



Policy No: CE-POL-034/2.2/2016

Supervision of Children Policy

Custodian: Management
Committee

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Version No: 2.2

Approved By:

Amelia Thiele

- Chairperson

On behalf of the Management
Committee.

Approval Date: 28/6/23

Next Review Date: 28/6/26

Supersedes:

Supervision Policy version 2.1

1 Purpose:

Children have a fundamental right to be protected and kept safe when they attend our service. Educators promote children's learning and development by creating physical and social environments that have a positive impact. Supervision is critical to the safety of children, helping to prevent and reduce accidents, and support the development of positive behaviours.

2 Scope:

Approved Provider (at this site we have 2 approved providers-the Department for Education and the Management Committee)
Nominated Supervisor
Responsible Person on Duty
Educators
Parents & Children
Students & Volunteers

3 Supporting Documents:

[Accident Prevention Policy](#)
[Child Protection in schools Policy \(DfE\)](#)
[Incident, Injury, Illness & Trauma policy](#)
[Safe Sleep and Rest Policy](#)
[Supporting Interactions with Children Policy](#)
[Water Safety Policy](#)

4 Policy Details:

Children must be effectively supervised at all times that they are being educated and cared for both at the Centre and on excursions.

To provide effective supervision, educators need to be conscious of the physical environment and be attuned to the needs of individual children. Educators need to assess and respond to children's supervision needs in conjunction with

engaging with children to promote quality learning experiences.

Effective supervision means that an educator can respond immediately, including when a child is distressed or in a hazardous situation. It requires teamwork and good communication between educators.

When adopting an approach to supervision, it is also important to consider how children's agency is promoted and how they are involved in the decision-making process.

5 Procedures:

Guidelines for all staff

To provide effective supervision educators need to conduct risk assessments and make professional judgements to determine an approach to supervision. Risk assessments allow educators to determine the level of supervision that is required for particular situations.

The adequacy of supervision should be determined by a range of factors, including:

- Number, ages & abilities of children
 - Number and positioning of educators
 - Each child's current activity
 - Areas where children are playing & the visibility and accessibility of these areas
 - Risks in the environment and the experiences offered to children
 - The educator's knowledge of each child and of each group of children
 - The experience, knowledge and skill of each educator
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- children are not to be left unsupervised inside or outside at any time
 - All children should be kept in sight and/or hearing of an educator. Listening carefully to children and noting any changes of tone of voice or volume in their voice can also assist in supervising children who may not be in direct sight
 - Educators need to be alert and aware of risks & hazards, and the potential for accidents and injury, not only in their immediate location, but also throughout the service.
 - All staff, will be made aware of this policy regarding adequate and responsible supervision of children during the staff induction. Regular assessment and evaluation of supervision practices will be undertaken at Staff Development days to ensure continuous improvement.
 - Rosters and staffing are planned to ensure continuity of care and that at all times enough staff are available for the effective supervision of children.
 - Students or volunteers will not be included in the ratio of adults supervising children and will not be left alone in a room with a child or a group of children.
 - In any situation where supervision of children is threatened, any educator on a break must be prepared to return to duty of care to supply adequate supervision.

Indoors

- Supervising staff give their attention to the children and not to any other duties.
- Children's bathroom areas are supervised to ensure they are not used as play areas. Educators will, at the same time, be sensitive to and respectful of children's privacy when toileting.

- Children will be seated and supervised at all times when eating.

Outdoors

- Educators will position themselves to maximise the view of the environment and the children's play. Scanning or regularly looking around the environment to observe all children, while interacting with individual children or small groups, ensures that all children are actively supervised.
- Educators who need to leave the area for any reason (Eg to go the bathroom or collect resources) must communicate this to their colleagues and ensure that there remains adequate supervision before they leave.
- Any water activity or other high-risk activity (Eg trampoline), should be directly supervised by an educator at all times. If this is not possible for some reason, then the experience should be packed away. For more information read the [Water Safety Policy](#)

Sleeping Children

- Sleeping children should always be within sight and/or hearing distance.
- Baby monitors and video monitoring will be utilised to assist the supervision of cot rooms.
- Cot room windows are kept clear from curtains or other obstructions.
- Educators physically check children in cots at 15 minute intervals to assess the child's breathing & colour of their skin to ensure their safety and wellbeing. Educators will record the time on the chart outside the cot room & initial each time they check.
- A higher level of supervision for some children may be required due to health issues. In such cases an individual plan should be formulated to determine any potential risk factors.
- For more information read [Safe Sleep & Rest Policy](#)

Nappy Changing

- A child should never be left alone on the change bench and physical contact should always be maintained.
- Gates should be locked at all times except when a child is accessing the stairs under supervision
- Ensure that all of the necessary equipment is available and within reach before starting.

Excursions & Transportation of children

- Minimum educator to child ratios apply during excursions and the transportation of children on excursions.
- There must be at least 1 educator with first aid, asthma & anaphylaxis training in attendance during excursions and transportation.
- Risk-assessments are conducted prior to all excursions and will help determine if additional supervision requirements are necessary.

6 Related Legislation and Regulations

Education and Early Childhood Services (Registration and Standards) Act 2011
Education and Care Services National regulations 2012:
Regulation 101 (2)(f): Supervision during excursions.
Regulation 102C(2)(g): Supervision during transportation
Regulation 115: Premises designed to facilitate supervision.
Regulation 168(2)(h): Policies and procedures are required in relation to providing a child safe environment.
Regulation 176: Timeframes for notifying certain information to the Regulatory Authority.
Regulation 168(2)(ga): Policies and procedures are required in relation to transportation.

7 Definitions of Terms:

DfE-Department for Education

Effective supervision- means that an educator can respond immediately, including when a child is distressed or in a hazardous situation. It requires teamwork and good communication between educators.

8 References:

Guide to the National quality Standard, accessed on line 24/3/23 at [url:https://www.acecqa.gov.au](https://www.acecqa.gov.au)

Guide to the Education and Care Services National Law and National Regulations accessed on line 24/3/23 at [url:https://www.acecqa.gov.au](https://www.acecqa.gov.au)

ACECQA Information Sheet (Jan 2023), *Active Supervision: Ensuring safety and promoting learning*, accessed on line 24/3/23 at [url:https://files.acecqa.gov.au](https://files.acecqa.gov.au)

ACECQA Information Sheet (Jan 2023), Minimising the risk of children being mistakenly locked in or out of services premises, accessed on line 24/3/23 at [url:https://files.acecqa.gov.au](https://files.acecqa.gov.au)

Community Child Care Co-operative, *Supervision of Children example policy*, accessed online 15/8/18 at [url:https://www.ccccnsw.org.au](https://www.ccccnsw.org.au)

9 Reviewing Strategy and History:

Review should be conducted every 3 years to ensure compliance with this policy

Version No.	Reviewed By	Approved By	Approval Date	Review Notes
1	Educators Parents Management Committee	Josephine Salisbury Chairperson	15/6/16	New policy format Changes to content
2	Educators Parents Management Committee	Melissa Smithen Chairperson	24/10/18	Title changed to Supervision of children Content changes- addition of rights based statement in purpose Policy details section expanded. References updated Review history updated
2.1	Educators Parents Management Committee	Alison Cooksley Chairperson	19/5/21	Minor content changes Updated regulations Updated references & review history
2.2	Educators Parents Management Committee	Amelia Thiele Chairperson	28/6/23	Minor content changes Inserted section about excursions and transportation of children Updated regulations Changed review period to 3 years Updated references & review history