**Supervision of Children Policy**

**Rationale:**

Supervision is essential in ensuring that children’s safety is protected at the centre. Supervision is an integral part of the care and education of children and requires staff members to make ongoing assessments of the child and the activities in which they are engaged. Active supervision assists in the development of positive relationships between educators, children and their families, and informs ongoing assessment and future planning. Adequate supervision requires teamwork and good communication between educators.

To ensure the safety and wellbeing of each individual child at all times throughout the day.

To provide guidelines for The Avenue Children’s Centre and Kindergarten to ensure:

* adequate supervision of all enrolled children is maintained at all times
* the provision of a safe and secure environment for all children at the centre

**Policy:**

The Avenue Children’s Centre and Kindergarten is committed to:

* providing adequate supervision of all enrolled children in all aspects of the centre’s program
* ensuring all children are directly and actively supervised by educators
* maintaining a duty of care to all children at the centre
* ensuring there is an understanding of the shared legal responsibility and accountability between, and a commitment by, all persons to implement the procedures and practices outlined in this policy.

Supervising children in within childcare always involves keeping each child within sight and/or hearing of an educator. Educators need to be alert and aware of the potential for accidents and injury throughout the centre, not just within their immediate area.

**Essential Elements of Supervision for Educators**

Knowing:

Where each child is

* The number of children in care
* The correct staff child ratio
* Which experiences, areas and equipment need special supervision?
* Which children need higher levels of supervision?
* Where other staff are positioned – staff should always notify other staff if they leave the area they are supervising for any reason.

Listening:

* Different sounds in child’s play and babies
* For silence
* For different sounds in the centre
* To what children are telling you
* To other staff and instructions/advice
* For different types of verbal language

Positioning:

* To ensure the best possible view of the area at all times
* With backs to wall or fence looking out into the room or play area
* To see difficult spaces inside and outside
* Stand away from other staff to ensure a wide range of supervision so there are no children out of sight
* Scanning:
* Continually look and be aware of all children in the area, even when working with an individual
* Scan the area by lifting your head and looking around constantly.
* Scan where other staff are

Be within physical reach:

* When children are involved in high risk activities
* When children are very young
* When fast, direct physical contact is the most likely way to prevent injury
* To use physical contact appropriate for the situation, the potential danger and the age/stage development of children.

Considerations for Effective Supervision:

* Grouping and ages/developmental levels of children
* Range of children attending
* Physical layout and equipment/facilities

**Definitions:**

Adequate supervision: supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times.

Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and

immediately intervene if necessary. Variables affecting supervision levels include:

* number, age and abilities of children
* number and positioning of educators
* current activity of each child
* areas in which the children are engaged in an activity (visibility and accessibility)
* developmental profile of each child and of the group of children
* experience, knowledge and skill of each educator
* need for educators to move between areas (effective communication strategies).

Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature or name of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include

the:

* name and age of the child
* circumstances leading to the incident, injury, trauma or illness (including any symptoms)
* time and date
* details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
* details of any witnesses
* names of any person the service notified or attempted to notify, and the time and date of this
* signature of the person making the entry, and time and date of this.

These details need to be kept for the period of time specified in Regulation 183.

Notifiable incident: An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. An incident resulting in the death of a child, or an injury, trauma or illness for whichthe attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises

(Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

**Roles and Responsibilities**

**The Nominated Supervisor and Persons in Day to Day Charge is responsible for:**

* ensuring the legislated educator-to-child ratios at all times and that educators have required qualifications
* counting only those educators who are working directly with children at the service in the educator- to-child ratios (Regulation 122)
* ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
* ensuring that children being educated and cared for by the service are adequately supervised at all times they are in the care of that service
* considering the design and arrangement of the centre’s environment to support active supervision.
* managing the risks of abuse or harm to each child, including fulfilling duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
* identifying high-risk activities, including excursions through a risk management process, and implementing strategies to improve children’s safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101)
* ensuring supervision standards are maintained during educator breaks, including during lunch breaks
* providing and maintaining safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards
* providing staff rosters, and casual and relief staff lists
* ensuring casual and relief staff are informed about the supervision strategies outlined in this policy
* notifying the Regulatory Authority (DET) within 24 hours of:
* a serious incident occurring at the service, including when a child appears to be missing or cannot be accounted for
* a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached
* notifying parents/guardians of a serious incident involving their child as soon as possible, but not more than 24 hours after the occurrence
* reporting notifiable incidents of employees to WorkSafe Victoria.
* counting only those educators who are working directly with children at the service in the educator- to-child ratios (Regulation 122)
* evaluating supervision practices regularly in consultation with other educators
* ensuring that educators and staff comply with the service’s Road Safety and Safe Transport Policy
* encouraging parents/guardians to comply with the service’s Road Safety and Safe Transport Policy.

