

# Ko Taku Reo Preschool:

## Supervision of Children Procedure

### Rationale

Children can access the licensed space supported by effective adult supervision.

### Procedure

- Ko Taku Reo kaiako will follow the daily roster which allocates at least one kaiako into different areas/responsibilities. This ensures all areas of play are supervised by Ko Taku Reo kaiako at all times.  
Areas/responsibilities are as follows:
  - Inside – supervise the main room
  - Outside – supervise the outdoor space, supervise water play
  - Float – follow the children, wherever the majority of children are, go there.
  - Toilet – toileting the children and ensuring children are not playing in the bathroom.
- Kaiako are aware of what is happening around them by scanning their environment and observing what the children are doing while working alongside them.
- Kaiako are aware of each other's whereabouts by notifying another kaiako when/if they move.
- Kaiako will notify another kaiako when they have returned from their breaks and 'tag' the next person. The float kaiako will cover the area of the kaiako on break.
- Kaiako ensure they are meeting the teacher/child ratio as stated in the ECE regulations at all times particularly during breaks. These are (at the time of writing):
  - 1-6 children – 1 kaiako
  - 7-20 children – 2 kaiako
  - 21-30 children – 3 kaiako
- Ko Taku Reo Preschool aims to run with ratios above the minimum requirements to ensure good supervision and meaningful interactions.
- Kaiako will always ensure adequate supervision and will be mindful to not leave ESW's, Student teachers, SLTs, NZSL tutors, or other visitors alone to supervise children.
- Children can freely access all areas of play except at designated times
- Meal-times – Children are all seated inside for morning tea and lunch. Children are asked to stay inside until a kaiako is ready to supervise outside.
- Mat-times – two mat times are scheduled each day. During mat times, all children are inside, either on the mat or playing in the main space.
- During very wet or windy weather – children will be directed to play inside or under the covered canopy.

Reviewed	August 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	August 2026
Signed:	
Preschool Lead	Krista Clifford