

# HS4 – SUPERVISION OF CHILDREN POLICY AND PROCEDURE

## Policy Statement

At Little.ly Early Learning Centre we define supervision as ‘the active awareness of the responsibility to act in the best interest of all involved in the Service to provide a safe, healthy and supportive environment. Adult supervision is a key factor in providing safe environments for children. Supervision, together with other risk minimisation strategies, can prevent or reduce the severity of injury to children”.

## Purpose

To ensure children are adequately supervised at all times in care and on excursions. Reducing risk of harm and injury.

## Scope

This policy applies to children, families, staff, management and visitors of the Service.

## Procedure

Educators and staff have a duty of care to ensure children are supervised at all times, as they maintain a safe and secure environment adhering to National Regulations. Supervision, together with thoughtful design and arrangement of children’s environments, assists in the prevention and severity of injury to children. Effective supervision of children provides Educators and staff with the opportunity to support and build on children’s play experiences.

## Management will:

- Ensure the premises and facilities are designed and maintained to facilitate supervision of children at all
- Ensure Educators, staff, students and volunteers, under eighteen years of age, that work at the Service are adequately supervised by an Educator over the age of 18 years

- Minimum Educator qualification requirements are recognised under the National Quality Framework.
- The Service maintains required Educator-to-child ratios working directly with children,
- 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.
- Ensure that a Risk Assessment & Management Plan is carried out before an authorisation is requested for an excursion review and monitor supervision strategies to ensure they are current and best practice.

## Educators will:

- Collaborate with Management to develop a supervision plan and strategies for both the indoor and outdoor. The supervision plan will include the floor plan of the Service, location of activities, bathroom, and nappy change facilities. Also, participate in reviewing the effectiveness of the supervision plan.
- Arrange the environment to maximise the ability of Educators to supervise all areas accessible to children. Precise emphasis will be on gates, fence lines, high-risk activities and busy areas.
- Educators and staff will avoid activities or actions that will distract them from supervision, such as speaking to other Educators and staff for long periods of time, taking personal phone
- Calls, checking mobile phones or administrative tasks.
- Maintain correct ratios adhering to the National Education Regulations
- Make appropriate supervision decisions based on the age of the children
- Ensure all children are supervised at all times including supervising sleep/rest and nappy change/toileting.

## Educators must maintain the 5 points of supervision at all times

- Scanning: Children should always be in sight of an educator and staff must regularly scan the room
- Listening: Educators should ensure children are always within hearing and should make an effort to listen to the children's interactions and sounds or silences of concern

- **Knowing:** Educators should develop knowledge of the children’s abilities and skills to be aware of which children/groups of children will need additional support or supervision
- **Positioning:** Educators must always position themselves to be facing out to the majority of the room and children to maximise their supervision abilities
- **Communication:** Educators must always communicate where they are and who they are currently supervising/informing educators when moving or leaving the room.

## National Quality Standards [NQS]

Quality Area 2: Children’s health and safety		
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, practised 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
168	Education and Care Service must have policies and procedures
176	Time to notify certain circumstances to Regulatory Authorities

## Related Documents and Links

- Australian Children’s Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- ACECQA [https://www.acecqa.gov.au/sites/default/files/2018-04/QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning\\_1.pdf](https://www.acecqa.gov.au/sites/default/files/2018-04/QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning_1.pdf)

## Policy Review

Policy Reviewed	Modifications	Next Review Date
Implemented February 2019		February 2020
February 2020	Minor changes to terminology	February 2021