



SUPERVISION OF CHILDREN POLICY

PURPOSE

This policy will provide guidelines to ensure: the provision of a safe and secure environment for all children at Elizabeth East Kindergarten and adequate supervision of all enrolled children is maintained at all times.

POLICY STATEMENT

1. VALUES

Elizabeth East Kindergarten is committed to:

providing adequate supervision of all enrolled children in all aspects of the service's program

ensuring all children are directly and actively supervised by educators employed or engaged by Elizabeth East Kindergarten

maintaining a duty of care to all children at Elizabeth East Kindergarten

ensuring there is an understanding of the shared legal responsibility and accountability between, and a commitment by, all persons to implement the procedures and practices outlined in this policy.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Elizabeth East Kindergarten, including during off site excursions and activities.

3. BACKGROUND AND LEGISLATION

Background

Supervision is essential in ensuring that children's safety is protected in the service environment.

Supervision is an integral part of the care and education of children and requires staff members to make ongoing assessments of the child and the activities in which they are engaged. Active supervision assists in the development of positive relationships between educators, children and their families, and informs ongoing assessment and future planning. Adequate supervision requires teamwork and good communication between educators.

Legislation and standards

Relevant legislation and standards include but are not limited to:

Education and Care Services National Law Act 2010: Sections 165, 167, 169, 174

Education and Care Services National Regulations 2011: Regulations 101, 168, 176

National Quality Standard, 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

Adequate supervision: (In relation to this policy) supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

number, and abilities of children

number and positioning of educators

current activity of each child

areas in which the children are engaged in an activity (visibility and accessibility)

developmental profile of each child and of the group of children

experience, knowledge and skill of each educator

need for educators to move between areas (effective communication strategies).

Attendance Record: Kept by the service to record details of each child attending the service including name, arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)). Number of children recorded on provided laminated sheet (before mat time)

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

name and age of the child

circumstances leading to the incident, injury, trauma or illness (including any symptoms)

time and date

details of action taken by the service including any medication administered, first aid provided or medical personnel contacted

details of any witnesses

names of any person the service notified or attempted to notify, and the time and date of this

signature of the person making the entry, and time and date of this.

Serious incident: A serious incident should be documented in an *Incident, Injury, Trauma and Illness Record* (sample form available on the ACECQA website) and also record on Incident and Response Management System DECD page as soon as possible and within 24 hours of the incident as per regulation

5. SOURCES AND RELATED POLICIES

Sources

Kidsafe: www.kidsafe.com.au

Child Protection Policy

Guide to the National Quality Standard (ACECQA)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 (ACECQA)

PROCEDURES

The staff is responsible for:

ensuring that the prescribed educator-to-child ratios are met at all times and that educators have required qualifications (*Education and Care Services National Law Act 2010: Sections 169(3)&(4), Education and Care Services National Regulations 2011: Regulations 123, 355, 357, 360*)

counting only those educators who are working directly with children at the service in the educator-to-child ratios (Regulation 122)

ensuring a minimum number of educators are rostered on duty at all times children are in attendance at the service 1:10 and adequate support for children with additional needs.

considering the design and arrangement of the service environment to support active supervision.

ensuring supervision standards are maintained during educator breaks, including during lunch breaks

evaluating supervision practices regularly in consultation with other educators and the Approved Provider.

adjusting supervision strategies to suit the service environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken

maintaining a duty of care to children at all times communicating with other educators regularly to ensure adequate supervision at all times

informing parents/guardians and volunteers at the service about the *Supervision of Children Policy* and the ways that they can adhere to its procedures

ensuring doors and gates are closed at all times to prevent children from leaving the service unaccompanied or from accessing unsupervised/unsafe areas of the service

deciding when to interrupt and redirect children's play to ensure safety at all times

identifying opportunities to support and extend children's learning while also recognising their need to play without adult intervention

conducting daily safety checks of the environment to assess safety and to remove hazards

arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces

providing direct and constant supervision when a child is near water (refer to *Water Safety Policy*)

conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised (refer to *Excursions and Service Events Policy*)

notifying the Approved Provider in the event of a serious incident occurring at the service or of a complaint being made alleging the health, safety or wellbeing of a child has been compromised

assisting the Approved Provider and the Nominated Supervisor to evaluate supervision practices regularly

ensuring that during pick up time one educator monitors the door

supervising children's daily departure from the service and being aware of the person who has authority to collect the child

Parents/guardians are responsible for:

ensuring educators are aware that their children have arrived or departed
ensuring that doors and gates, including playground gates, are closed after entry or exit
being aware of the movement of other children near gates and doors when entering or exiting the service
enabling educators to supervise children at all times by making arrangements to speak with them outside program hours
supervising their own children before signing them into the program and after they have signed them out of the program
supervising other children in their care, including siblings, while attending or assisting at the service.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:
regularly seek feedback from everyone affected by the policy regarding its effectiveness
record and monitor complaints and incidents in relation to the supervision of children and amend the policy and procedures as required
keep the policy up to date with current legislation, research, policy and best practice
revise the policy and procedures as part of the service's policy review cycle, or as required
notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

AUTHORISATION

This policy was adopted by the Approved Provider of Elizabeth East Kindergarten on 17/2/2017

REVIEW DATE: 17/02/2019