



Supervision of Children Policy

Authorisation	DSCCC Management Committee
Review Date	26 May 2023
Approved Date	30 May 2023
Next Review Date (Frequency)	30 May 2026 (3 years) or soon if required.
Relevant Documents	

AUTHORISATION

This policy was reviewed and adopted by the Dawson St Child Care Co-operative (DSCCC) Management Committee on the Approved Date shown above.

POLICY STATEMENT

Values

- DSCCC is committed to the safety and well-being of all children who use the centre at all times.
- DSCCC believe that all children need a safe and secure environment.
- maintaining a Duty of Care to all children at DSCCC
- 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.

Purpose

To ensure that all enrolled children at the centre are being adequately supervised at all times.

Scope

This policy applies to the Director acting as the nominated supervisor, certified supervisors, all educators, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of DSCCC, including during offsite excursions and activities.

BACKGROUND AND RELEVANT LEGISLATION

Background

Supervision is essential in ensuring that children's safety is protected at the centre.

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.

New and relief educators will be informed of potential supervisory risks according to each individual child in a confidential and sensitive way.

Legislation relevant to the policy

- *Education and Care Services National Law Act 2010*: Sections 165, 167, 169, 174
- *Education and Care Services National Regulations 2011 (NSW)*: 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
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*
- *Worker Screening Act 2020*
- *Worker Screening Regulations 2021 (Vic)*

DEFINITIONS

The centre: Dawson St Child Care Co-operative

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. In the context of this policy, duty of care refers to the responsibility of education and care services to provide children with an adequate level of care and protection against foreseeable harm and injury.

Serious incident: each of the following is prescribed by s.12 of the *Education and Care Services National Regulations 2011* as a serious incident—

- the death of a child—
 - while that child is being educated and cared for by an education and care service; or
 - following an incident occurring while that child was being educated and cared for by an education and care service;
- any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service—
 - which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - for which the child attended, or ought reasonably to have attended, a hospital;
Example—A broken limb.
- any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;
Example— Severe asthma attack, seizure or anaphylaxis reaction.
- any emergency for which emergency services attended;

- any circumstance where a child being educated and cared for by an education and care service—
 - appears to be missing or cannot be accounted for; or
 - appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
 - is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

Notifiable incident is defined in s. 37 of the *Occupational Health and Safety Act 2004* and includes:

- the death of a person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for—
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations; or
- any other injury to a person or other consequence prescribed by the regulations.

Supervision: Observing and relating to individual children and groups of children. To provide effective supervision, it is recommended that educators engage in 'active supervision', being conscious of the physical environment and attuned to the needs of individual children.

PROCEDURES

Educators must be familiar with and implement the guidelines for effective supervision as detailed below:

Five Essential Elements of Supervision

Knowing: You need to know:

- Where each child is
- The number of children you care for
- The correct staff child ratio
- Which experiences, areas and equipment need special supervision
- Which children need higher levels of supervision
- Where other staff are positioned – staff should always notify other staff if they leave the area they are supervising for any reason.

Listening: You need to listen for:

- Different sounds in child's play and babies
- Silence
- Different sounds in the centre

- What children are telling you
- Other staff and instructions/advice
- Different types of verbal language.

Positioning: Remember to position yourselves:

- To ensure you get the best possible view of the area at all times
- With backs to wall or fence looking out into the room or play area
- So you can see difficult spaces inside and outside
- Stand away from other staff to ensure a wide range of supervision so there are no children behind you who are out of sight.

Scanning: Be aware:

- Continually look and be aware of all children in the area, even when working with an individual
- Scan the area by lifting your head and looking around constantly.
- Scan where other staff are.

Be within physical reach: You need to be within physical reach:

- When children are involved in high-risk activities
- When children are very young
- When fast, direct physical contact is the most likely way to prevent injury
- To use physical contact appropriate for the situation, the potential danger and the age/stage development of children.

Considerations for Effective Supervision

- Grouping and ages/developmental levels of children.
- Types of services.
- Range of children attending.
- Physical layout and equipment/facilities.
- How the program is structured.
- Staff must always be in a position to observe all children, positively interact with children, respond to their individual needs and provide immediate intervention if necessary.
- Educators must always situate themselves where they are in view of what all children are doing. Avoid having your back to children.
- Outdoor play time is the most likely time for accidents to happen. Educators must be positioned where they are able to supervise all children.
- If you need to leave the area you are supervising for any reason, always make other Educators members aware.
- Internal and external store rooms are out of bounds to children and **MUST** be kept closed at all times.
- The staff room, staff bathroom, kitchen and laundry doors **MUST** be kept shut at all times and children must not be in these areas.

Key Responsibilities and Authorities

The Management Committee/Director is responsible for:

- Ensuring that all parents/guardians and staff are aware of this policy and that it is implemented within the centre.
- Approving any changes to the policy.
- Ensuring that all classrooms are guided by a supervision plan when caring and educating children.
- Ensuring that all outdoor learning environments are guided by a supervision plan when caring and educating children.

