



PROGRAMME SUPERVISION

- There is to be full compliance by staff to ensure that children are supervised by a minimum of two staff at all times and are within sight and sound of a staff member at all times. All staff will use effective scanning techniques and must be aware of what is happening within their designated area.
- The programme supervisor or a staff member with authority to act in this capacity must be in attendance at the programme during hours of operation.
- All staff and volunteers counter for the staff child ratio will be over 17 years of age or older.
- Any volunteers under the age of 17 will be actively supervised by a responsible person at all times.
- The management and overall programme supervision must be co-ordinated by an adult for all hours of operation. An adult is deemed by the Department of Child and Youth to be a person aged 20 or over. Staff and volunteers under this age are welcome to be a part of our programme but will never be solely responsible for any activity or supervision of any child and will not be counted towards our staff:child ratio.
- Staff will ensure that noise levels are not excessive and that the children are encouraged to engage in focused activities.
- Minimum ratios of staff to children are set out in Schedule #, our centre operates on mixed ages and is one staff member to five for under two's and one is to six for over two's.
- These ratios will increase for higher risk activities as required by risk assessment.
- Staff will adhere to staff:child ratio at all times and will be aware increasing numbers of children inside and outside.
- Attendance records are to be completed every day. Staff must know who and how many children are participating in the programme at all times.
- Staff will accurately record children's interests in the portfolios which are available for parents to view at any time.
- Procedures are in place to ensure that children do not have access to the car park or the road and these are to be adhered to at all times. Fences, gates and doors are secure so that children cannot leave the premises unless accompanied by a staff member or an approved adult.
- A written risk assessment to determine appropriate staff: child ratio will be completed (within a 1 day minimum) prior to any off-site trip or any activity that is near or in water. The risk assessment will be placed on the notice board for parents to see the day before the excursion.
- A staff member will be responsible for supervising the children when washing their hands before mealtimes.
- It will be the responsibility of the balance person to ensure they are in the area where the most children are located.
- Staff and relievers will be made aware of children who may need extra supervision through information sharing in staff notice book.

Notes:

- The staff requirement will be determined by the element of risk involved in any activity.
- Written risk assessments are required to determine the appropriate ratio based on the age, abilities, maturity levels and where relevant, health and safety precautions.

Date reviewed: 15 February 2010

Date approved: 14 April 2010

Date for next review: 14 April 2012