

ACTIVE SUPERVISION POLICY

Last Reviewed: Aug 2020 Last Updated: May 2019
References: HS1, HS14, HS19, HS20, HS34,

Rationale

To ensure that tamariki are actively supervised at all times while care takes place.

Procedure

Kaiako are educated on active supervision by completing Module Tahī 'Child Protection' in the kaiako Induction and Training Manual. This module is focused on child protection and active supervision and gives Kaiako a clear understanding on the importance of and their responsibility to ensure the effective supervision of tamariki.

During care hours, kaiako are responsible for the direct supervision of tamariki. To ensure this, a robust Active Supervision Plan is developed by the Programme Coordinator (PC) and kaiako at the time of enrolment and updated when required.

The Active Supervision Plan is specific to each home and documents how both indoor and outdoor spaces are arranged and used to enhance supervision. Other factors such as number of tamariki, ages and abilities of tamariki in care are also taken into consideration. As a minimum the plan will show how tamariki are supervised while in care and includes but is not limited to;

- involved in activities such as sleeping, eating and toileting
- individual tamariki are using separate parts of the home
- using play equipment and resources
- interacting with other people in the home such as visitors
- using, or being in the presence of, technology in use by others

Kaiako will adopt the following strategies to ensure tamariki adequate supervision;

- keep all tamariki within sight and/or hearing at all times
- be in close proximity to tamariki to supervise activities
- always forward facing to the tamariki and position themselves to allow maximum observation
- always supervising tamariki while they are eating
- infants under the age of 6 months and tamariki who are unable to drink independently are held semi upright when being fed
- keeping an eye on tamariki in different areas by scanning the environment
- being alert to sounds that may indicate a problem or need for intervention
- anticipating what may happen next when supervising tamariki play
- planning activities and arranging the environment to ensure they in sufficient proximity to attend to tamariki needs
- regularly inspecting the environment by completing the daily Hazard Identification Checklist located in the Child Portfolio to check for hazards or potential dangers
- ensuring the premises, furniture, fittings, equipment and materials intended for use are kept safe, hygienic and maintained in a good condition

- foster independence and competence by supporting tamariki to undertake activities that involve measured risk taking
- be aware that at times older tamariki require privacy and the space to be independent. Kaiako will develop supervision strategies that monitor these areas and allow older tamariki to self-manage their play
- be in close proximity to tamariki to supervise use of technology devices such as smart phones, tablets, computers and TV's. Regularly use both sight and sound to monitor tamariki activities while on devices
- develop supervision strategies surrounding the use of technology devices such as smart phones, tablets, computers and TV's for older tamariki that takes into consideration the age of the tamariki, parental permission and type of devices accessed
- follow any Playschool prescribed Active Supervision Plans including; Home & Safety Check, Hazard Identification, Risk Assessment and Regular, Special and Playschool facilitated Excursions