



2.15 Supervision Policy

POLICY STATEMENT

Supervision is defined 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 that promotes, supports, builds on and challenges children's learning and development.'*

AIM

Educators 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.

Educators will actively supervise children, identifying risks and minimising injury. Effective supervision of children provides educators with the opportunity to support and build on children's play experiences.

STANDARDS AND PROCEDURES

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.
- Regulatory Authorities are notified of any serious incident, within 24hours of the incident or the time that the person becomes aware of the incident.
- 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.

Age Group	Educator to Child Ratio
For children from Birth to 24 months of age	1:4
For children aged 24 months and less than 36 months of age	1:5
For children aged 36 months of age or over	1:11

Management and/or the Nominated Supervisor will:

- Ensure that all educators are aware of the children and their environment.
- 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.
- 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 – see *Figure 1 Outdoor Supervision Plan*
- 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.
- Adopt accepted best practice - ensuring no staff member is left alone with a child to support child protection protocols.
- 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 is recorded on the Incident, Injury, Trauma and Illness Record
- 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 safe.
- Collaborate a supervision plan and strategies for both the indoor and outdoor environment, assisting educators to position themselves to effectively supervise children's play.
- Inform new and relief educators about supervision arrangements, outlining their supervision responsibilities.
- Ensure any educators under the age of 18 years old are never left alone with children.
- 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.
- Maintain correct ratios adhering to the National Education Regulations throughout the environment.
- Supervise children during rest time in accordance with the Rest Time Policy.
- Ensure that hazardous equipment and chemicals are inaccessible to children.
- 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.

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.
- Guiding educators to make decisions about when children's play needs to be interrupted and redirected.
- Providing consistent supervision strategies when the service requires relief educators.
- 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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 101 - Conduct of risk assessment for excursions
- 115 - Premises designed to facilitate supervision
- 120 - Educators who are under 18 to be supervised
- 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

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Early Childhood Australia - Code of Ethics](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)
- [Newsletter of the National Childcare Accreditation Council \(NCAC\) - Supervision in Children's Services, Issue 15 \(2005\)](#)

RELATED POLICIES

- 2.02 Administration of Medication Policy
- 2.04 Incident, Illness, Accident and Trauma Policy
- 2.11 Emergency Evacuation Policy
- 2.14 Rest Time Policy
- 3.02 Physical Environment Policy
- 4.02 Code of Conduct Policy
- 5.04 Interactions with Children Policy
- 6.06 Arrival and Departure Policy
- 7.06 Cyber Safety Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed	Modifications	Next Review Date
May 2018	Yes	<ul style="list-style-type: none"> • Minor changes made to educators and Nominated Supervisor roles and responsibilities to ensure a compliant and safe environment for children. • Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes • Minor adjustments made to Outdoor Supervision Plan - Figure 1 	April 2019

FIGURE 1 – OUTDOOR SUPERVISION PLAN

