

Supervision Policy

NATIONAL QUALITY STANDARD (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

RATIONALE

'Supervision' is active and constant supervision of children for health and safety, which promotes, supports, builds on and challenges children's learning and development. Supervision is one of the most important caregiving skills early childhood educators are required to develop and master.

Active supervision is a combination of listening to and watching all children play, being aware of the environment and its potential risks, the weather conditions, the time of day, managing small and large groups of children, and an understanding of child development, including theories about how children play.

Supervision is a key factor in providing a safe environment for children as children often challenge their own abilities but are unable to recognise the potential risk involved. Educators require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accident or injury.

KAZ Early Learning Centre has a duty of care to provide all children with a safe and healthy environment; high quality care and education; and to complying with the *Education and Care Services National Regulations* and the *Education and Care Services National Law Act 2010*, the *Work Health and Safety Regulation 2017* and the *Work Health and Safety Act 2011*.

Supervision of children requires a commitment by all persons to implement KAZ Early Learning Centre's *Supervision of Children Policy and Procedures* and a compliance with all relevant legislation.

AIMS

For educators to be aware of their responsibility to protect the health and safety of each individual child and ensure the potential for accidents and injury to children is reduced.

For educators to be aware of the variables relating to supervision and to evaluate the environment and other factors as well as their own individual supervisory practices.

For educators to ensure that safety and supervision is maintained when participating in excursions away from the centre.

To educate children, families, visitors and educators on the importance of the supervision policy in relation to the health and safety of all children in care.

PROCEDURE

All Educators, permanent and relief staff, will be made aware of this policy regarding adequate and responsible supervision of children during their staff induction.

The Nominated Supervisor will ensure that at all times indoor and outdoor, educators: child ratio requirements are adhered to. Students, visitors, volunteers, persons employed under the age of 18 years and non-primary contact staff (such as clerical and cooking staff) are not included in educators: child ratios and are therefore not to be responsible for the supervision of children. Students, visitors, volunteers, persons employed under the age of 18 years and non-primary contact staff must not be left alone with any children or be responsible for a child or group of children without the supervision of an educator.

All primary contact educators are responsible for the supervision of all children within the Service whilst in their care. Educators must be aware of every child's health, wellbeing and safety at all times.

Educators will actively attend and watch over their environment. Educators will frequently move around and position themselves where they can best observe activity in all areas.

Educators are to be familiar with the children within their immediate care and within the Service as a whole. Educators are to be aware of different ages, abilities, personalities, behaviours and characteristics of all children in care, building relationships that enable educators to predict children's play patterns, to establish environments and coordinate strategies to maximise children's safety and ability to play and develop, free from harm and injury.

Educators are to ensure that at all times they are aware of the number of children within the environment ensuring that child: educator ratios are always adhered to.

Educators will avoid activities that draw their attention away from monitoring the children. Primary contact educators must not perform other duties while supervising children.

The nominated supervisor is to be aware of the design and arrangement of children's environments, indoor and outdoor ensuring that at all times active supervision is supported.

Educators will discuss and review supervision at regular staff meetings, and at other times when required, to ensure best practice is maintained. New and relief educators/staff will be orientated on KAZ Early Learning Centre's *Supervision* policy and the Services' supervision requirements including potential supervisory risks.

Regular WH&S audits will be carried out by the Nominated Supervisor/WH&S officer to ensure the environment allows for active supervision to be maintained.

Educators will be aware of the importance of positioning themselves and others within the environment to ensure that children are able to be visibly seen or heard at all times (including while they are eating, asleep or resting).

All educators are responsible for the whole environment not just the small group of children they are supervising, being aware of where other educators are; and positioning themselves and others accordingly.

Educators are aware of high risk activities e.g. arrival and departure times of children, water play, toileting and meal times and ensure that a child is never left alone or unsupervised to minimise risk occurring.

Educators will be flexible to allow for small groups of children who may require supervision e.g. a group of children who are still eating while others have moved into an activity.

Educators will be aware of the cultural and individual supervision needs of each child e.g. a child may require a quiet, private space but will still need to be supervised.