**Educators and other staff are responsible for:**

* providing adequate supervision at all times
* being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the service and not just within their own immediate area, and using supervision skills to reduce or prevent incident or injury to children and adults
* managing the risks of abuse or harm to each child, including fulfilling duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
* follow procedures to ensure that all children are accounted for, including by referring to attendance records at various times throughout the day, both before and after outdoor activities
* adjusting supervision strategies to suit the centre’s environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken
* maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or out of and the parent/guardian or person delivering or collecting the child is responsible for supervising that child)
* communicating with other educators regularly to ensure adequate supervision at all times
* informing parents/guardians and volunteers at the centre about the Supervision of Children Policy and the ways that they can adhere to its procedures
* ensuring doors and gates are closed at all times to prevent children from leaving the centre unaccompanied or from accessing unsupervised/unsafe areas of the centre
* deciding when to interrupt and redirect children’s play to ensure safety at all times
* identifying opportunities to support and extend children’s learning while also recognising their need to play without adult intervention
* conducting daily safety checks of the environment to assess safety and to remove hazards
* arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces
* providing direct and constant supervision when a child is near water)
* conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised
* notifying the coordinator/2IC in the event of a serious incident occurring at the
* service or of a complaint being made alleging the health, safety or wellbeing of a child has been compromised
* assisting the coordinator/2IC to evaluate supervision practices regularly
* supervising children’s daily departure from the centre and being aware of the person who has authority to collect the child

**Parents/guardians are responsible for:**

* ensuring educators are aware that their children have arrived or departed
* ensuring that doors and gates, including playground gates, are closed after entry or exit
* being aware of the movement of other children near gates and doors when entering or exiting the centre
* enabling educators to supervise children at all times by making arrangements to speak with them outside program hours
* supervising their own children before signing them in and after they have signed them out
* familiarising themselves with the service’s Road Safety and Safe Transport Policy
* supervising other children in their care, including siblings, while attending or assisting at the centre

**Volunteers and students, while at the centre are responsible for following this policy and its procedures.**

**Strategies and practices:**

* Ensure that we comply with the legislated educator-to-child ratios at all times
* Ensure that all educators are aware of knowing the number of children at all times with reference to the sign in sheets/Qikkids kiosk and communication with other team members.
* In regard to excursions, all educators are responsible. However, if parents are helping out with the excursion, make sure they know how many children are in their care and their responsibility for the day with educators supervising them at all times.
* Provide a program whereby activities can be seen and heard by all educators
* In regard to water play, ensure that there is constant supervision at all times. No child will ever be left unattended whilst there is water play available.
* During an emergency or accident procedure, educators will ensure they provide adequate supervision to those children involved and ensure the child/ren in question, receives appropriate treatment.
* Educators will ensure that they are aware of all children who have been collected at the end of each day by checking the Qikkids Kiosk.
* Educators are not to just rely on visionary supervision, they are encouraged to use all of their senses including hearing and smelling.
* Educators supervising outdoors, should position themselves to see as much of the play area as possible.
* One educator should be positioned close to the climbing frame and the playground as often as possible.
* Educators will not congregate together outside, except for necessary discussions or concerns regarding children or matters relating to the centre.
* During hand washing and/or toilet times children will be supervised in the bathroom area.
* During sleep and rest time children are supervised all the time

**Links to other policies:**

* Excursion Policy
* General Outing Policy
* Child Safe Policy
* Complaints and Grievances Policy
* Medical Conditions Policy
* Delivery and Collection of Children Policy
* Incident, Injury, Trauma and Illness Policy
* Interactions with Children Policy
* Occupational Health and Safety Policy
* Staffing Policy
* Occupational Health and Safety Policy

**Sources and further reading:**

* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011
* Occupational Health and Safety Act 2004
* Guide to the National Quality Standard
* Guide to the Education and Care Services National Law and the Education and Care
* National Quality Standard, Quality Area 2: Children’s Health and Safety
* Occupational Health and Safety Act 2004
* The Royal Children’s Hospital Melbourne Safety Centre: [www.rch.org.au/safetycentre](http://www.rch.org.au/safetycentre)
* WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)
* Kidsafe: [www.kidsafe.com.au](http://www.kidsafe.com.au)
* The Royal Children’s Hospital Melbourne Safety Centre:

www.rch.org.au/safetycentre

* WorkSafe Victoria: www.worksafe.vic.gov.au

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