



Kindergarten

Dunedin Rudolf Steiner

Learning with head, heart and hands

Supervision of Children – procedure (ref HS 34)

The needs of the children are foremost and, if necessary, must be considered above those of all other people involved. Constant, positive supervision is imperative at all times. Good supervision requires that all children and the whole area under supervision be watched so that the children's actions and moods can be anticipated before problems develop.

The staff: child ratios provided below apply across the whole licensed space, including the outdoor space. Effective management will ensure that staff are in the right places to ensure good supervision.

1. The following ratio of staff to children must be observed as a minimum for kindergarten children aged 2 and over:
 - For 1-6 children, 1 teacher
 - For 7-20 children, 2 teachers
 - For 21-30 children, 3 teachers
2. Correct ratio of staff during lunch breaks is ensured by ensuring that a person responsible is on the premises at all times and that the staff ratios are retained.
3. Children must be in the sight of an adult at all times. This is achieved by:
 - i. While the children are *inside* there is a staff member supervising at all times.
 - ii. While the children are *outside*, there is a staff member supervising at all times. This staff member does not leave the area until another staff member has taken over supervision (e.g. if outside and a child requires first aid, another staff member is called to either take over supervision of the outside area, or to apply the first aid)
 - iii. While the children are in the *toilets* a staff member stays within hearing distance.
4. A registered ECE teacher who is designated "person responsible" must be on site at all times (normally the Kindergarten Head Teacher). At least two of the kindergarten staff employed are registered ECE teachers. If one of the registered ECE teachers is absent then normally a qualified reliever will be sought, but the conditions of the license are still met with only one registered ECE teacher on site, providing the kindergarten employs two qualified ECE teachers. The Kindergarten will also endeavour to ensure its overall qualified staff/ child ratio is 80% or above.
5. The supervision procedure is displayed on the staff noticeboard.

The number of staff on duty during a kindergarten session will meet these ratios. Any increased staffing that is in excess of these ratios, or has more than 2 staff working in each room in the morning sessions, will be decided by the Management Team. Financial considerations, dynamics in the groups and child behaviour and needs will be taken into account in this decision-making.

Name: Julie Maffood

Positions: Kindergarten Head Teacher

Sign: 8.8.2022

Date: 8.8.2022

Date of next review: J Maffood

see also Toilet supervision procedure