

## 5. PROGRAMME SUPERVISION POLICY

Everyone Out recognises that the learning environment it creates is highly unique and specialist, and as such involves an element of risk. In order to effectively manage this risk, while promoting the independence of each ngā ākonga (student) in leading their own learning, safety and effective supervision are paramount.

### PROCEDURES:

#### 5.1. KAIAKO

- There will be a minimum of two kaiako teaching on each programme.
- Kaiako:tamariki ratios will not exceed 1:10.
  - It is Everyone Out's aim that this actually be maintained at 1:8 where possible/practical.
- There will be at least one kaiako present at each programme who holds an up to date, first aid qualification.
- Everyone Out does not employ kaiako under the age of 16.
- Each programme will be overseen by a Lead Kaiako, who will be present at all times.
  - Anyone employed in the position of Lead Kaiako will be over the age of 20.
  - The Lead Kaiako is responsible for the overall supervision of all kaiako and tamariki.
  - It is Everyone Out's aim for each Lead Kaiako to hold an up to date, first aid qualification.

#### 5.2. BOUNDARIES

- Kaiako will set up cones signifying the boundary line of the Everyone Out Programme as part of their set up each morning.
- This boundary line will be explained at the start of each holiday programme session or at the start of each nature school term or when new tamariki are present.
  - The expectation that ngā tamariki may not cross these boundary lines without a kaiako will be made explicitly clear.
- Boundary lines may be adjusted at the discretion of kaiako, to allow for environmental factors which limit their ability to fully/safely supervise ngā tamariki.

#### 5.3. SUPERVISION MODEL

Everyone Out Programmes adhere to a model of active supervision.

- Kaiako interact and engage with ngā tamariki.
- Kaiako are aware of where tamariki are at all times.
- Kaiako are always, at minimum, within earshot of all ngā tamariki.
- Kaiako are constantly scanning; ensuring they are monitoring, assessing and, where necessary guiding, the chosen activities of all ngā tamariki.
- In support of this, head counts are undertaken repeatedly throughout the day.
- Due to the expansive nature of the learning environment, whistles will be used as necessary to communicate.
  - 2 short whistle blasts signal to ngā tamariki to stop and come to either the hui mat or ngā kaiako.

- 3 long whistle blasts signal to ngā tamariki emergency and come immediately to either the hui mat or the nearest kaiako.

These signals will be fully explained to ngā tamariki at the beginning of each nature school term or each holiday programme session.