

ROLES OF STAFF/ 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.

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
- Student Teachers- Support teachers where required (limitation on Toileting and sleeping routines)
- Children being prepared and settled down to sleep will be one of the cover teachers, which, once the children are sleeping, will then be handed on to the teacher on toileting duty.

Inside Teachers:

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 and 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 inside curriculum are covered, ensuring safety and care of children at all times.
- See site plan to identify positions that can be selected for safe supervision.

Toileting:

- 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 Teacher:

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

Float Teacher 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 Teacher

- 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 required, helping with settling of children to sleep and 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.

Reviewed: January 2022

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Director: *Hilary Henderson*

Service Provider: *Aaron Donaldson*

Next Review Date: January 2024