



Supervision

Quality Area 4: Staffing arrangements

Policy Statement

Children must be adequately supervised at all times that they are being educated and cared for both at the service and on excursions. Supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of the children, and their activities. The education and care service must prioritise regular assessment of their supervision practices in order to increase educator's awareness of their duty of care and to continuously improve supervision procedures.

Goals – what are we doing?

Ocean Shores Preschool maintains a safe and secure environment where children are free to explore and learn more about their world. The management committee and educators are familiar with regulatory requirements and standards regarding supervision. Our preschool encourages educators to evaluate their supervisory practices and implement plans that increase their awareness of the layout, risk management and supervisory choices within the education and care environment.

Strategies – How will it be done?

The Management Committee 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; and
- 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 preschool.

The Nominated Supervisor will:

- 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; and
- 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.

Educators will:

- Communicate to educators and particularly to casual educators the 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. 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;
- Inform new and relief educators about supervision arrangements and what is required of them in relation to supervising children;
- 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;
- Seek to ensure that two educators are present/within view when working with children and when supporting children with toileting/hygiene routines;
- Arrange the preschool to maximise the ability of educators to supervise all areas accessible to children. Particular focus will be on gates, the fence line and doors during arrival and departure times;
- Be aware of the importance of communicating with each other about their location within the environment;
- Ensure that correct child: educator ratios are maintained throughout the education and care environment. All children will be in sight or hearing of educators at all times. No child will be left alone while eating or at nappy change and toileting times;
- Supervise children during rest periods. Children will be positioned and supervised according to the Safe Sleep & Rest Times Policy;
- Ensure that hazardous equipment, machinery, and chemicals are inaccessible to children;
- Ensure that supervision arrangements are respectful and that interactions with children are meaningful. Educators will encourage children's independence while respecting individual abilities and needs;
- Scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and the children's play;
- Implement consistent supervision strategies and only perform other duties if children are settled and engaged in group; and
- **Children's safety will be the priority of all educators when supervising children.**

Evaluation

Interactions with children are respectful and meaningful and challenge each child's skills and awareness of the world. Risks are assessed and managed so that the environment can be safe, educative and stimulating. Children's activity, interactions and play are planned for and monitored by educators with consistent strategies to minimise potential dangers to children.

Information provided by Community Child Care Co-operative (NSW).

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Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations
- Guide to the National Quality Standard (3) ACECQA (2011)
- Building Code of Australia re building requirements for new buildings/visibility of children's bathrooms

Sources

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- ECA Code of Ethics (2006) Early Childhood Australia - www.eca.com.au
- Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.) www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf

Links to other policies/documents

- Medical Conditions
- Interactions with Children
- Nappy Change
- Excursion
- Child Protection
- Emergencies and Evacuation
- Water Safety
- Safe Sleep and Rest Rimes
- Toileting
- Links to Education and Care Services National Regulations: 87, 100-102, 115, 120, 166, 168, 176
- Links to National Quality Standards/Elements: 2.3, 2.3.1, 2.3.2, 3.1.3, 4.1, 4.1.1, 5.2.3

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