



Little Feet Childcare Centre Limited

"we care for your child"

SUPERVISION PLAN

PLAN RATIONALE:

To ensure that staff always supervise children while attending the centre. To promote the health, safety and well-being of the children always. To ensure children at Little Feet Childcare Centre are in a safe, caring environment and are protected from physical, emotional and sexual abuse. Children's Wellbeing and Safety is Always our Primary Concern.

PROCEDURES

- Parents are required to sign in and sign out the attendance time of their child each day.
- On enrolment, a list of adults authorized to collect the child must be listed on the enrolment form.
- A staffing schedule will be kept showing the attendance of teachers throughout the day.
- Depending on the number of children present at the time, when there are at least two teachers present in the centre, the children will have access to outside and inside play, with one teacher supervising inside play and one teacher supervising outside play.
- The teachers will be assigned an area to supervise each day, which will be either the inside or the outside play area. They will not leave the children unattended at any time.
- Whenever there are children asleep in the preschool area, there will be a teacher assigned to monitor these children every ten minutes with the aid of a buzzer to alert the teacher of the time.
- High teacher/child ratios will be maintained, on excursions and outings.

- Staff will ensure that when they are working with children they are as visible as possible and communicate their location when not visible to other teachers, for example when changing a nappy.
- Any staff member will immediately greet any visitors and identify who they are.
- There will always be at least two staff members working at the beginning and the end of each day, depending on the number of children in the preschool.
- Staff are encouraged to keep their professional and personal lives separate.
- Volunteers will work with paid staff and will not be permitted to change nappies.
- Nappy changing is undertaken by permanent teachers. Students and regular relievers may be permitted to change nappies under the guidance of a permanent teacher, after the children have become comfortable with the new adult and after agreement amongst the teaching team.
 - Staff touching of children will meet the needs of the child for care and/or affection, never to solely meet the emotional needs of the adult.
 - Parents will be notified of the presence of any student or reliever via verbal communication, the notice board near the entrance and/or newsletters.
 - Staff and any other adult present at Little Feet Childcare Centre will under no circumstances raise their voice at any child at Little Feet Childcare Centre.
 - Children will always be in sight of adults. 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 always being supervised. Rosters show person responsible on the floor and ratio requirements are always met. This roster names the person responsible, which teachers are working in ratio and which teachers are on non-contact time or meal breaks.
 - Little Feet Childcare Centre website shows qualifications, designations and photographs of persons responsible and teaching staff within the Centre.
 - If there is an instance where the person responsible is away or needs to leave with short notice the second person responsible will take over. If at any time both persons responsible are unable to be in the centre, a Trained and Registered Teacher will relieve.
 - 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 indoors and out, moving to where she/he is needed at any one time.

RATIO'S

Baby/toddler room 0 - 24 months will require 1 Teacher to 5 children and Children over 2 years to 5 years will require 1 Teacher to 10 children however we will have 1 teacher for every 4 children under 2's and an 1 teacher to every 8 children over 2's to ensure a smooth operation of the Centre ensuring ratios are maintained for lunch cover, non-contact time or meal breaks. Lunch hours will be for 30 minutes each and meal breaks will be 10 minutes each after every 4 hours of work. Non-Contact hours will depend on the teachers and there will always be additional staffs to cover for them on the floor.

We will also have a pool of relievers when staffs are on holidays or call in sick to ensure that a fully trained person always remains on the floor. A child who becomes unwell during the day will be isolated in the area provided for this purpose and will always be supervised until the child's is picked up by the family.