

2:19 SUPERVISION POLICY

Updated December 2016

RATIONALE

To ensure that staff supervise children at all times while attending the centre. To promote the health, safety and well-being of the children at all times.

PROCEDURE

Children will be in sight of adults at all times. Teachers will ensure they are using good scanning techniques, and are using Hazard Identification procedures to check environment for any unsafe play areas.

Staff will eliminate or keep a close watch on areas where children cannot easily be seen and supervised by staff.

Staff will position themselves so all areas are being supervised at all times.

Rosters show ratio requirements are met at all times. This roster names the teachers that are working in ratio and which teachers are on non-contact time or meal breaks.

The Let's Grow reception wall displays & room notice boards show qualifications, designations and teaching staff within the centre.

When staff are engaged with individual children or small groups a 'float' teacher will supervise the wider area. This float teacher will also ensure that adequate supervision is kept in doors and out, moving to where s/he is needed at any one time.

LET'S GROW RATIO'S

Baby room 0 - 18 months – 1 Teacher to 4 children

Toddler room 18 months – 3 years – 1 Teacher to 5 children

Preschool room 3 – 5 years – 1 Teacher to 8 children

In each room there will be an inside teacher, an outside teacher and a floating teaching that will move inside and out following the bulk of the children.

Non-contact time

Each room will have between 5 and 6 hours of non contact time per week.

Staff holidays, sick leave etc will be covered with relievers in such a way to ensure that a fully trained person remains on the floor at all times.

A child who becomes unwell during the day will be isolated in the area provided for this purpose and will be supervised at all times until the child's parents arrive.