

LICENSING AND SUPERVISION REQUIREMENTS

November 2012

Group Supervision

Playcentre has an arrangement with the Ministry of Education to provide group supervision during sessions for licensing purposes. The details of this arrangement are set out in the Ministry of Education Funding Handbook. Essentially Playcentres are required under this agreement to use a supervision plan that is approved by the Playcentre Association.

To meet minimum supervision requirements for licensing, the Association's Supervision Approval Process sets out the minimum adult to child ratios that must be maintained depending on training levels as below.

- **1:3 – 1 x Course 3, 1 x Course 2 and 1 x Course 1 (including 1 First Aider)**
- **1:4 – 2 x Course 3 (including 1 First Aider) OR
1 x Course 4 and 1 x Course 1 (including 1 First Aider)**
- **1:5 - 1 x Course 5 and 1 x Course 1 (including 1 First Aider) OR
1 x Course 6 and 1 x Course 1 (including 1 First Aider)
1 x NZP National Certificate and 1 x Course 1 (including 1 First Aider OR
1 x NZPF Association Certificate and 1 x Course 1 (including 1 First Aider) OR
1 x NZPF Federation Certificate and 1 x Course 1 (including 1 First Aider) OR**

A term dispensation of 1:4 ratio using 1x C3 + 2x C2 (including a First Aider) may be applied by consensus of the Playcentre members (refer to 1:4 Ratio Dispensation Procedure.

To support group supervision, the Association's Enrolment Policy requires every family of a child enrolled at Playcentre to perform duties required by the Centre. The minimum requirement is one session per week, being a session duty (working and involved with the children) of 2 ½ hours plus set up and clean up.

Course Qualifications

Current Playcentre qualifications, as approved by the New Zealand Qualifications Authority (NZQA), the Ministry of Education and the New Zealand Playcentre Inc., were gazetted in the New Zealand Gazette and took effect on 1 January 2002.

The qualifications are the six "courses" of the NZ Playcentre Diploma in Early Childhood and Adult Education, as follows:

- Course 1 – Introducing Playcentre.
- Course 2 - The Playcentre Way.
- Course 3 – Playcentre Sessions.
- Course 4 – Playcentre Practice.
- Course 5 – Playcentre in Context.
- Course 6 – The Playcentre Education Diploma.

To be recognised as having a 'course' qualification, a person must either hold the relevant 'course' certificate or letter of equivalency, issued by any NZ Playcentre Association.

Playcentre qualifications gained prior to January 2002

Prior to 1st January 2002 a different training programme was run throughout Playcentre Associations. Certificates issued for this training are not recognised by Ministry of Education for the purposes of Playcentre licensing and centre rosters (with the exceptions of the NZP National Certificate, NZPF Association Certificate and NZPF Federation Certificate).

A person holding these qualifications may apply for recognition of prior learning (RPL) towards the NZ Playcentre Diploma in Early Childhood and Adult Education courses.

First Aid

In addition to group supervision requirements, **at least one adult on session must also hold a current first aid certificate.**

First Aid Qualifications

The first aid certificate must be issued by an NZQA registered provider for an accredited course that meets the training requirements outlined by the Department of Labour. Registered Medical Practitioners or Nurses with a current practicing certificate or qualified Ambulance Officers or Paramedics are also recognised as First Aiders once the current NSPA process has been followed e.g. verified copy of the certificate has been received by the Education Team and approval/confirmation of course returned to centre.

In Case of Supervision Requirements Not Met

Centres may find themselves unable to meet training and ratio requirements (group supervision) or first aid requirements on sessions.

The implications for the centre when these requirements cannot be met are:

- The session will need to close if the duty team cannot be rearranged to meet supervision requirements.
- The centre will lose bulk funding for any session it closes.
- Centre members who fulfil their duty requirements may be called upon to cover the duties of those who have not.
- Centre members may not be able to leave their child/ren on sessions when they are not rostered to be on duty.
- The curriculum areas and duty team may not be set up ready to receive children.
- The quality of the session may suffer.
- Children may display challenging behaviour due to the duty team not being ready and available to work with and be involved with the children.

Suggestions to mitigate this problem are:

- Ensure the welcoming process informs people about their responsibilities for training under the adult education programme.
- Ensure the welcoming process informs people about their duty responsibilities.
- Change the start time of sessions to a later time (this may require a licence change).
- Vary the start time on sessions to accommodate different family circumstances (again, this may require a licence change).
- Ring around and remind the duty team prior to the session.
- Have a duty swap list for people to call for a replacement when they are unable to make their duty.
- Have a list of relievers, maybe people who have recently left the centre, who can be called upon to fill a gap in the duty team in exceptional circumstances. These relievers need to be listed on the List of Persons Responsible.
- Have one person responsible for a welcoming activity to engage the children while others on the duty team set up.

- Set up the centre at the end of session ready for the next session.

Where a centre is unable to meet supervision requirements on a session on an ongoing basis due to inadequate training levels within the centre, the centre can apply under the licence support system for a paid licence support worker subject to certain criteria being met.

