



## 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” (Victoria Department of Education and Training, 2010, p.1).

NQS QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each Child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
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

**RELATED POLICIES**

Arrival and Departure Policy

Code of Conduct Policy

Physical Environment Policy

Incident, Illness, Accident and Trauma Policy

Cyber Safety Policy

Administration of Medication Policy

**PURPOSE**

Educators have a duty of care to ensure children are supervised at all times, maintaining 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.

Educators will actively supervise children, identifying risks and taking all necessary steps to prevent or minimise injury. Effective supervision of children also provides Educators with the opportunity to support and build on children's play experiences.

**SCOPE**

This policy applies to Management and Educators of the OSHC Service.

**IMPLEMENTATION**

**The Approved Provider will ensure:**

- That 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.
- 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 our OSHC Service only if they are adequately supervised by an educator over the age of 18 at all times and are not left alone.
- Minimum Educator qualification requirements are recognised and adhered to according to legislative requirements (minimum of 1:15 at the program and 1:8 when leaving school grounds).
- The Service maintains the required educator-to-child ratio working directly with children at all times, based on the number of children being cared for at the Service.

**The Nominated Supervisor will ensure:**

- That all Educators are aware of all children and their environment, including hazards and 'blind spots'.
- 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 phones or administrative tasks.
- Educators are aware that if they need to move away from the children, another Educator is to replace them.
- Educators are positioned allowing them to watch the maximum area possible. They move around the environment to ensure the best view of the area and to avoid standing with their back to the children or talking with other Educators.
- They 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.
- That no staff member is left alone with a child to support child protection protocols.
- That a Risk Assessment & Management Plan is carried out before excursions and incursions. The risk assessment will consider and identify whether the Educator to child ratio needs to be increased to ensure adequate supervision and safety.
- That parents are notified as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the OSHC Service. Details of the incident/situation are to be recorded on the Incident, Injury, Trauma and Illness Record.
- That if the incident, situation or event presents imminent or severe risk to the health, safety, and/or wellbeing of the child or if an ambulance was called in response (not as a precaution) the regulatory authority will be notified within 24 hours.

**Educators will:**

- Have a sound understanding of their duty of care and responsibilities.
- Adhere to the supervision plan and strategies for both the indoor and outdoor environment, assisting colleagues to position themselves in order to effectively supervise children's play. The supervision plan will include the floor plan of the OSHC Service and include the location of activity areas and the closest bathroom.
- Assist the Nominated Supervisor to inform new Educators about supervision arrangements.
- Regularly evaluate the efficiency of the supervision plan.
- Ensure any Educators under the age of 18 years old are supervised by an older Educator.

- Ensure that at least one other educator is within sight when working with children or if it is necessary to assist a child to change their clothes.
- Arrange the education and care environment to maximise the visibility and supervision, e.g. placement of furniture, areas for games to be set up.
- 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 in sight or hearing of educators at all times.
- Ensure that hazardous equipment and chemicals are inaccessible to children.
- Continuously scan the environment, even while interacting with individuals or small groups.
- Implement correct 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.
- There is a mixture of activities to allow for appropriate supervision.

## SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Early Childhood Australia Code of Ethics. (2016).

Frith, J., Kambouris, N., & O'Grady, O. (2003). Health & safety in children's centres: Model policies & practices (2nd ed).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

Revised National Quality Standard. (2018).

## REVIEW

Date Reviewed	Modifications	Next Policy Review Date
July 2019	Ratified by the Kingsbury Primary School Council on 31/07/19.	July 2020

# SUPERVISION PLAN (DRAFT)

- Educators on duty attend a briefing before each session to communicate about the children attending the session, their needs and minimisation of risks.
- Educators must ensure a minimum ratio of 1:15 (minimum of 1:8 for low risk excursions) is maintained at all times.
- Staff are assigned to a particular area and appropriately position themselves for maximum supervision.
- Except in special circumstances, our Service keeps within strict boundaries inside of the school. Educators and children are made aware of this during induction and on a regular basis and are expected to adhere to these expectations. For free play and planned activities, we have use of the:
  - Multi-Purpose Room
  - Sandpit and close surrounds
  - Oval
  - Large playground (children are to stay away from the fence and out of bushes).
- Designated play areas are assigned for each session, e.g. when playing outside the children may be at the playground or on the oval. These are communicated to Educators and children.
- Mobile phone communication is utilised between staff if needed. When going outside, an Educator also takes the 'outdoor bag', which contains communication cards for Educators in case of emergency.
- Children go to the toilet in pairs after seeking permission from an Educator. Children collect a 'toilet pass' from an Educator and return it when finished.
- Educators communicate on a day-to-day basis and during regular formal staff meetings with regard to supervision and safety. All staff reflect upon these matters and contribute suggestions for improvement when required.
- A safe play space is maintained by:
  - Ensuring the school gates are closed. During After Care the car park gate may remain open.
  - Scanning and inspecting the environment for hazards, 'blind spots' and taking action when needed.
  - Ensuring children know the expectations of them for the session/day (Risk Assessments are conducted and communicated for all excursions).