Supervision Policy

Quality Area 2: Children’s health and safety

Standard 2.3: Each child is protected. Element 2.3.1 Children are adequately supervised at all times.
Element 2.3.2: Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury. Element 3.1.3 Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space.

Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing.
Element 4.1.1: Educator-to-child ratios and qualification requirements are maintained at all times.
Element 5.2.3: The dignity and rights of every child are maintained at all times.

Services have a responsibility to ensure a child’s safety at all times

As per the Legislative requirements, the Supervision Policy relates to the children, families, staff, management and anyone else who enters the service’s premises.

Supervision is defined as ‘the active awareness of the responsibility to act in the best interest of all involved in the Centre to provide a safe, healthy and supportive environment that promotes, supports, builds on and challenges children’s learning and development.’

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

- Number, ages and abilities of children
- Number and positioning of educators
- Each child’s current activity
- Areas where children are playing, in particular the visibility and accessibility of these areas
- Risks in the environment and experiences provided to children
- The educators’ knowledge of each child and each group of children
- The experience, knowledge and skill of each educator.

This Service’s Supervision Policy is committed to complying with the Education and Care Services National Regulations 2011

Management will ensure:

- That the premises are designed and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children.
- Ensure that the age and supervision requirements for Educators are maintained at all times. Any Educators who are under eighteen years of age may work at the centre-based service, provided they do not work alone and are adequately supervised at all times by an Educator who is over eighteen years of age.
- Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for, appears to have been taken or removed from the premises, or has mistakenly been locked in or out of the education and care services premises.
• Consideration will be given to the design and arrangement of children’s environments to support active supervision;
  o Using supervision skills to reduce or prevent injury or incident to children and adults
  o Guiding Educators to make decisions about when children’s play needs to be interrupted and redirected
  o Supporting Educators with specific strategies
  o Providing consistent supervision strategies when the service requires relief Educators
  o Acknowledging and understanding when supervision is required for high risk experiences and/or the ratio of adults to children is increased; and...

• Consideration by Nominated Supervisor/ Certified Supervisor will include;
  o Carefully plan 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.
  o Ensure that a risk assessment is carried out before an authorisation is sought for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.
  o Document a supervision plan and strategies for both the indoor and outdoor areas. This will assist Educators to position themselves effectively for supervising the children’s play making them aware of their line of sight.
  o They will take 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.
  o Regularly review the supervision plan and strategies to evaluate the effectiveness of the plan and its implementation by Educators. The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.
  o No staff member is to ever be left alone with a child to support child protection.

• Services can identify high-risk experiences and develop strategies, depending on the age and development of children, where the constant supervision of children is required or where children may only require supervision from a distance. They will do this by:
  o Displaying awareness - a skill that requires a knowledge of children, including knowing each child’s range of skills, interests, ability to interact with others and developmental stage. Knowledge of children helps
Educators to monitor and enhance skills that promote children’s positive behaviour.

- **Intentional positioning** - a skill that requires being able to see all of the children. Educators position themselves to be aware of the entire environment and to see as many children as possible. All children are monitored by sight or sound at all times.

- **Being alert to the surrounding environment** - a skill that involves regularly glancing and listening within the environment to see children’s involvement and what is happening.

- **Use redirection** - a skill used as an aid in preventing undesirable and unsafe behaviour. Children are redirected to other areas/activities when undesirable behaviour is imminent or occurs. This technique helps ensure the safety of all children. For this to be effective, Educators need to be knowledgeable of the children in their care and any behaviour plans that are current.

- **Provide close supervision for all children in areas that are near equipment where injury may occur**, requires the use of the above methods and being in close proximity to the children. Children waiting to be picked up due to illness or injury are kept safe, comfortable, and under close supervision.

- **Educators are aware of the different ages, personalities, behaviours and characteristics of the children in their care to ensure that supervision is relevant and effective.**

- **Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.**

- **Be aware of the importance of communicating with each other about their location within the environment.**

- It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the service’s Supervision Policy, procedures and practices.

- The procedures relating to the Supervision Policy are laminated, clearly labelled and displayed in the service for all to read.


Supervision Policy – Australian International Islamic College Kindergarten