

# SUPERVISION PROCEDURES

## Staff allocation by children's ages:

- ☺ Under 2 years – 5 staff : 20 children
- ☺ Over 2 years – 4 staff : 30 children
- ☺ 'Routine Teachers' – responsible for children's bottles, nappy changes and **sleep room checks every 5 minutes**. Cell phones may be carried.

## **Movement between spaces:**

- ☺ All movement of children dependant on routines (mealtimes, sleep), weather, toileting or where a group size exceeds the space available.
- ☺ At the beginning of the day, movement from the area used to settle children only takes place when a third or subsequent teacher is present.
- ☺ There is a minimum of one teacher in any area with children, this includes the concrete area. The teacher:child ratio must be maintained.
- ☺ When outdoors away from the concrete area, a minimum of two teachers are to be outside and in positions as to be able to view all parts of the outdoor area. Cell phones can be carried.
- ☺ The 'routine teachers' are to assist with the movement of children between the various spaces.
- ☺ Two teachers must accompany groups of children moving on the stairs. However, 4-year-olds can move in a group on the stairs under supervision.
- ☺ As numbers decrease towards the end of the day small groups are brought together to free staff for other duties.

## Maximum numbers per room:

- ☺ **Dining room – 12**
- ☺ **Infant and Toddler's room – 14**
- ☺ **Ground floor hallway – 6**
- ☺ **Young children's room and tiled area – 11**
- ☺ **Upstairs room – 12**

## Overall Supervision:

- ☺ The Head Teacher has overall responsibility.
- ☺ In the event of an emergency, follow the instructions of the Head Teacher or Person Responsible.
- ☺ There must be a minimum of 2 teachers on the floor at any time.
- ☺ **No child is to be left alone.** All children **must** be in view of a teacher at all times.
- ☺ Staff must be positioned to see all children of their group at all times.
- ☺ The 'routine teachers' are available to assist with moving children within the centre.
- ☺ When any teacher requires time away, e.g., to use the bathroom, they are to ensure a 'routine teacher' is present before they leave their group.
- ☺ All breaks and non-contact time must be covered to ensure ratios are maintained.
- ☺ All accidents must be documented, the Head Teacher made aware, and the parent informed.

## Toileting:

- ☺ Older children who are upstairs are able to access the toilet independently.
- ☺ The 'routine teacher' will complete an upstairs bathroom check while attending to their 5-minute sleep room checks.
- ☺ Older children in the downstairs dining area can independently access the toilets – monitoring is the responsibility of the 'routine teacher' and any available teacher.
- ☺ Children wearing nappies and learning toileting skills require the assistance of the 'routine teacher' for that area.
- ☺ **No** child is to be left alone on the change table.

## Communication:

- ☺ **Staff can carry cell phones to communicate between each other.**