

12 PROCEDURE: SUPERVISION OF CHILDREN

Aim

To ensure that children are adequately supervised at all times in line with Ministry of Education staff ratio requirements. *Reg 36, 21 (4)*

12.1 Guidelines

- 12.1.1 The classes at Montessori Children's House Wanaka are physically separate and therefore supervised independently. The overall person responsible at the centre is the Managing Teacher. In her / his absence, another early childhood qualified teacher will assume the position of person responsible.
- 12.1.2 The indoor and outdoor environments allow children to be in sight of an adult at all times. The toilet area is visible to staff from the Casa classroom.
- 12.1.3 Staff are rostered in all classes to maintain legal ratios throughout the day including lunchtime cover as required. The Administrator prints day sheets of children's attendance on a weekly basis. Relievers are arranged as required. *(Ref Employment Policy – Contacting Relievers).*
- 12.1.4 All permanent staff working 40 hours per week have 1 or 2 hours a day non-contact time either before 8.30 or after 3.00 or 4.00pm. Staff working less than 40 hours per week have non-contact time as organized by the Managing Teacher.
- 12.1.5 If ratios are such that only one teacher is required in a classroom, then:
- 12.1.6.1 **During inside class time**, another staff member will regularly call check that all is well.
 - 12.1.6.2 **During outside time**, the single teacher will supervise his/her area as appropriate and be in sight of other teachers supervising their area.
- 12.1.6 Nappy changing and assistance with toileting (if required) is carried out by a member of staff known to the child.
- 12.1.7 A person responsible is to be on duty between 8.30am and 3.15pm Monday to Friday. In the absence of a suitably qualified person responsible, the centre is required to close. *(Ref Employment Policy – Failure to Procure a Reliever.)*