



## **SUPERVISION POLICY**

### **Person Responsible**

Person/s Responsible will be identified via the attached flow chart - one for every 50 children in attendance.

This Person Responsible will:

- Have an ECE or primary teaching qualification, a current practicing certificate and hold a current first aid qualification
- Supervise and be actively involved with children in attendance and staff providing education and care (even when children and staff are located in separate spaces)
- Provide education and care to children in attendance, and guidance to staff providing education and care
- Make sure that staff are implementing any prescribed curriculum framework and know how to use it in providing education and care.
- Make sure that day-to-day health and safety risks and hazards are identified, and that appropriate steps are taken to address those risks or hazards when children attend
- Person Responsible will not be engaged in activities that take them away from their supervision responsibilities

### **Supervision**

- Teachers supervising tamariki will use good scanning techniques – they will be active and focused and continuously scan the environment.
- If a kaiako feels they cannot provide adequate supervision, they will request support from another team member.

- Supervision considerations will include the physical environment, activities being undertaken, equipment being used, the group size, ages and needs of the tamariki.
- Teachers will use Hazard Identification procedures to check the environment for any unsafe play equipment of areas.
- Staff will take extra care supervising areas where visibility of children can be poor.
- Staff are not counted in ratio when on breaks, lunch and non-contact time.
- Centre qualifications will be on display.
- Staff photo identification will be on display.
- When staff are engaged with one child/small group another floating teacher will be responsible for the wider area
- Teachers will position themselves evenly throughout the environment for optimal supervision of children
- Ratios child: teacher

**For intermediate and senior environment & over two's-**

- 10 children:1 teacher

Maximum of 50 children at any one time with 5 teachers

**For junior environment & under 2's –**

- 5 children:1 teacher

Maximum of 30 children at any one time with 6 teachers

- Staff holidays, sick leave etc. Will be covered with relievers in such a way as to ensure that a fully trained person remains on the floor at all times. All staff leave must have a leave form filled out and given to management for approval.

Date: October 2024

Review date: October 2026