



## Supervision Policy

### Rationale:

To ensure all children are in sight of staff at all times, actively supervised and in a safe play environment.

### Objectives:

- To use hazard identification.
- To ensure staff who use good scanning and supervision techniques.
- To eliminate or keep a close eye on areas which are not easily seen.
- To ensure teacher: child ratios are correct, even during break times and non-contact.

### Strategies:

- **Positioning** - a skill that requires being able to see all of the children. Staff position themselves to be aware of the entire environment and to see as many children as possible. All children are monitored by sight or sound at all times.
- **Scanning** - a skill that involves regularly glancing around the classroom and playground to see children's involvement and what is happening.
- **Tagging** - a skill that requires staff numbers to be correct indoors and out. If a staff member needs to move inside for any reason they will 'tag' a team member to swap positions with them and move outside.
- **Listening when children play** - listening is important as sounds can alert staff of potential risks. For example, water splashing; crying; choking or gasping; offensive or aggressive language; or silence.

### Procedures:

- Staffing will be planned so that rosters are correct and allow for adequate supervision at all times.
- Kidiwise Management will ensure that qualification requirements for adults are met at all times. Kidiwise strive for quality care and education above the recommended 50%. We average over 80% qualified staff for any funding period.
- Kidiwise Management will ensure there is always at least one adult to every 50 children present who is first aid qualified (Refer to: Health and Safety Policy).
- Staff holidays, sick leave, etc will be covered with relievers to ensure correct ratios.
- *Staffing ratios for each room will be as follows at all times:*  
**Nestlings 3months - 2 years: 1:4**      **Owls 3-4 years: 1:8**  
**Moreporks 2-3 years: 1:6**      **Wise Owls 4+ years: 1:8**

- The Kidiwise premise is designed to support effective adult supervision so that children have access to the licensed space (indoor and outdoor) and it is not unnecessarily limited. Staff will be made aware of areas which are not easily seen during induction so they can keep a close eye on them. E.g. bathrooms, sleep rooms, corners in outdoor areas, especially in the Moreporks and Owls rooms (Refer to Child Protection Policy).
- A Daily Hazard Check will be done in each room every morning. All staff will be notified of any potential hazards which require extra supervision by the Health and Safety Coordinator (Refer to: Hazard Management System; Health and Safety Policy).
- Teachers will consciously set up the environment to create as little unseen space as possible. They will be aware of potential hazards and areas which require extra supervision. For example, climbing boxes and monkey bars.
- When introducing a new or high risk experience to children's play, staff will position themselves next to the equipment to closely monitor it, but will remain conscious of scanning the rest of the area.
- When staff are working with children they will consciously position themselves so they are able to scan the environment.
- Staff will actively scan the environment and listen to the children playing at all times while working alongside others.
- When staff leave the floor for any reason (toileting, meal breaks, non contact, sleep room supervision) they will communicate with their team members they are doing so and ensure active supervision of all other children is still possible.
- No children will be left inside or outside unsupervised **ever**. For example, if there are no staff outside there will be no children.
- Staff will display an awareness of age appropriate practice. This will help staff to monitor and manage children's behaviour and enhance their skills.
- Children will not be put in a position they cannot get into and out of themselves. For example: lifted up onto equipment.
- If children require extra supervision due to behavioural management issues a behaviour management plan will be written and followed by all staff. Relievers will be made aware of strategies in place by another team member to ensure continuity (Refer to: Behaviour Management Policy).
- Children will be closely supervised around centre animals and correct hand washing procedures will be followed (Refer to: Animal Welfare Policy and Procedure).
- All children will be closely monitored whilst eating, having a bottle and drinking (Refer to: Food and Nutrition Policy).
- All children will be closely supervised when unwell, even if isolated due to infectious disease (Refer to: Child Infection Policy).
- Staff will follow the supervision procedures for sleep rooms at all times (Refer to: Policy for Monitoring Sleeping Children).

- Sleep room and toileting duties will not be carried out by casual relievers, visitors or student teachers, unless prior agreed upon and under supervision of another staff member.
- Student teachers will be inducted into the Centre as a new teacher would be. They will not be left alone with the children under any circumstance. They will not be counted in ratio unless over the age of 18 and on an excursion (Refer to: Child Protection Policy).
- Medication administration will not be carried out by relievers. Another staff member will supervise medication administration at all times (Refer to: Medicine Administration Policy).
- Visitors to the Centre will not be left on their own with children under any circumstances.
- All accidents, incidents, illnesses and injuries will be recorded and supervised following correct procedures (Refer to Accident/Injury Register Policy).
- All staff will undergo induction and training. Staff will display an awareness of the child safe practices, strategies and guidelines listed in the Child Protection Policy.
- Supervision during excursions will follow strict procedures noted in the Excursion Policy. Supervision and ratio requirements will follow risk analysis before an excursion.
- When children are transported in the van for an excursion within their booked hours there will be at least 2 adults present if there are over 3 children. Non funded van transport is under a separate set of supervision rules. Van use does however come with strict supervision rules (Refer to: Excursion Policy; Transporting children to and from Kidiwise using the Centre Van).

**Statutory Source:**

Education (Early Childhood) Regulations 2008; HS22 Supervision while eating; PF2 Premises support effective supervision; PF17 Kitchens inaccessible; PF37 All-day under 2 sleep space; PF27 Isolation area; PF22 Toilet privacy; HS19 Food and nutrition; HS18 Travel by motor vehicle; PF20 Toilet/handwashing facilities; PF15 Dining facilities; HS16 Animals; PF19 Handwashing facilities ratio; HS10 Sleep furniture spacing; HS23 Bottle feeding; HS25 First aid qualifications

**For further information refer to:**

Accident/Injury Register Policy; Animal Welfare Policy and Procedure; Behaviour Management Policy; Bush Excursion Policy; Child Infection Policy; Child Protection Policy; Health and Safety Policy; Hazard Management System; Food and Nutrition Policy; Medicine Administration Policy; Excursion Policy; Transporting children to and from Kidiwise using the Centre Van; Policy for Monitoring Sleeping Children.