



# Supervision Plan

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*Education (Early Childhood Services) Regulations 2008.*

*Regulation 44, 45, 46, 58 & Schedules 1 & 2.*

*Licensing Criteria for Early Childhood Education and Care Services 2008, PF2, PF17, PF27, PF37, HS22*

This Supervision Plan will be clearly displayed within the Centre.

## Managing Supervision

- The Centre Manager will ensure that the design and layout of the premises supports effective adult supervision so that children's access to the indoor and outdoor space is not unnecessarily limited.
- The Centre Manager & Team Leader will ensure adequate teachers, who are qualified or in training, are present at all times to meet or better licensing requirements as outlined in Schedule 1 & 2 of the *Education (Early Childhood Services) Regulations 2008*.
- A designated "Person Responsible" will be on site at all times.
- The Person Responsible must hold a recognised Early Childhood Teaching Qualification as well as a current Practising Certificate.
- When the Person Responsible is absent, the second Person Responsible will take over. If at any time both Persons Responsible are unable to be in the Centre, a certified teacher will relieve. If any other teacher needs to leave the Centre at short notice, another member of staff will fill in until another certified teacher is available.
- Rosters show the Person Responsible on duty and ensure ratio requirements are met at all times. This roster names the Person Responsible, which teachers are working in ratio and which teachers are on non-contact time or meal breaks. Morning and afternoon tea will usually be taken with the children.
- Break times for teachers counted in ratio are to be taken as per the team's roster or at an alternative time in which the licensing ratios can be maintained with the remaining team.
- The teacher roster will ensure there are sufficient teachers to ensure all areas have adequate supervision. Children will be in the sight of a teacher at all times.
- Teachers who are absent due to holidays, sick leave, etc will be replaced by relievers in such a way to ensure that a fully certified teacher remains in ratio at all times.
- Teachers or other 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.
- Children are not allowed to leave the centre with a person other than their parents or those authorised to pick up on enrolment records. However, if there is a spontaneous arrangement with the parent for an alternative pick up, the Centre will ensure they obtain the parent's verbal consent to release the child into the collector's care, document this process and subsequently obtain the relevant written consent from the parent. Anyone picking up a child must be at least 14 years of age.
- Whenever possible, more than one teacher will go on excursions with children, ensuring the supervision of the teachers by one-another.
- Teacher qualifications, designations and photographs are to be on display in the Centre.

## Supervision Techniques

- Children will be in sight of at least one teacher at all times. Teachers will ensure they are using good scanning techniques, and are following procedures to ensure the environment is safe.
- Teachers are to constantly assess how the children in attendance are spread throughout the centre, including indoor and outdoor areas accessible to children. They are to communicate about supervision needs as appropriate.
- Teachers will be particularly vigilant to eliminate or keep a close watch on areas where children cannot easily be seen and supervised by teachers.
- If a teacher needs to move from one area to another for any reason, s/he will clearly communicate this need to the other teachers. Reasons for moving may include going to the bathroom, collecting resources, or following an engaged child/ren into another area to continue their learning interest. The teacher will not move from the area until another teacher has come to swap and to supervise.
- Children will be supervised while eating according to the **Food Preparation and Consumption Procedures**.
- The sleep room/designated rest area is supervised and monitored in accordance with the Centre's **Supervision of Sleeping Children Procedure**. This includes checks by a teacher at 5-10-minute intervals that are documented on a Sleep Record sheet.
- When children are taken out of the centre for excursions, teachers will supervise them in accordance with the Centre's **Excursions Procedures**.
- If a child becomes unwell while at our centre and needs to be picked up by their whānau, they will be moved to a space (away from where food is stored, prepared, or eaten) where they can be temporarily kept at a safe distance from other children (to prevent cross-infection); lie down comfortably; and be supervised.
- Any areas not normally assessible to children, such as the office, kitchen and gated entrance area, may occasionally be visited by children but only with a teacher or adult who will ensure they are closely supervised.

Reviewed May 2018