

# Supervision Policy

Supervision is an integral part of the whole care and education experience. At its most basic level, supervision helps to protect children from hazards or harm that may arise in their daily experiences in play, interactions with others, and daily routines.

## National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.2	Each child is protected
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.3.1	Children are always adequately supervised
2.3.2	Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury

Quality Area 3: Physical Environment	
3.1.3	Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space.

Quality Area: Staffing arrangements	
4.1	Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing
4.1.1	Educator-to-child ratios and qualification requirements are maintained at all times.

## Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
101	Conduct of risk assessment for excursions
115	Premises designed to facilitate supervision
120	Educators who are under 18 to be supervised
121	Application of Division 3
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-Centre based services
126	Centre based services-general educator qualifications
166	Children not to be alone with visitors
168	Education and care service must have policies and procedures
176	Time to notify certain circumstances to Regulatory Authorities
264	General qualifications for educators – Centre based

**PURPOSE**

Educators have a duty of care to ensure children are adequately supervised, maintaining a safe and secure environment always.

**SCOPE**

This policy applies to children, families, staff, management, and visitors of the service.

**IMPLEMENTATION****Management will ensure:**

- That the premises and facilities are always designed and maintained to facilitate supervision of children while maintaining the rights and dignity of all children.
- That the age and supervision requirements for Educators are always maintained.
- 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.
- Educators under eighteen years of age may work at a Centre-based Service provided they are always adequately supervised by an educator over the age of 18 and are not left alone.
- The service always maintains the required educator-to-child ratio working directly with children, based on the ages and number of children being educated and cared for at the service.

**A Nominated Supervisor/ Certified Supervisor will:**

- Develop and maintain rosters that always ensure continuity of care and adequate supervision 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.
- Assess and plan ongoing supervision taking into consideration the layout of the premises and grounds, any higher risk activities, the presence of any animals, the location of activities and the location of bathroom facilities.
- Ensure no staff member is to ever be left alone with a child to support child protection.
- 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.

**Educators will:**

- Have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment.
- Collaborate a supervision plan and strategies for both the indoor and outdoor environment, assisting educators to position themselves effectively to effectively supervise children's play. The supervision plan will include the floor plan of the service and include the location of activities, bathroom.

- Inform new and relief educators about supervision arrangements, outlining their supervision responsibilities.
- Regularly evaluate the efficiency of the supervision plan
- Certify that at least two educators are within vision when working with children and when supporting children with toileting/hygiene routines.
- Arrange the education and care environment to maximise the ability of educators to supervise all areas accessible to children. Precise emphasis will be on gates, the fence line and doors during arrival and departure times.
- 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 are always in sight or hearing of educators.
- 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.

Consideration will be given to the design and arrangement of children's environments to support active supervision by:

- Using supervision skills to recognise areas of risk therefore reducing the potential for injury or incident to children and adults
- Guiding Educators to make decisions about when children's play needs to be interrupted and redirected.
- Supporting Educators with specific strategies
- Providing consistent supervision strategies when the service requires relief Educators.
- 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.

#### Source

- Australian Children's Education & Care Quality Authority. (2014). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Australian Children's Education & Care Quality Authority. (2013).
- Guide to the National Quality Standard.
- Active Supervision ensuring safety and promoting learning <https://www.acecqa.gov.au/>.

#### Review

Policy Review Date
February 2020 Next Review February 2022

## Supervision Procedure

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1. Practicing awareness - that requires knowledge of our children, including knowing each child's range of skills, interests, ability to interact with others and developmental stage. Knowledge of children helps Educators to monitor and enhance children's positive behaviour.
2. Planned positioning - this requires being able to see all the children. Educators position themselves to be aware of the entire environment and to see as many children as possible. All children are always monitored by sight or sound.
3. Being alert to the surrounding environment - that involves regularly glancing and listening within the environment to see children's involvement and what is happening.
4. Use redirection - in preventing undesirable and unsafe behaviour. Children are redirected to other areas/activities when undesirable behaviour occurs. This will ensure the safety of all children.
5. Provide close supervision for all children in areas that are near equipment where injury may occur.
6. Children waiting to be picked up due to illness or injury are kept safe, comfortable, and under close supervision.
7. Educators are aware of the different ages, personalities, behaviours and characteristics of the children in their care to ensure that supervision is relevant and effective.
8. Guiding Educators will make decisions about when children's play needs to be interrupted and redirected.
9. Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.
10. Being aware of the importance of communicating with each other about their location within the environment.
11. Actively supervising bathroom facilities and the safety of usage.
12. Being aware of blind spots within the indoor and outdoor environment.
13. Having a sound understanding of the supervision plan, outlining designated positions for educators to supervise the children.

### Additional notes to supervision procedures

- Staff to make sure that they have done a thorough risk assessment using the risk assessment form when going on excursions.
- Evaluate playground areas before sending children out to play outdoors, making sure it is safe, equipment in good working condition. Surfaces not too hot during summer months or cold and slippery during winter months. Checking playground equipment for safety, heat, and slippery surfaces.
- Enforcing the importance to children of how to use equipment in a safe manner e.g. not jumping off, more than one child on a swing, sliding from the top of the slide, going in one direction on the monkey bars etc.
- Provide close supervision for all children in areas that are near equipment where injury may occur due to weather conditions and may pose a hazard to children playing on it.