

Supervision of Children Policy and Procedure



Licensing Criteria: Health and Safety HS2 - HS33

Rationale

Supervision is essential in ensuring that children's safety is protected within the kindergarten environment, and on excursions, at all times. Supervision is an integral part of the care and education of tamariki and requires kaiako to make ongoing assessments of children and the activities in which they are engaged.

Objectives

- To keep tamariki safe from harm at all times.
- To reassure whānau that their children are safe when in our care.
- To give kaiako clear guidelines as to what their responsibilities are in terms of supervising tamariki both within and outside of kindergarten whilst in our care.

Procedures

Supervision of Enrolled Children at Kindergarten

- The required ratios for kaiako to children will be maintained at all times within the Kindergarten physical environment and whilst on excursions as per the Kindergarten's excursion policy and procedures.
- Our kindergarten building and playground have been specifically designed to be open plan and easily supervised.
- Areas that are off limits to tamariki such as the outside shed, back door, kaiako office and adult wharepaku, will be bolted at the top of the door at all times to limit access by tamariki.
- The Woodfire is off limits to children at all times. Kaiako will be vigilant in their supervision to ensure children are kept safe.

The rules are:

- Kaiako are the only ones responsible for lighting and adding wood to the fire.
- The fireguard is bolted to the wall and kept child safety locked at all times.
- Checking of these rules is part of the daily safety checklist carried out by the inside kaiako.

- Children are reminded to refrain from boisterous play near the fire area.
- Children are reminded to refrain from touching the fireguard.
- The children's bathroom allows visibility from two angles inside and one outside. The inside teacher is predominantly responsible for monitoring children in this area but can be assisted by the support (tautoko) teacher as needed.
- One kaiako must always be vigilant in supervising the kai provision areas as per the Food Guidelines for early learning services. Kaiako will rotate their roster on a weekly basis with one teacher being responsible for supervising tamariki inside and one teacher to supervise outside.
- A support or tautoko teacher is also employed for 5.5 hours each session (8.30-2.30pm) to assist with all supervisory requirements e.g. kai and relieving for kaiako to use the wharepaku.
- Another support kaiako (kairiwhi) is also employed for 2.5 hrs (11am-1.30pm) to cover the above kaiako lunch breaks. For the period July - December 2024, this time will be extended by 1 hour on Mondays and Tuesdays to cover managerial release.
- Kaiako will refer to the specific guidance outlined in the 'Roster Schedule' so that they may be fully informed of their supervisory responsibility in their designated area. (see also Re-structure Roster under Reviews which provides guidance for how the day might look)
- Whilst kaiako are responsible for a particular area, this may change depending on the weather or the interests of the children. Should the majority of children be engaged in one particular area, another teacher may need to position themselves on the verandah deck so that they can adequately help supervise both inside and out at the same time.
- Kaiako are to communicate frequently and clearly with each other and ask for assistance should they be required in the children's bathroom for an extended period of time or need to support individual children in complex problem solving.
- All visitors to our Kindergarten and parents will be supervised by kaiako at all times so that tamariki are never left alone with anyone who is not 'responsible'.
- Whilst kōrero with whānau is welcomed, kaiako must remain vigilant in their supervision of tamariki throughout this time and any lengthy conversations will be postponed until the end of session or assigned to the kaiako on non contact time.
- Kaiako recognise the benefits of using ICT to extend children's learning and will use a child friendly search engine when accessing the internet. (See ICT policy and procedures)
- Children are not permitted to leave the kindergarten with anyone without the written permission of parents as outlined on the child's enrolment form.

- All kaiako will adhere to the kindergarten 'Alcohol and Substance Abuse policy' at all times. Failure to do so will be regarded as serious misconduct and treated as such.

Supervision of Non-enrolled Children Visiting Kindergarten

- A visiting child of any age must be counted towards regulated adult-to-child ratios and licence maximum requirements while they are present at the kindergarten during licensed hours. An adult or parent attending with a visiting child can be counted as an adult in regulated adult-to-child ratios for the purpose of supervising their own child/children.
- A child of any age cannot visit the centre if regulated adult-to-child ratios cannot be met and/or if the presence of an additional visiting child would mean that the centre exceeds the maximum number of children specified on its licence. As The Redwoods is currently licensed for 31 children but has a group size of 24, this should not be an issue but kaiako must be aware of this requirement.
- To avoid exceeding our licensed occupancy levels, non enrolled children and their whānau are discouraged from visiting during busy drop off and pick up times, thus ensuring that kaiako are able to fulfill their daily roles, responsibilities and commitment to enrolled children and their whānau. Kaiako acknowledge that there will be times however when visits during this time are unavoidable but these will be kept to a minimum.
- If a child is visiting with their parent or another adult all efforts must be made to ensure their health and safety without compromising the supervision and standard of education and care provided to enrolled children.
- At The Redwoods we operate with 3 kaiako per 24 tamariki from 8.30 -2.30 pm including lunch and non contact times. Non enrolled children and their whānau are welcome to attend throughout the day however in-depth conversations with visiting whānau about their child's potential enrolment must only be carried out by a kaiako who is on designated non contact time, thus ensuring the required ratio for health and safety and supervision is maintained at all times. This requirement will be communicated to visiting whānau at the time when visits are first discussed and arranged. (this will mean that first visits will only be allowed on Wednesday and Thursday mornings or after session. Additional visits can be booked for any other time as all questions should be answered by then)
- On arrival visiting whānau will be directed to the ipad to sign in and will be required to read the health and safety policy displayed. The Kaiako who welcomes then must explain our procedure in event of a fire or emergency and point out the primary point of assembly near the swing area, and other H&S areas of importance including where the adult wharepaku is situated.

- Kaiako at The Redwoods Country Kindergarten will, at all times, adhere to the Health and Safety at Work Act 2015 S36(2) and S46 when considering who should be at the centre and how their presence will be managed.

Review

Policy will be reviewed biennially as per our review schedule or when a change is required.

Ratified	
Date	August 2024
Review Date	September 2026
Consultation undertaken	Yes

References

- Te Whāriki Early Childhood Curriculum 2017 Well Being Strand.
 - Education (Early Childhood services) Regulations 2008 Reg 45,46
- Licensing Criteria for Early Childhood and Care Services 2008 PF 2
- The Children's Act (2014)
 - The guidelines for food provision for early learning services, Dec 20