

## Supervision

### Licensing Criteria PF2 HS9

Education ECE Regulations 2008, Reg 45 Health & Safety criteria reg 46 (1) (a)

Premises and facilities PF2

Education ( Early childhood services)regulations 2008 44(1) (b) 45 (1) (ii) 46 (1) (a)

**Rational:** To ensure all children within the centre are adequately and effectively supervised whether inside or outside, while ensuring children are enabled to access both areas without hindrance.

**Objective** To ensure all teachers within the centre understand where they should be allocated or designated on any particular day or time, ensuring that the supervision and safety of children is paramount.

### Procedures

- The manager will ensure adequate staff qualified or non-qualified, are present at all times to meet or better licensing requirements.
- A designated “person responsible” will be on site at all times. Staff will be rostered to ensure all areas have adequate staff supervision to meet the needs of the children as required.
- At no time will a teacher be left alone with tamariki in the Centre or be alone with tamariki in a closed space in the Centre.
- Careful consideration will be taken in the deployment of staff to ensure tamariki are supervised at all times, and staff are at all times visible to other staff. Kaiako should identify secluded areas in the centre environment and inform another adult if they are to enter those areas when tamariki are present.
- When staff are changing nappies or toileting children, other staff should be made aware that they are carrying out these duties. There will be two teachers (minimum) present, in baby room, at all times (1 teacher to 5 babies, 2 teachers for 10 babies). Should a teacher need to leave to change nappies or take a baby to sleep room then another teacher will be sought to cover that

teacher. There will be a third float teacher who will cover duties (lunch cover, nappies, n/c or sleeping children)

- Student management system 'Junior Logs' will be enacted to enable us to see there is sufficient staff present on the floor at all times. If staff are sick or on A/L then relievers will be sought to allow us to maintain correct ratios. Centre cook will be allocated on the floor to cover lunch breaks.
- Children will be in the sight of an adult at all times.
- Staff or adults visiting or working in this service are to be well supervised and visible in the activities they perform with children. This includes having adequate internal windows and an open-door policy for private spaces where intimate caretaking of children is required.
- Breaks for staff will be scheduled to enable adequate supervision of children.
- Frequent staff communication to inform each other about movements within the centre will ensure children are not left unsupervised under any circumstances.
- Staff need to ensure they frequently scan, are able to visually sight the majority of children, if not able to sight children then physically move themselves to enable themselves to do so
- A supervision plan and roster for how this is covered will be displayed in the centre entrance and all rooms.
- **Outside:** To ensure adequate and optimal supervision outside there will ideally be at least two teachers present. Mirrors are placed by the water tank, the lemon tree and on fence by fire exit gate to enable teachers to see from one standing vantage point.
- **Inside:** To ensure teachers are able to adequately and optimally supervise children inside, there will be at least two teachers inside. There are safety mirrors placed in the dining area, library corner, art area and the end of the hallway. One teacher will supervise dining area and area to sleep room, other teacher will supervise hallway, art area and in front of kitchen. The centre cook will be utilised to cover breaks and when care duties for children (nappy changing) need to be covered.

**Ministry of Education guidelines:** All children must be closely supervised while eating. Adults must sit with children so their attention is focussed and not on

completing tasks. Children must only eat when seated and be encouraged to concentrate on eating – See food and nutrition policy for more details of supervision while eating. Infants under the age of 6 months and other children unable to drink independently are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is of a type approved by the child's parent.

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