

	<b>Supervision Policy &amp; Procedures</b>
<b>Version No.</b>	Created November 2018
<b>Authorisation</b>	General Manager
<b>Expiry Date</b>	Policy to be reviewed Annually
<b>Responsible Officer</b>	Manager Evolve Early Learning & Kindergarten
<b>Policy Owner</b>	Evolve Early Learning & Kindergarten

## Policy

Evolve Early Learning & 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 Evolve Early Learning & Kindergarten
- Maintaining a Duty of Care (refer to *Definitions*) to all children at the service
- 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.
- This policy has been adapted from PolicyWorks Manual - National Quality Framework released by the Early Learning Association Australia.

## Purpose

Evolve Early Learning & Kindergarten is committed to:

- The provision of a safe and secure environment for all children at Evolve Early Learning & Kindergarten
- Adequate Supervision of all enrolled children is maintained at all times.
- 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.'

## Scope

This policy applies to Evolve Early Learning & Kindergarten who is responsible for the direct education and care of children including offsite excursions and activities.

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, Primary Nominee, Educators, Staff, Students on placement, Volunteers, Parents/guardians, Children and others attending Evolve Early Learning & Kindergarten

## **National Quality Standards (NQS)**

### **Quality Area 2: Children's Health and Safety**

#### **2.2 Safety** - Each child is protected

**2.2.1 Supervision** At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

**2.2.2 Incident and emergency management** - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

### **Background**

- Supervision is essential in ensuring that children's safety is protected in the service environment and is an integral part of the care and education of children.
- Supervision 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.

### **Education and Care National Regulations**

- Conduct of risk assessment for excursions (National Regulations 101)
- Premises designed to facilitate supervision (National Regulations 115)
- Educators who are under 18 to be supervised (National Regulations 120)
- Application of Division 3 (National Regulations 121)
- Educators must be working directly with children to be included in ratios (National Regulations 122)
- Educator to child ratios-Centre based services (National Regulations 123)
- Centre based services-general educator qualifications (National Regulations 126)
- Children not to be alone with visitors (National Regulations 166)
- Education and care service must have policies and procedures (National Regulations 168)
- Time to notify certain circumstances to Regulatory Authorities (National Regulations 176)
- General qualifications for educators – Centre based (National Regulations 264)

## **Responsibility/Accountability**

The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Centre Manager and the staff:

- Complying with the legislated educator-to-child ratios at all times (National Law: Sections 169, National Regulations 123, 355, 357 and 360)
- Counting only those educators who are working directly with children at the service in the educator-to-child ratios (National Regulations 122)
- A minimum of two educators are rostered on duty at all times children are in attendance at the service and that children being educated and cared for by the service are Adequately Supervised (refer to *Definitions*) at all times they are in the care of that service (National Law: Section 165, National Regulations)
- Considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan
- Identifying high-risk activities, including excursions (refer to *Excursions and Service Events Policy*), through a risk management process, and implementing strategies to improve children's safety (e.g. increasing adult-to-child ratios above regulatory requirements) (National Regulations 101)
- Supervision standards are maintained during educator breaks, including during lunch breaks
- Providing safe play spaces for children, which allow for Adequate Supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip Hazards
- Providing staff rosters, and casual and relief staff lists
- Developing procedures to inform casual and relief staff about the supervision strategies outlined in this policy

### **Notifying the Regulatory Authority (DET) within 24 hours of:**

- A Serious Incident (refer to *Definitions*) occurring at the service, including when a child appears to be missing or cannot be accounted for (National Law: Section 174, National Regulations 12, 176)
- A complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached (National Law: Section 174, National Regulations 175)
- Notifying parents/guardians of a Serious Incident (refer to *Definitions*) involving their child as soon as possible
- Reporting Notifiable Incidents (refer to *Definitions*) to WorkSafe Victoria
- Evaluating supervision procedures regularly in consultation with the Nominated Supervisor, educators and management representatives.

### **The Nominated Supervisor/Primary Nominee is responsible for:**

- Ensuring that the prescribed educator-to-child ratios are met at all times and that educators have required qualifications (National Law: Sections 169, National Regulations 123, 355, 357 and 360)
- Counting only those educators who are working directly with children at the service in the educator-to-child ratios (National Regulations 122)
- Ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service

- Ensuring that children being educated and cared for by the service are Adequately Supervised (refer to *Definitions*) at all times they are in the care of that service (National Law, Section 165, National Regulations)
- Considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan
- Identifying high-risk activities, including excursions (refer to *Excursions and Service Events Policy*), through a risk management process, and implementing strategies to improve children's safety (e.g. increasing adult-to-child ratios above regulatory requirements) (National Regulations 101)
- 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.

