



## **ROLES OF STAFF/PERSON RESPONSIBLE/ SUPERVISION PLAN**

Fingerprints preschool space allows supervision of the entire area, whether inside or outside. Inside teachers alternate from one side of the building to the other as the day evolves. The indoor space is supervised at all times as seen on the supervision plan. Outside areas are likewise supervised, with kaiako communicating with each other through the day and using the safe place supervision spots as on plan, to guide them. **Person Responsible moves throughout the preschool at any given time of day, ensuring safety and curriculum implementation, by supporting colleagues in their duties to ensure PLO's for tamariki.**

**Director oversees the running of the preschool/ is the pedagogical leader and at certain times of the day will be actively involved with the children, as the Person Responsible.**

The supervision Plan highlights possible areas for the teachers to position themselves to effectively supervise the spaces, ensuring the safety and wellbeing of all tamariki and staff.

Kaiako place themselves in positions where they can scan an area whilst being in a space where the children are playing (teachers can change places/positions to ensure that safe supervision occurs at all times).

**The proposed roles for our rostered Kaiako are as follows:**

- Inside teacher-toileting/set up/checking sleeping children and teaching
- Inside Teacher- responsible for Hui/art area and teaching
- Float teacher-supports Hui and floats as where most children are
- Outside teacher-outside set up/supervision and teaching in playground
- Lunch/breaks and N/C- covers teacher from their position
- Director- Support where and when required

- Person Responsible-(Director, Team Leader or Senior teacher)-will float between inside and outside areas, ensuring curriculum, H&S, Regulatory/Criteria/policy, are implemented at all times.
- Student Kaiako- Support teachers where required (limitation on Toileting and sleeping routines)
- Children being prepared and settled down to sleep will usually be the Director/Team Leader/Support Kaiako, which, once the children are sleeping, will then be handed on to the teacher on toileting duty.

### **Inside Kaiako:**

Responsible for supervising kai routines for tamariki, they will sit and be with the children for the entire time they are eating. Outside Kaiako will also sit with tamariki at kai times, but will be the first to leave to take children outside once they have finished eating and there are enough teachers still to provide adequate, safe supervision of children eating.

Responsible for inside daily safety checks.

- One inside kaiako is responsible for planning and leading Hui time and art activity AM.
- One inside kaiako is responsible for set up/changing activities inside, together with toileting duties.
- The inside teachers will position themselves where they have full supervision into the hui room (if open), be able to see who is accessing the toilets and the preschool play area. They will collaborate and communicate throughout the day to ensure all areas of the (inside) curriculum are covered, ensuring safety and care of children at all times.
- Person Responsible will, at any time, position themselves in the area needing more supervisory support, depending on time of day, routine requirements (such as sun cream application in summer) or if an incident should occur, needing extra Kaiako support.
- See site plan to identify positions that can be selected for safe supervision.

### **Toileting Kaiako:**

- Responsible for monitoring the toilet area and supporting children when toileting or requiring nappy changes.
- Will be responsible for positioning themselves for supervision of the toilet with regular checks and utilising the mirror strategically placed for supervising the nappy changing area (this also supports safety of teachers as they change children's nappies and can be sighted by other teachers in the inside environment (strategically positioned)

- Responsible for monitoring children in the sleep room, once they are asleep. One of the 'cover teachers' will settle and prepare children for sleeping beforehand.
- Changing activities/set ups of resources throughout the day.

### **Hui/art activity Kaiako:**

Responsible for planning and leading morning Hui times and linking an art activity to complement the group times and interest of children.

### **Float Kaiako Support**

- Responsible for identifying what areas of preschool require supervision based on where the highest groups of children are and activities or resources that have been set out, toileting or caregiving routines that take up a teacher's attention may need float teachers' support inside.
- The Float Teacher scans the areas of where supervision is needed, using common sense and in discussion/communicating with colleagues, selects one of the supervision positions to place themselves.

### **Outside Kaiako**

- Responsible for outside safety checks
- Positioning themselves in one of the supervision spots whilst being close to children to engage in meaningful learning experiences.
- The supervision positions may change to reflect the needs/activities of the children-such as carpentry activities, to ensure safety.

### **Lunch/Breaks /Non-Contact Cover**

- Takes on the role of the teacher they are covering for breaks/lunch or non-contact time.

### **Director:**

- The Director is available to assist in supervision when/as required, oversees the running of the preschool/ is the pedagogical leader and at certain times of each day, will be actively involved with the children. I.E. settling in the morning/sleeping children/ Person Responsible, choosing a supervision position that allows full scanning of the play spaces, taking into consideration the needs of the children.

## Student Teacher

- Can assist with Supervision, however, never solely responsible and always requires support from teaching staff.
- Student teachers will be inducted on effective positioning for supervising and scanning the play-spaces for the safety and well-being of others.
- Sleeping children are supervised until they are asleep or settled and then checked every 10 minutes as per the 'Sleep Policy' and procedure.

**Teachers and all staff will communicate throughout the day to ensure that all areas of the preschool are covered with adequate supervision at all times. The daily reflection sheet will also inform the team if there are weaknesses or something has occurred that needs to be reviewed or highlighted.**

Person responsible duties are to comply with the following section of the Licensing Criteria:

"All licensed early learning services are required to have a Person Responsible. There must be at least one Person Responsible for every 50 children in attendance. Each Person Responsible must be nominated for the role by their service provider.

In teacher-led, centre-based services, the Person Responsible is directly involved in and primarily responsible for, the day-to-day education and care, comfort and health and safety of the children. They are also required to supervise children and other teaching staff in attendance."

- Regulation 3 (person responsible) and 44 and 60 of the Education (EC Services) Regulations 2008.

Director: *Hilary Henderson*

Service Provider: *Aaron Donaldson*

Reviewed: November 2024

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