



Kinburra Preschool

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 learning opportunities that are meaningful to children and support their wellbeing, development and learning.

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
132	Requirement for early childhood teacher- centre based services 25-59 children



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133	Requirement for early childhood teacher- centre based services 60-80 children
134	Requirement for early childhood teacher- centre based services- more than 80 children
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
CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW	
S.165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority

RELATED POLICIES

Administration of Medication Policy Adventurous Play Policy Arrival and Departure Policy Bottle Safety & Preparation Policy Code of Conduct Policy Cyber Safety Policy Emergency Evacuation Policy	Handwashing Policy Incident, Injury, Trauma and Illness Policy Nappy Change and Toileting Policy Physical Environment Policy Road Safety Policy Safe Transportation Policy Sleep and Rest Policy Water Safety Policy
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PURPOSE

Educators have a duty of care to ensure children are supervised at all times, as they maintain a safe and secure environment adhering to the Education and Care Services National Law and 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, identify risks and minimise injury. Effective supervision of children provides Educators with the opportunity to support and build on children’s play experiences.



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SCOPE

This policy applies to children, families, staff, management and visitors of the 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.
- that the age and supervision requirements for Educators are maintained at all times.
- 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*.
- 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. This includes if an ambulance was call in response (not as a precaution) to the incident, situation or event.
- educators under eighteen years of age may work at a Centre-based Service provided 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 under the National Quality Framework.
- the service maintains the required educator-to-child ratio working directly with children at all times, based on the ages and number of children being educated and cared for at the service (Educator:Child 1:10 or excursions 1:5).

Management and/or the Nominated Supervisor will:

- ensure that all Educators are aware of where all children are at all times and monitor their environment closely.



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- ensure Educators are able to respond to any situation immediately, particular when a child is distressed or in a hazardous situation.
- 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 phone or administrative tasks.
- ensure Educators are aware if they need to move away, another Educator is to replace them.
- educators are positioned allowing them to watch the maximum area possible.
- ensure Educators move around the environment to ensure best view of the area and to avoid standing with their back to the children or talking with other Educators.
- develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the service and on excursions.
- 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.
- assess 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 and nappy change facilities. The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.
- it is best practice that no staff member is left alone with a child to support child protection.
- ensure that a Risk Assessment & 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.
- 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. Also, details of the incident/situation are recorded on the Incident, Injury, Trauma and Illness Record.



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- ensure that if the incident, situation or event presents imminent or severe risk to the health, safety and 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 in ensuring children are within a safe environment.
- collaborate a supervision plan and strategies for both the indoor and outdoor environment, assisting educators to position themselves effectively in order to effectively supervise children's play. The supervision plan will include the floor plan of the service and include the location of activities, bathroom, and nappy change facilities.
- inform new and relief educators about supervision arrangements, outlining their supervision responsibilities.
- regularly evaluate the efficiency of the supervision plan.
- ensure any educators under the age of 18 years old are never left alone with children.
- implement vigilant supervision strategies for hygiene requirements including:
 - regular handwashing
 - toileting
 - cough and sneeze routines- using disposable tissues and handwashing
- certify that at least two educators are within vision when working with children and when supporting children with toileting/hygiene routines.
- arrange the education and care environment to maximise the ability of educators to supervise all areas accessible to children. Precise emphasis will be on gates, the fence line and doors during arrival and departure times.
- communicate with each other about location within the environment.
- promote children's agency by making decisions about supervision that allows children to engage in independent exploration and appropriate risk taking.



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- maintain correct ratios adhering to the National Regulations throughout the education and care environment.
- ensure that all children are in sight or hearing of educators at all times.
- that no child will be left alone while eating or at nappy change and toileting times.
- adequately supervise children during rest time in accordance with the *Sleep and Rest Policy* and relevant legislative requirements.
- adequate supervision is provided when children are transported in a vehicle at all times (see *Safe Transportation Policy* and *Road Safety Policy*).
- ensure that hazardous equipment and chemicals are inaccessible to children.
- scan the environment during interactions with individuals or small groups.
- certify that interactions with children are meaningful and respectful.
- encourage children's individuality whilst respecting their strengths and needs.
- implement reliable 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.
- scan and look around the area to observe all the children in the vicinity.
- there is a mixture of activities to allow for appropriate supervision.

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.
- guiding Educators to make decisions about when children's play needs to be interrupted and redirected.
- supporting Educators with specific strategies.
- providing consistent supervision strategies when the service requires relief Educators.



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- 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.

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).
 Early Childhood Australia Code of Ethics. (2016).
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[Education and Care Services National Regulations](#). (2011).
 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 Framework. (2017). (amended 2020).
 Revised National Quality Standard. (2018).
 Tansey, S. (2005). Supervision in children's services [Putting Children First, the Newsletter of the National Childcare Accreditation Council], Issue 15, p. 8-11.
 Victoria Department of Education and Training. (2012). *Supervision* [Practice Note 12]:
<https://www.education.vic.gov.au/Documents/childhood/providers/regulation/pracnotessuperv.pdf>

REVIEW

POLICY REVIEWED	APRIL 2021	NEXT REVIEW DATE	APRIL 2022
MODIFICATIONS	<ul style="list-style-type: none"> • Policy review - minor edits • Inclusion of supervision for safe transportation • Sources checked for currency 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
APRIL 2020	<ul style="list-style-type: none"> • Rearranged some points for better flow • Educator to child ratios added • Additional information added in some sections • Supervision for handwashing added 	APRIL 2021	
APRIL 2019	<ul style="list-style-type: none"> • Introduction changed • Irrelevant information deleted • Sources/references corrected, updated, and alphabetised 	APRIL 2020	



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APRIL 2018	<ul style="list-style-type: none">• Minor terminology and grammatical adjustments made to further support understanding and implementation• Included the list of related policies	APRIL 2019
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