Occasionally centres will experience problems meeting supervision requirements on a session due to people not turning up for duty, turning up late for duty etc. The centre should establish a plan to manage supervision on sessions so that supervision requirements will continue to be met in such circumstances.

The Association encourages centres to deal with any supervision issues themselves but may ask centres to report on the extent of any supervision issues, the action being taken to correct the situation, and the results of this action.

In exceptional circumstances the Association may carry out spot checks on centres to determine whether supervision requirements are being met at all times during sessions, and may issue a warning or request the centre to close a session for failure to comply with supervision requirements.

List of Persons Responsible

The list of persons responsible must be displayed on the centre notice board next to your licence.

The list of persons responsible must contain the following information:

- Name of the centre.
- Date of compilation of the list of persons responsible.
- Names of all adults working with children as part of the duty team. This includes all centre members, paid session co-ordinators employed by the centre, as well as licence support workers employed by the Association to work in the centre. It does not include child support workers employed by the Association or Group Special Education Services to work with individual children with special needs. It is recommended that Field Officers are included so that they can be used to meet licensing requirements in exceptional circumstances. However, any use of field officers in this way should have the prior approval of the Association Management Team.
- Names of all adults should be in alphabetical order by surname.
- Qualifications held by each person listed.
- First aid qualifications held and expiry date.
- Police Vet Information where required

Your centre's Person's Responsible List is issued by HQ. The most up to date copy must be displayed in a prominent place in centre. The list of person's responsible is update and issued regularly to reflect changes in membership as well as changes in members' training levels and first aid qualifications.

To meet the Licensing Criteria for Early Childhood Education and Care Centres 2008 regulation 47/GMA1, Ministry has agreed that the Person's Responsible List, as held by the NSPA Association, is acceptable in lieu of centres holding verified copies of certificates or other related documentation.

Rosters

Other Factors also need to be taken into consideration when drawing up a roster and supervising sessions:

- Size of the centre
- Are there any special needs children on the session that may need one to one attention?

- Are there any adults that may need additional support? e.g. pregnant or breast feeding mothers, non English speaking adults.
- Equipment or areas that need special supervision. e.g. carpentry, swing, areas which cannot be easily seen.
- The amount of space for playing, sitting, mothers with babies (prams take up a lot of room)
- The number of relationships each child has to form with adults as well as with all the other children
- Leave space for transferring families, members training and visitors.

If a Paid Coordinator or licence Support Worker is employed the overall responsibility of running the session remains with the group.

The Association Vice President must present any Paid Support Co-ordinator applications to the Management Team for approval in accordance with the policy/procedure for Paid Support. All applications are approved on a term by term basis and where funding to cover Paid Support is determined according to the policy/procedure for Paid Support.

The individual centre licence states the maximum number of children able to attend a session. The maximum numbers are determined by the square meterage of the play areas. The New Zealand Playcentre Federation Constitution and Ministry of Education Funding Handbook states that the roll of a Playcentre session shall not be more than 30 children. The Association Constitution recommends a maximum of 25 children.

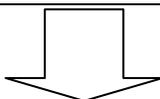
Policy Accepted: Association Meeting, November 2012

Review Date: T3 2013

CAN YOU RUN A LICENSED SESSION?

Before anyone leaves/drops off children

- Use the Day Sheet Ratio table to complete the following 15 minutes after session starts -
- ✓ Count how many children attending including three free visitors, enrolled and non-enrolled children
- ✓ Count Duty Team and Training Levels
- ✓ Note any extra adults staying on session
- ✓ Check maximum number of children as per the licence
- ✓ Check Group Supervision Requirements
 - 1x C3, 1x C2, 1x C1 = 1 Ad : 3 Ch
 - 2 x C3 = 1 Ad : 4 Ch
- ✓ Check First Aid Requirements – Do you have a First Aid qualified person on duty?



UNABLE TO MEET SUPERVISION REQUIREMENTS? WHY?

NOT ENOUGH ON THE DUTY TEAM TO COVER RATIOS

- Ask any extra adults to be an active part of the duty team
- Call in adults including drop off parents to be an active part of the duty team
- Reschedule Three Free Visits for another day
- Ask if enrolled and non-enrolled visitors can be taken home
- Close the session if ratios are still not met

DO NOT HAVE ALL OF THE REQUIRED TRAINING LEVELS – COURSES 1, 2, 3 or 4

- Ask any extra adults to be an active part of the duty team
- Call in adults including drop off parents to be an active part of the duty team
- Close the session and write NPRR on the register

DO NOT HAVE A FIRST AIDER

- Ask any extra adults with First Aid to be an active part of the duty team
- Call in adults including drop off parents with First Aid to be an active part of the duty team
- Close the session

WE ARE OVER THE MAXIMUM NUMBER ALLOWED ON OUR CENTRE LICENCE

- Reschedule Three Free Visits for another day
- Ask if enrolled and non-enrolled visitors can be taken home
- Close the session if the session still exceeds the licence number