

## 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). Effective supervision allows Educators to actively engage in play and leisure opportunities that are meaningful to children and support their wellbeing, development and learning.

### NATIONAL QUALITY STANDARDS (NQS)

| QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY |                                   |   |
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| 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 |   |
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| 100  | Risk assessment must be conducted before an excursion                     |
| 101  | Conduct of risk assessment for excursions                                 |
| 102  | Authorisation 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 (1)<br>(d)                                   | Educator to child ratios-Centre based services                            |
| 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            |

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| CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW |  |
| 165   | Offence to inadequately supervise children |

**RELATED POLICIES**

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| Administration of Medication Policy<br>Arrival and Departure Policy<br>Code of Conduct Policy<br>Cyber Safety Policy<br>Handwashing Policy | Incident, Illness, Accident and Trauma Policy<br>Mobile Device Usage Policy<br>Physical Environment Policy<br>Road Safety Policy<br>Staffing Arrangements Policy<br>Transportation Policy<br>Water Safety Policy |
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**PURPOSE**

Out of School Hours Care Educators have a duty of care to ensure children are supervised at all times, maintaining a safe and secure environment adhering to Education and Care National Law and National Regulations. Supervision for children in Vacation Care requires Educators to cater for a wide range of ages and abilities and requires flexibility and organisation to ensure thoughtful design and arrangement of children’s environments, assists in the prevention and severity of injury to children. Effective supervision of children provides Educators with the opportunity to support and build on younger children’s play experiences whilst supporting older children’s independence.

Educators will actively supervise children, identifying risks and taking all necessary steps to prevent or minimise injury in a range of situations including, transitioning children between our Vacation Care Service and other destinations when on excursions. Effective supervision of children provides Educators with the opportunity to support and build on children’s play experiences.

**SCOPE**

This policy applies to Management and Educators of the Vacation Care Service.

**IMPLEMENTATION**

**MANAGEMENT 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 or complaints alleging the safety, health or wellbeing of children has been compromised within 24 hours of the incident or the time that the person becomes aware of the incident or complaint. This includes if an ambulance was called in response (not as a precaution) to the incident, situation or event.
- 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 are to be recorded on the *Incident, Injury, Trauma and Illness Record*.
- educators under eighteen years of age may work at a centre-based Vacation Care 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
- the Service maintains the required educator-to-child ratio for children over preschool age- 1:15

#### MANAGEMENT AND/OR THE NOMINATED SUPERVISOR WILL:

- ensure that all Educators are aware of where children are at all times and monitor the environment closely
- ensure Educators are able to respond to any situation immediately, particularly if a child is distressed or in a hazardous situation
- develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are
  - in attendance at the Vacation Care Service
  - visiting and returning from children's toilets
  - transported to and from the Vacation Care Service premises
  - during excursions and outings
- ensure flexibility of supervision to provide for Educators to supervise individual children or small groups of children
- conduct risk assessments 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.
- 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.

- 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 phones or smart watches or administrative tasks
- ensure Educators are aware if they need to move away from children, another Educator is to replace them
- ensure educators are positioned allowing them to watch the maximum area possible
- ensure Educators move around the environment to observe the maximum area and to avoid standing with their back to children or talking with other Educators.
- adopt accepted best practice, ensuring no staff member is left alone with a child to support child protection protocols
- ensure that a Risk Assessment and 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.
- communicate and collaborate with others to ensure the effective supervision of children within the Service.
- implement vigilant supervision strategies for hygiene requirements including:
  - regular handwashing
  - cough and sneeze routines- using disposable tissues and handwashing
- inform new and relief educators about supervision arrangements, outlining their supervision responsibilities
- regularly evaluate the efficiency of the supervision plan and update as required
- ensure any Educators under the age of 18 years old are never left alone with children
- 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 environment to balance supervision of children's needs depending on age, ability and activities
- emphasis for supervision will be on open playgrounds, risky play opportunities and doors during arrival and departure times
- 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 children are supervised by an Educator or accompanied by an older child when going to the bathroom at the Vacation Care Service
- ensure that hazardous equipment and chemicals are inaccessible to children
- scan the environment during interacting with individuals or small groups
- continuously scan and look around the area to observe all the children in the vicinity.
- 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 noticing changes in volume or tone of voice
- plan for a mixture of activities to allow for appropriate supervision of groups 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
- 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- (eg: carpentry, water activities, climbing)
- guiding Educators to make decisions about when children’s play and games need to be interrupted and redirected
- supporting Educators with specific strategies such as positioning, peripheral vision and monitoring children’s arrival and departure from the service
- providing consistent supervision strategies when the Vacation Care Service requires relief Educators.

**SOURCE:**

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

Australian Children’s Education & Care Quality Authority. Children’s Health and Safety. *An analysis of Quality Area 2 of the National Quality Standard*. Occasional Paper 2. (2016).

Australian Government Department of Education, Skills and Employment. *My Time Our Place: Framework for School Age Care in Australia*. (2011).

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~~)-(2020)

Guide to the National Quality Standard. (2017).

Revised National Quality Standard. (2018).

## REVIEW

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| POLICY REVIEWED: DECEMBER 2020 | NEXT REVIEW DATE: DECEMBER 2021 |
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