone falling ill must be isolated immediately and removed as soon as possible.
- Disposable gloves must be worn when preparing food and administering first aid.

CHILD PROTECTION

All suspicions of child abuse will be acted upon in the following way:

- All incidents and observations will be recorded.
- Any suspicion that abuse is occurring will be reported to the co-ordinator.
- The co-ordinator will inform the TSNZ President.
- TSNZ President will consult with Child, Youth and Family to ascertain what steps will be taken.

DISCIPLINE

- Emphasis shall be on the positive behaviour required
- No hitting, bullying, or verbal abuse will be permitted. Anyone transgressing on this shall be removed after a formal warning.

References:

Children and Young Persons Act <http://www.panic.org.nz/html/cypfact.htm>
<http://www.netlaw.co.nz/family.cfm?PageID=156>

Passed at National Council Meeting – 17 April 2005