

	Policy Category: HEALTH AND SAFETY / CURRICULUM
	Policy Name: Visitors and Supervision Policy

Purpose

The purpose of this operational policy is to ensure appropriate compliance with Regulation **43** Curriculum standard: general and Regulation **46** Health and Safety practices standard: general and Licensing Criteria **PF3** and **HS7**.

Position Statement

Providing high-quality education and care within a safe and healthy environment is at the heart of our centre's operation. Our parents are informed about the curriculum and care our centre delivers and the steps we take to ensure that the quality of it is sustained at all times. Children are always supervised adequately to ensure their health and safety. Our consideration is extended to visitors at the centre, to ensure health and safety oversight and compliance remain within regulatory limits.

Issue Outline

The Education (Early Childhood Services) Regulations 2008, Schedule 2: adult-to-child ratios (minimum) stipulate minimum1 staffing per number of children attending. The age of the child is a factor in determining the ratio. As per the Regulations 2008, the legal ratio for under 2 year old children is 1:5, for children 2 years old and over, the ratio is set at 1:6 and 2:20.

From time to time, there may be circumstances that influence the normal operation and number of children and adults on the premises. For example, children may be visiting with their parent(s) as part of a planned or spontaneous pre-enrolment routine. In this case the centre has systems in place that ensure that the education and care for the other children at the centre continues uninterrupted and supervision standards are not compromised.

The adult or parent attending a visiting child is counted as an adult in regulated adult-to-child ratios for the purpose of supervising their visiting child.

Planned visits are limited in number and take place at a specified time of the day / week to ensure minimal impact on the general curriculum delivery

Health and Safety

- Visitors (adults accompanying visiting children) to the centre always sign the centre system.
- Visitors (adults accompanying visiting children) are accompanied and chaperoned by a designated person at all times whilst on the premises. The below Supervision Guidelines apply.
- As the additional child and adult(s) add to the overall number of people on the premises, this is taken into account for fire and emergency evacuation purposes.
- Visitors are made aware of the Fire and Emergency evacuation procedure.
- A child accompanying an adult is considered supervised by their adult / parent.

For the purpose of clarification, children and parents in the centre at drop off and pick up times are not considered as impacting on the delivery of education and care as these are generally very short in duration and impact.

No funding claims are made for visiting adults and children.

Supervision Guidelines for Under Twos at our Centre

- Under Twos operates with a staff: child ratio of 1 adult to every 5 children at all times.
- Management staff are responsible for the staff roster that ensures the correct ratio is met at all times.
- **Example** staff duty allocation to ensure that all areas are supervised at all times:
 - Sleep room / infants: 1 staff member
 - Nappy duty: 1 staff member
 - Inside: 1 staff members for 5 children
 - Outside duty: 1 staff member for up to 4 children, 2 staff members for 4+ children
 - Float: 1 staff member covers staff on breaks / non-contact
- No staff member may leave their designated area until a replacement staff member is there to take over from them. Children are never left unsupervised.

Supervision Guidelines for Over Twos at our Centre

- The centre operates with a staff: child ratio of 1 adult to every 8 children at all times.

- Management staff are responsible for the staff roster that ensures the correct ratio is met at all times.
- **Example** staff duty allocation to ensure that all areas are supervised at all times:
 - Outdoor duty: 2 staff – one from each area.
 - Inside duty: 2 staff – 1 in each room
 - Float duty: 1 staff member covers staff on breaks / non-contact
 - Nappy duty: 1 staff in the designated nappy changing room
- No staff member may leave their designated area until a replacement staff member is there to take over from them.
- Children in the sleep rooms are to be supervised by the staff member assigned to that duty for the day. (for details see the centre's sleep monitoring procedure).

Water Supervision

Any activity where children play with, near or around water, poses a high safety risk. Teachers must have constant visual contact and be within close proximity to the children at all times. Once finished with the water, or the teacher needs to move away, even for a short time the water must be tipped out.

Emergency drills

Our teaching team will understand and be prepared to direct all visitors (and any accompanying children) if an emergency situation and/or drill occurs during their visit.

Relevant background (including legislation/regulation references)

Education (Early Childhood Services) Regulations 2008.

<https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html>

Licensing Criteria 2008, Health and Safety. Emergencies – HS7

<https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/health-and-safety/emergencies/hs7-emergency-plan-and-supplies/>

Licensing Criteria 2008, Premises and Facilities. Occupancy Load - PF3

<https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/premises-and-facilities/general/pf3-building-act-compliance/>

In regards to the National Education and Learning Priorities- Objective 1

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implementation

Clear procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised by licensed service:	Greendale Kids Preschool Greendale Kids Nursery
Date:	September 2024
Review Date:	July 2025
Parents informed:	May 2025