

CENTRE PROCEDURES

46 Health and Safety Practices Standard: General

44 Qualifications, ratios and service size: General

Licensing Criteria: HS22, PF2



SUPERVISION POLICY

Purpose:

At Treetops ELC we are committed to ensuring the safety of our children and staff at all times during licensed hours. At all times during the day children are supervised. Staff should be in a position where they can be viewed by others to ensure that no one person is at risk.

Procedures:

Service providers will make sure that at no time the centre will breach Ministry supervision requirements. Only employees (teachers) will count towards supervision. The service provider and Management team will ensure a minimum of 80% qualified teacher requirements will be met for each funding period.

Each room will have a supervision plan (roster) for the centre. It will detail the amount of teachers. It will include inside and outside spaces.

All children must be closely supervised when eating. Staff must sit with the children so attention is not on completing tasks.

- Children will only eat or drink when seated and will be encouraged at this time to concentrate on eating.
- Staff will be aware of what children are eating and make sure it is developmentally, physically and culturally appropriate for the child (choking hazard, allergen hazard, religious hazard).

Viewing windows and/or half doors are provided in the bathrooms/sleep rooms to ensure clear visibility. The Centre Manager will be in attendance during busy times of the day to relieve if required.

Discussions will take place at staff meetings as constant reminders for staff to place themselves strategically to ensure a wide supervision range. Senior staff will role model safe practices at all times.

Equipment will be placed to ensure visibility at all times. This policy will be given to any new staff member and kept in the staff induction folder.

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