



Supervision Policy

RATIONALE

Educators have a duty of care to ensure children are supervised at all times, as they maintain a safe and secure environment adhering to National Regulations. Supervision, together with thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children.

Children of differing ages and abilities may require different levels of supervision. Children require adults to remain in close proximity, ie. sight and sound, at all times. Children, educators are to be aware where each child is and be in a position to respond as necessary.

Effective supervision of children provides with Educators with the opportunity to support and build on children's play experiences.

PROCEDURES

The Approved Provider, Nominated Supervisor and representative's responsibilities are:

- The premises and facilities are designed and maintained to facilitate supervision of children at all times while maintaining the rights and dignity of all children.
- The age and supervision requirements for Educators are maintained at all times.
- Regulatory Authorities are notified of any serious incident, within 24 hours of the incident or the time that the person becomes aware of the incident.
- Minimum Educator qualification requirements are recognised under the National Quality Framework.
- The Service maintains the required educator-to-child ratio working directly with children at all times, based on the ages and number of children being educated and cared for at Holy Family Catholic School Early Learning. For children aged 36 months of age or over the ratio is 1:11.
- Ensure that all Educators are aware of the children and their environment.
- Ensure Educators avoid activities or actions that will distract them from supervision, such as speaking to other Educators for long periods of time, taking personal phone calls, checking mobile phone or administrative tasks.
- Ensure Educators are aware if they need to move away, another Educator is to replace them.
- Educators are positioned allowing them to watch the maximum possible area.
- Ensure Educators move around the environment to ensure best view of the area and to avoid standing with their back to the children or talking with other Educators.
- Develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the Service and on excursions.
- Develop, maintain and regularly review a supervision plan and strategies for both the indoor and outdoor areas, which will support Educators to position themselves effectively to allow them to observe the maximum area possible.
- The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.

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- Ensure that a Risk Assessment & Management Plan is carried out before an authorisation is requested for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.
- Ensure that parents are notified as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the Service. Details of the incident/situation is recorded on the Incident, Injury, Trauma and Illness Record
- The responsible person will be notified, in writing, within 24 hours if a child:
 - Appears to be missing or cannot be accounted for,
 - Appears to have been taken or removed from the service premises in a way that breaches the National Regulations, or
 - Is mistakenly locked in or locked out of the education and care service premises.
- At no time will students or volunteers be included in the ratio of educators supervising children.
- Students and volunteers will never be left alone with a child or a group of children.
- Collaborate a supervision plan and strategies for both the indoor and outdoor environment, assisting educators to position themselves effectively in order to effectively supervise children's play.
- The supervision plan will include the floor plan and include the location of activities, bathroom, and nappy change facilities.

For ratio requirements in all states see the Information Sheet provided by [ACECQA](#).

The Educator responsibilities include:

- Have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment.
- Inform new and relief educators about supervision arrangements, outlining their supervision responsibilities.
- Providing consistent supervision strategies when requires relief Educators.
- Supervision will include emphasis be on gates, the fence line and doors during arrival and departure times.
- Documentation to verify supervision requirements.
- Communicate with each other about their location within the environment.
- Maintain correct ratios adhering to the National Education Regulations throughout the education and care environment.
- Ensure that all children can be seen or heard by educators at all times.
- Ensure that no child will be left alone while eating or at nappy change.
- Ensure age-appropriate supervision will be maintained.
- During nappy changing, a child must never be left unattended, ensure physical contact is maintained (to ensure child does not roll off change table/bench).
- Children will be supervised while resting or sleeping.
- Where children are sleeping or resting, children are to always be within sight or hearing distance of an educator, allowing educators to assess the child's breathing and colour of their skin.
- Windows are to be kept clear for viewing.
- Ensure that hazardous equipment and chemicals are inaccessible to children.
- Certify that interactions with children are meaningful and respectful.
- Encourage children's individuality whilst respecting their strengths and needs.
- Scan the environment during interacting with individuals or small groups.
- Implement reliable supervision strategies and not perform other duties while responsible for the supervision of children.
- Listen closely to children whilst supervising areas that may not be in a direct line of sight.

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- There is a mixture of activities to allow for appropriate supervision.
- Using supervision skills to recognise areas of risk therefore reducing the potential for injury or incident to children and adults.
- Water experiences are to be closely supervised by an educator at all times
- Guiding Educators to make decisions about when children's play needs to be interrupted and redirected.
- Providing direct, constant and proximal monitoring to children undertaking activities that involve some risk and recognising when the ratio of educators to children needs to be increased.

Excursions

- Supervision levels will be reviewed prior to an excursion occurring, in line with the required risk assessment.
- Educators are to ensure children are never be left unattended in a vehicle that the service uses to transport children from one location to another.
- Where children use public toilets while on an excursion, the toilets must have been previously checked by an adult for any hazards or unsuitable risks. An educator will accompany and supervise children appropriately while using the facilities.

REFERENCES:

- Quality Area 2 – Children's health and safety
- Quality Area 7 – Leadership and Service Management
- Education and Care Services National Law Act (2010), S 165

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