Educators will do regular head counts of children in their care to ensure all children are accounted for at all times especially during transitions.

Educators will encourage children to inform an educator when they are leaving a play area to use the bathroom.

An educator will always be allocated to supervise water play activities. Refer to *Water Safety Policy*.

The Nominated Supervisor will ensure the supervision of any excursion adheres to Regulations guidelines. Refer to *Excursion Policy*. Educators/Staff will ensure all gates and doors within service are closed after entry and exit of children, educators, staff, visitors and families.

In any situation where adequate supervision of children is compromised, any educator/staff member on lunch breaks must be prepared to be recalled to perform this function.

Educator shifts and routine will at all times provide for enough staff to be available for the adequate supervision of children.

On completing their shift educators must ensure the correct number of children are placed in the care of the late shift educators and educators: child ratios are maintained.

Late shift educators are to complete the *Closing Procedure* each day before vacating the service.

The Nominated Supervisor must ensure current records are maintained relating to authorised people to collect each child, court orders and custody issues. Refer to the *Arrival and Departure Policy*.

The Nominated Supervisor will ensure that the Education and Care Services National Regulation, Education and Care Services National Law Act 2010 and the National Quality Standards in relation to the supervision of children are adhered to.

Variables for Effective Supervision

When supervising children, educators should take into account:

- Number of children
- Number of educators
- Experience, knowledge and skill of each educator
- Developmental profile of each child
- Current activity of each child (e.g. running, climbing, eating, drinking)
- Characteristics of each child and each group of children
- Accident and emergency procedures
- Characteristics of the setting - potential hazards
 - visibility
 - accessibility
- Spaces available – indoors and outdoors

INDOORS

A minimum of two Educators/Staff (at least one being a permanent Educator) will provide supervision when children are indoors.

Supervising Educators/Staff should give their attention to the children and not to other duties.

When children are resting or sleeping they will be supervised at all times having regard to their ages and physical and intellectual development. Educators/staff ensuring that all sleeping children are within hearing range and observed.

During hand washing and/or toilet times children will be supervised in the bathroom area.

Toddlers and children undergoing toilet training will not be left unsupervised in the bathroom.

No child is to be left unattended at the table when eating.

OUTDOORS

A minimum of two Educators/staff (at least one being a permanent Educator) will provide supervision when children are outdoors.

Where one Educator/staff is called inside for any reason, they must wait until a replacement Educator/staff member is outdoors, before going inside.

When supervising outdoors, Educators/staff will position themselves to maximise their view of as much play area as possible.

One Educator/staff member should be positioned alongside the climbing equipment as often as possible.

Where there is any water activity provided, one educator/staff member will supervise this area at all times.

Except for brief discussions or concerns regarding children or matters relating to the service, Educators/staff will not congregate outside.

Ratio requirements to be met in NSW are as follows:

- Children 2-3 years of age must have a 1:5 ratio
- Children 3-5 years of age must have a 1:10 ratio

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

KAZ Early Learning Centre Related Policies and Procedures:

Development and Education Policy

Interactions and Relationships with Children Policy

Child Protection Policy

Guidance of Child Behaviour Policy

Delivery of Children to and Collection of Children from Service Policy

Excursion and Visiting Shows Policy

Water Safety Policy

Appendices:

Closing Procedure

Related Statutory Obligations & Considerations

Australian Children's Education and Care Quality Authority (ACECQA)

<http://www.acecqa.gov.au/>

Children (Education and Care Services) National Law (NSW) 104a

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

Department of Education

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Early Years Learning Framework (EYLF)

http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

Education and Care Services National Regulations

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

National Quality Framework (NQF)

<http://acecqa.gov.au/national-quality-framework/>

United Nations Convention on the rights of the child

<https://www.unicef.org.au/>

Related Telephone Numbers

- Early Childhood Directorate - 1800 619 113
- ACECQA - 1300 422 327
- Kidsafe - 9845 0890

REVIEW

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Amendment

Ratios added, Web links updated

Date Issued:

October 2019

Review Date:

October 2020

Family, Educator and Staff Comments: