

50. Supervision



Introduction

Children must be adequately supervised at all times that they are being educated and cared for both at the centre and on excursions. Supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of the children, and their activities. The education and care service must prioritise regular assessment of their supervision practices in order to increase educator's awareness of their duty of care and to continuously improve supervision procedures.

Purpose

It is the policy of the centre to ensure all children are supervised whilst on centre premises during approved hours both indoors and outdoors and during excursions. A minimum of two staff members should be on the premises at all times when children are in care. The centre roster must be designed to cover educator to child ratios as outlined in the Education and Care Services National Regulations.

Goals – What are we going to do?

The centre maintains a safe and secure environment where children are free to explore and learn more about their world. The approved provider and educators are familiar with regulatory requirements and standards regarding supervision. The education and care service encourages educators to evaluate their supervisory practices and implement plans that increase their awareness of the layout, risk management and supervisory choices within the education and care environment.

Strategies – How will it be done?

Educator to child ratios

The centre will ensure that it meets the required ratios set out in the Education and care Services National Regulations 2011 at all times while caring for children. The ratio of educators to children in the centre is:

- one adult to four children aged 0-2 years
- one adult to five children aged 2-3 years
- one adult to ten children aged 3-6 years
- one adult to fifteen children aged 5-12 years

Roles and Responsibilities

Approved Provider will:

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations.

- Ensure that the premises are designed and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children.
- Ensure that the age and supervision requirements for educators are maintained at all times. Any educators who are under eighteen years of age may work at the centre, provided they do not work alone and are adequately supervised at all times by an educator who is over eighteen years of age.
- Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for, appears to have been taken or removed from the premises, or has mistakenly been locked in or out of the education and care services premises.

Nominated Supervisor will:

- Carefully plan rosters to ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the service and on excursions.
- Ensure that a risk assessment is carried out before an authorisation is sought for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.
- Document a supervision plan and strategies for both the indoor and outdoor areas. This will assist educators to position themselves effectively for supervising the children's play. They will take 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 and nappy change facilities.
- Ensure all educators are aware of the supervision plan and what is required of them in relation to supervising.
- Regularly review the supervision plan and strategies to evaluate the effectiveness of the plan and its implementation by educators. The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.
- Ensure staff and educators are aware of any custody orders and where to find them. Ensure staff are aware of the procedure relating to the release of children and ensure children are only released to authorised persons.

Educators will:

- Inform new and relief educators about supervision arrangements and what is required of them in relation to supervising children.
- Seek to ensure that two educators are present/ within view when working with children and when supporting children with toileting/hygiene routines.
- Arrange the environment to maximise the ability of educators to supervise all areas accessible to children. Particular focus will be on gates, the fence line and doors during arrival and departure times.
- Be aware of the importance of communicating with each other about their location within the environment.

- Ensure that correct child: educator ratios are maintained throughout the centre. All children will be in sight or hearing of educators at all times. No child will be left alone while eating or at nappy change and toileting times.
- Supervise children during rest periods. Children will be positioned and supervised according to the Safe Sleep & Rest Times policy.
- Ensure that hazardous equipment, machinery, and chemicals are inaccessible to children.
- Ensure that supervision arrangements are respectful and that interactions with children are meaningful. Educators will encourage children's independence while respecting individual abilities and needs.
- Scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and the children's play and when outdoors follow the Outdoor Supervision Plan.
- Implement consistent supervision strategies and The 4 Principles of Supervision are to be applied at all times. **Scanning, Positioning, Listening and Knowing**
- Staff and educators must not perform other duties while responsible for the supervision of children.

Children's safety will be the priority of all educators when supervising children.

Related Legislation

- Education and Care Services National Law Act
- Education and Care Services National Regulations: Regulations 87, 100-102, 115, 120, 166, 168, 176
- Building code of Australia re/ building requirements for new buildings/visibility of children's bathrooms

Links to other policies and documents

- Medical Conditions
- Interactions with children
- Nappy Change
- Excursion
- Child Protection
- Emergencies and Evacuation
- Water safety
- Safe Sleep and rest Times
- Toileting

Links to Education and Care Services National Regulations:

87, 100-102, 115, 120, 166, 168, 176

Links to National Quality Standards/Elements:

2.3, 3.1, 4.1, 5.2

Sources

- ACECQA – Guide to the National Quality Framework
- Community Early Learning Australia – CELA
- ECA Code of Ethics (2016)
www.earlychildhoodaustralia.org.au
- Health and Safety in Children's Centres: Model Policies and Practices (2nd Ed)
- Donna MacIntyre – Approved Provider

**Are you
positioned
in your
correct
supervision
point?**