### **Certified Supervisors/Nominees and other educators are responsible for:**

- Providing Adequate Supervision (refer to *Definitions*) at all times
- Being alert to, and aware of, risks and Hazards and the potential for incidents and injury throughout the service, not just within their own immediate area, and using supervision skills to reduce or prevent incident or injury to children and adults
- Developing procedures to ensure that all children are accounted for, including by referring to Attendance Records (refer to *Definitions*) at various times throughout the day, both before and after outdoor activities
- 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 (including when the child is on the premises but not signed into or out of the care of the service and the parent/guardian or person delivering or collecting the child is responsible for supervising that child)
- 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 (refer to *Definitions*) 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 Nominees and the Nominated Supervisor to evaluate supervision practices regularly

- Supervising children’s daily departure from the service and being aware of the person who has authority to collect the child (refer to *Delivery and Collection of Children Policy*).

**Parents/guardians are responsible for:**

- Ensuring educators are aware that their child(ren) 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.

**Definitions**

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
<p><b>Adequate Supervision</b></p>	<p>(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, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times.</p> <p>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.</p> <p>Adequate Supervision requires that educators are always in a position to observe and/or hear each child, respond to individual needs, and immediately intervene if necessary.</p> <p>Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> <li>- number, age and abilities of children</li> <li>- number and positioning of educators</li> <li>- current activity of each child</li> <li>- areas in which the children are engaged in an activity (visibility and accessibility)</li> <li>- developmental profile of each child and of the group of children</li> <li>- experience, knowledge and skill of each educator</li> <li>- need for educators to move between areas (effective communication strategies)</li> <li>- sole workers responding to care needs.</li> </ul>

Word/Term	Definition
<b>Attendance Record</b>	Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child, or of the Nominated Supervisor or educator (National Regulations 158) (refer to <i>Delivery and Collection of Children Policy</i> ).
<b>Duty of Care</b>	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.
<b>Hazard</b>	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.
<b>Incident, Injury, Trauma and Illness Record</b>	<p>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.</p> <p>Details required include the:</p> <ul style="list-style-type: none"> <li>- name and age of the child</li> <li>- circumstances leading to the incident, injury, trauma or illness (including any symptoms)</li> <li>- time and date</li> <li>- details of action taken by the service including any medication administered, First Aid provided or medical personnel contacted</li> <li>- details of any witnesses</li> <li>- names of any person the service notified or attempted to notify, and the time and date of this</li> <li>- signature of the person making the entry, and time and date of this.</li> </ul> <p>These details need to be kept for the period of time specified in National Regulations 183. A sample <i>Incident, Injury, Trauma and Illness Record</i> is available on the Australian Children’s Education &amp; Care Quality Authority (ACECQA) website (see <i>Sources</i>).</p>
<b>Notifiable Incident</b>	An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of Incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website (see <i>Sources</i> ).
<b>Serious Incident</b>	<p>An Incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the Regulations or is mistakenly locked in/out of the service premises (National Regulations 12).</p> <p>A Serious Incident should be documented in an <i>Incident, Injury, Trauma and Illness Record</i> (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (Department of Education &amp; Training (DET)) must be notified within 24 hours of a Serious Incident occurring at the service (National Regulations 176). Records are required to be retained for the periods specified in the National Regulations 183.</p>

# SUPERVISION PROCEDURE

## Purpose

This procedure will provide a process to:

- A safe and secure environment for all children at Evolve Early Learning & Kindergarten
- Adequate Supervision of all enrolled children is maintained at all times.

## Procedure

In terms of the number of children in care

- A minimum of two staff will be onsite with children at all times regardless of minimum number of children at the service.
- Ratios requirements are:
  - Birth to 36 months 1:4
  - 36 months up to and including preschool age 1:11
  - There will be one Qualified educator at the service

## In terms of supervision and safety

It is the responsibility of all educators to ensure the safety and wellbeing of all children attending the children's service.

## This will be attained through supervision and general safety practices

- Educators will inform any relievers, students or volunteer helpers of their duties.
- Prior to outside play educators undertake a full yard check for any potential dangers.
- Communication with parents/guardians is an integral part of the service and it is the responsibility of the educator to ask the parent/guardian to speak with them at a time or place which allows the educator to adequately supervise the children at all times.
- Children must never be left unsupervised,
- A minimum of two staff/educators will be onsite with children at all times as per Regulations
- Staff/educators will position themselves to properly supervise the indoor area and/or outdoor area.
- Staff/educators will be aware of children in the bathroom at all times and supervise them appropriately.

## References, Sources, Links to Legislation and Other Documents

Please refer to Reference and Sources page.

### Related service policies:

*Complaints and Grievances Policy*  
*Dealing with Medical Conditions Policy*  
*Excursions and Service Events Policy*

*Incident, Injury, Trauma and Illness Policy*  
*Interactions with Children Policy*  
*Occupational Health and Safety Policy*  
*Staffing Policy*