The Director is responsible for:

- Monitoring staff compliance with this policy
- Ensuring all new educators are introduced to appropriate supervision practices through the employee orientation and induction process.
- Ensuring all new educators read the Supervision Policy prior to commencement of starting at the service.
- Supporting educators in developing a plan for improving facilities and correcting problems if effective supervision is difficult due to the design of buildings or grounds.
- Promoting an environment that promotes critical reflection and sharing.
- Keeping a record of ECT/educators working directly with children.
- Ensuring, in addition to ratio requirements, that a minimum of two educators are rostered on duty at all times children are in attendance at the service.
- Ensuring supervision standards are maintained during ECT/educator breaks, including during lunch breaks.
- Identifying high-risk activities, including excursions (*refer to Excursions and Service Events Policy, and Water Safety Policy*), through a risk management process, and implementing strategies to improve children's safety e.g. Considering increasing adult-to-child ratios in line with the identified risks.
- Notifying parents/guardians of a serious incident (*refer to Definitions*) involving their child as soon as possible, but not more than 24 hours after the occurrence
- Reporting notifiable incidents (*refer to Definitions*) to Worksafe Victoria

All Educators are responsible for:

- The day-to-day implementation of this policy.
- Overseeing and guiding students and volunteers in relation to this policy.
- Being aware of the Delivery and Collection of Children policy and procedure to ensure children are only released to authorised people.
- Never leaving a child unattended on the nappy change table/mat, at least one hand will remain on the child at all times.
- Communicating and collaborating with one another to ensure children are supervised effectively. For example, communicating when leaving the classroom or additional support is required.
- Always being aware of when children are accessing the toileting facilities.
- Ensuring that all children are within sight and/or hearing of staff at all times.
- Listening for cues as children play, including:
 - Water splashing
 - Children screaming
 - Crying
 - Choking and/or gasping

- Offensive or aggressive language
 - Silence
- Ensuring that where multiple areas are available to children at the same time (indoor/outdoor activities) all areas are supervised.
- When supervising the indoor/outdoor play spaces, be positioned to provide adequate supervision.
- 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
- Referring to classroom supervision plans as a guide to potential risk or to identify locations that require immediate supervision.
- Reporting any hazard or maintenance issues to their immediate manager for remedy. Educators are encouraged to speak with the service Operations Manager or General Manager should any immediate risk to the safety of children be identified.
- Documenting changes made to supervisory practices and the reasons for making them, updating procedures.
- Conducting regular head counts of children as they transition, for e.g., inside for rest time, into family grouping etc.
- Being aware of where every child is at all times.
- Discussing best position points of supervision (especially in the outdoors) to avoid clustering in one spot.
- Ensuring supervision is active and interacting with the children, not just standing and watching.
- Regularly communicating with educators in all play areas.
 - To ensure all areas both inside and out are being adequately supervised.
 - To communicate the number of children under your supervision and ensure there are a reasonable number of children under the supervision of each educator.
 - To inform other educators if they are leaving the area.

All Families/Parents/Guardians are responsible for:

- Adhering to the centre's Delivery and Collection of Children Policy
- Handing children over to an educator on arrivals and ensuring an educator is informed when departing.
- Informing centre management if someone other than those who are authorised to will be collecting the child in writing.
- Will adhere to correct sign in and out procedures.
- Will ensure that they do not share their door code with any person not authorised to enter the centres grounds.
- Will ensure that all doors and gates are closed behind them ensuring children are not allowed to exit the service or for anyone other than parents can enter the centre.

RESOURCES AND RELATED POLICIES

External Resources

- Kidsafe: www.kidsafe.com.au
- The Royal Children's Hospital Melbourne Safety Centre: www.rch.org.au/safetycentre
- WorkSafe Victoria: www.worksafe.vic.gov.au

- *Guide to the National Quality Standard (ACECQA)* <http://acecqa.gov.au/>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 (ACECQA)* <http://acecqa.gov.au/>

Related DSCCC Policies

- *Behaviour Guidance and Interactions with Children Policy*
- *Child Safe Environment Policy*
- *Staff Conduct Policy*
- *Staff Recruitment and Entitlements Policy*
- *Illness, Infectious Disease and Emergency Care Policy*
- *Inclusion and Equity Policy*
- *Behaviour Guidance and Interactions with Children Policy*
- *Excursions and Service Events Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Rest and Sleep Policy*
- *Sun Protection Policy*
- *Water Safety Policy*

EVALUATION

In order to assess whether the policy has achieved the values and purposes set out under '6 Policy Statement', the Director will:

- Conduct annual staff appraisals to ensure that staff follow this policy.
- Monitor staff supervisory practices and bring concerns to staff immediately.
- Involve staff in reviews of the centre's supervision practices at regular staff meetings.
- Take into account feedback from staff regarding the policy.
- Monitor complaints and incidents regarding the supervision of the children attending the centre.

Date Reviewed	Details of Changes (if any)	Date of Next Review
May 2023	Revised Director and Educator responsibilities and added family responsibilities	May 2026
March 2017	Minor changes only	March 2020
March 2014	Minor terminology changes, Related policies added	March 2017
October 2012	Update of relevant legislation and aspects of Scope and Background	June 2013
June 2011	None	June 2012
June 2010	None	June 2011
June 2009	None	June 2010
June 2008	None	June 2009