

Supervision of Children Policy

1. Authorisation

This policy was reviewed and adopted by the DSCCC Management Committee on 25 January 2017.

2. Review date

This policy will be reviewed in three years' time in March 2020 or sooner if required.

3. Scope

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

4. 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

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*

5. Definitions

Supervision: Observing and relating to individual children and groups of children.

6. 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.

7. Purpose

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

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8. 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.

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- 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.

9. 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.

All Educators are responsible for:

- The day-to-day implementation of this policy.
- Overseeing and guiding students and volunteers in relation to this policy.

The Director is responsible for:

- Monitoring staff compliance with this policy

10. 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)*
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 (ACECQA)*

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*

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11. 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
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