

Active Supervision and Risk Assessment Policy

Rationale: To ensure that children are always actively supervised during their KiwiEd. enrolled hours, including children and adults are being kept safe during activities undertaken in and out of the home – this is to be done through effective assessment and management of risks.

Purpose: Educators are trained on active supervision by the Visiting Teacher (VT) implementing the personalised Active Supervision plan on enrolment (updated when required), as well as guidance found within the Child Learning Journey.

During enrolled KiwiEd. hours, Educators are responsible for the direct supervision of children.

The Active Supervision Plan is specific to each home and documents how both indoor and outdoor spaces are arranged and used to enhance supervision. Other factors such as number of children, ages and abilities of children in care are also taken into consideration. As a minimum the plan will show how children are supervised while in care and includes but is not limited to;

- Involved in activities such as sleeping, eating and toileting.
- Individual children using separate parts of the home.
- Using play equipment and resources.
- Interacting with other people in the home i.e. visitors.
- Using, or being in the presence of technology in use by others.

Educators will adopt the following strategies to ensure children have adequate supervision;

- Always keep all children within sight and/or hearing.
- Be near children at all times to supervise activities.
- Always be forward facing to the children and position themselves to allow maximum observation.
- Always supervising children while they are eating.
- Infants under the age of 6 months and children who are unable to drink will be suitably strapped into a highchair or on the Educators lap.
- Are held semi upright when being fed using a highchair or similar.
- Keeping an eye on children in different areas by scanning the environment constantly.
- Being alert to sounds that may indicate a problem or need for intervention.
- Anticipating what may happen next when supervising children at play.
- Planning activities and arranging the environment to ensure they are in sufficient proximity to attend to children's needs at all times.
- Regularly inspecting the environment by completing the Daily Hazard Identification Checklist located in the Child Learning Journey book, checking for hazards or potential dangers.
- Ensuring the premises, furniture, fittings, equipment and materials intended for use are kept safe, hygienic and maintained in a good condition.
- Foster independence and competence by supporting children to undertake activities that involve measured risk taking.
- Be aware that at times older children require privacy and the space to be independent. Educators will develop supervision strategies that monitor these areas and allow older children to self-manage their play.
- Be near the children at all times to supervise the use of technology devices such as smart phones, tablets, computers and TV's. Discuss with child's parent timeframes – how long their child may use a device or have screen time and follow this. Regularly use both sight and sound to monitor children's activities while on devices.
- Develop supervision strategies surrounding the use of technology devices such as smart phones, tablets, computers and TV's for older children that takes into consideration the age of the child, parental permission and type of devices accessed.
- Follow any KiwiEd. prescribed Active Supervision Plans including; Home & Safety Check, Hazard Identification, Risk Assessment and Regular/ Special and KiwiEd. facilitated excursions.

Regular Excursions

- Evidence of parental permission and assessment of potential risks will be provided at the time of enrolment for regular excursions, allowing the Educator to attend the specified excursion without seeking further permission from the parent.
- The parent must complete the Regular Excursion Permission and Risk Assessment form found in the Child Learning Journey book; they agree that the Educator can take the child to the listed excursions without seeking additional permission.
- Any regular excursions must be pre-recorded in the Regular Excursion Permission and Risk Assessment Form. If the excursion is not listed in this form it must be treated as a special excursion.
- Educator will always carry a cellphone with them or provide the parents with a contact number of where they can be reached in an emergency.
- If Educator is driving children for any excursion, they must hold a full drivers license to do so.
- Minimum adult to child ratios must be maintained for all regular excursions. The adult to child ratio for regular excursions is 1 adult to 4 children (with a maximum of 2 children aged under 2).
- Additional regular excursions may be added to the Regular Excursion Permission and Risk Assessment form in advance of any excursion by both the Educator and parent completing and signing the Risk Assessment Update in the Child Learning Journey book.

Special Excursions

- Evidence of parental permission and assessment of potential risks must be provided for all special outings not pre-approved by the parent in the Child Learning Journey book.
- The parent must complete the Special Excursion permission and Risk Assessment Form found in the Child Learning Journey book; they agree that the Educator is allowed to take the child to the listed excursion only.
- The Educator will always carry a cellphone with them or provide the parents with a contact number of where they can be reached in an emergency.
- If Educator is driving children for any excursion, they must hold a full drivers license to do so.
- Minimum adult to child ratios must be maintained for all special excursions. The adult to child ratio is to be agreed on by both the parent and Educator as outlined in the Special Excursion permission and Risk Assessment Form and must assess all potential risks when considering appropriate adult to child ratios. The ratio must not exceed 1 adult to 4 children (with a maximum of 2 children aged under 2).

Special Excursion – KiwiEd. Facilitated

- The KiwiEd. staff member responsible for the overseeing of the special excursion must complete a detailed risk assessment for the location of the special excursion and complete the KiwiEd. Facilitated Child Excursion Risk Assessment Report. This report is provided in writing to all Educators and parents of children attending the special excursion.
- Evidence of both Educator and parental permission and acknowledgment of potential risks must be provided prior to special excursion. This may be in advance of the special excursion or at the point of registration on the day of the special excursion, using the KiwiEd. Facilitated Child Excursion Risk Assessment Report.
- By signing the Facilitated Child Excursion Risk Assessment Report completed by KiwiEd., the parents agree that the Educator can take the child to the listed special KiwiEd. facilitated excursion.
- The Educator will always carry a cellphone with them to provide the parents with a contact number of where they can be reached in an emergency.
- Minimum adult to child ratios must be maintained for all special excursions facilitated by KiwiEd. The adult to child ratio for KiwiEd. facilitated special excursions is to be decided by Kiwi.Ed staff after a thorough risk assessment of the excursion site. By completing the attendance register of the KiwiEd. facilitated excursion, both the parent and Educator agree to the prescribed adult to child ratio. The ratio must not exceed 1 adult to 4 children (with a maximum of 2 children aged under 2 to form no more than 4 children total).

No excursions, whether it be planned, special or KiwiEd. facilitated may be undertaken without the parent's prior written permission and all children must be restrained in the chosen mode of transport as required by Land Transport Legislation.

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