



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.'* National Quality Standard (NQS)

At Clovelly out of School Care, we understand that we have a duty of care to ensure that children are provided with a safe and secure education and care environment that is effectively supervised by a sufficient number of educators. The type of supervision required is dependent on the type of activities that children are participating in, the specific environment and its possible hazards, and the age, needs and propensities of each individual child. We believe that maintaining a generous educator to child ratio is an important factor in determining the quality of care we provide and essential to fulfilling this statutory duty of care.

PROCEDURE

It is a requirement under the Education and Care National Law and National Regulations that all children being educated and cared for by a Service are adequately supervised at all times while in the care of that Service, and that children are protected from harm and hazards. Educators will ensure this adequate supervision of children by actively watching and monitoring the learning and leisure environment, observing children's play and anticipating potential dangers. The Parent Management committee (the Approved Provider of the Service) should feel confident that adequate supervision of children is always maintained by educators, and that all educators undertake their duty of care to children diligently and consistently. Families also need to feel confident that their child is in a safe secure environment and adequately supervised by educators at all times. Children need to be able to learn and grow in an environment that ensures potential risks are recognised and appropriate supervision is provided. This allows children to explore and push the boundaries of their abilities.

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
- Regulatory Authorities are notified of any serious incident or complaints alleging the safety, health or wellbeing of children has been compromised within 24 hours of the incident or the time that the person becomes aware of the incident or complaint. This includes if an ambulance was called in response (not as a precaution) to the incident, situation or event.
- 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. Details of the incident/situation are to be recorded on the Incident, Injury, Trauma and Illness Record.
- Educators under eighteen years of age may be employed at COOSC if 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 and adhered to according to legislative requirements.
- The Service maintains the required educator-to-child ratio for children over preschool age- 1:15



Management and the Nominated Supervisor will:

- Ensure that all Educators are aware of where children are at all times and monitor the environment closely
- Ensure Educators are able to respond to any situation immediately, particularly if a child is distressed or in a hazardous situation
- Develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are
 - in attendance at the service
 - transported to and from the service premises
 - during excursions and outings (including Vacation Care)
- Conduct risk assessments for all areas and experiences conducted while at the service and during Vacation Care.
- Maintain the daily area allocation chart for Educator supervision, ensuring that all areas have enough staff depending on the experience programmed and the number of children participating. Staff are to move between areas if necessary to maintain adequate supervision directed by the RP.
- 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 phones or smart watches or administrative task

Educators will:

- Plan activities and arrange the environment to ensure children can be effectively supervised.
- Recognise when the ratio of educators to children needs to be increased.
- Regularly inspect the environment to check for hazards or potential dangers and recording it in the daily Hazzard checklist.
- Move dynamically around the area, repositioning themselves in response to the children's location.
- Provide direct, constant and proximal monitoring to children undertaking activities that involve any heightened risk, e.g. wood work activities, shelter building, cooking, playing on high play equipment etc.
- Face the children and actively engage with them, not stand back, and watch from a distance, except during busy transition periods.
- Ensure at least one educator in the main playground is actively scanning and supervising the whole area.
- Keep an eye on large groups of children by scanning and regularly looking around the area.
- Communicate readily with each other about the supervision of children, e.g. inform other educators before leaving an area and using the walkie-talkies as necessary.
- Not group together except for brief, necessary discussions regarding the children.
- Anticipate what might happen next when watching children's play, and be prepared to intervene where there is a potential danger. This includes being alert to sounds that may indicate a problem or need for intervention or assistance.
- Be vigilant in monitoring and alerting other staff about children's movement around the service when rostered on as the 'floater' role.
- Be vigilant during children's departure from the service, including being aware of the people who have authority to collect the child.
- Be aware of and regularly check high-risk areas like gates and exits.

Levels of supervision will be adapted in relation to:

- the size of the group



- the number of educators in attendance
- the experience of educators and their personal knowledge of the children
- the individual characteristics, developmental level and age range of the group of children
- types of activities taking place
- children's previous experience of the activity
- size of, and potential hazards within, the play area
- transitions from one activity to another

Educator to child ratios

There will be a maximum of 15 children to 1 educator attending the Service, and a minimum of 2 educators present, at all times. The Nominated Supervisor will always be mindful of the educator to child ratio when rostering educators. Wherever possible, extra educators will be employed to assist in providing a higher standard of care. Student volunteers will not be counted as part of the educator to child ratio at any time.

RELEVANT DOCUMENTS FOR CONSIDERATION

My Time, Our Place
Education and Care Services National Law 2010
Education and Care Services National Regulations
Children and Young Persons (Care and Protection) Act 1998
Revised National Quality Standard
Family Handbook

Version number	Date effective	Description of amendment
1	June 2022	New wording and endorsement

Considered and accepted by the Management Committee (representative) – Allison Richardson

Considered and accepted by the staff (representative) – Katrina Thomas, Nominated Supervisor