

# Tocumwal Pre-School

**SECTION:** 2 – Children’s Health and Safety

**POLICY NO:** 2.2.1

**POLICY:** Supervision

**REVIEW DATE:** 7/6/18 . **DATE OF APPROVAL:**

## **Introduction**

Educators promote children’s learning and development by creating physical and social environments that have a positive impact (Early Years Learning Framework, page 14). Supervision is a key aspect of ensuring that children’s safety is protected in the service environment. Educators need to be alert to and aware of risks and hazards and the potential for accidents and injury throughout the service, not just within their immediate area. Children must be adequately supervised at all times, that they are being educated and cared for both at the Centre 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 Centre 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 going to do?**

The Centre maintains a safe and secure environment where children are free to explore and learn more about their world. The approved provider and educators are familiar with regulatory requirements and standards regarding supervision. The Centre 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. 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.

***National Quality Framework, Quality Area 2 Children's Health and Safety***

***National Quality Framework Standard 2.3 Each child is protected***

- 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- 2.2.3 Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse and neglect

***National Quality Framework, Quality Area 3 Physical Environment***

***National Quality Standard 3.1 The design of the facilities is appropriate for the operation of the service.***

- 3.1.1 Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

***National Quality Framework, Quality Area 4 Staffing arrangements***

***National Quality Standard 4.1 Staff arrangements enhance children's learning and development***

- 4.1.1 The organisation of educators across the service supports the children's learning and development

***National Quality Framework , Quality Area 5 Relationships with children***

***National Quality Standard 5.1 Respectful and equitable relationships are maintained with each child***

- 5.1.2 The dignity and rights of every child are maintained

### **Strategies - How will it be done?**

#### ***The Approved Provider 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 (See Section 5, Policy 5.1.0 Dignity and Rights of the Child).
- Ensure that the age, supervision and working with children check requirements for educators are maintained at all times. Any educators who are under eighteen years of age may work at the centre, provided they do not work alone and are adequately supervised at all times by an educator who is over eighteen years of age.
- 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 education and care services premises.

#### ***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 (See Section 2.2.0 Excursions/Special Events)
- 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:***

- Ensure that children are supervised in all areas of the service, by being in sight and/or hearing of an educator at all times, including during toileting, sleep, rest and transition routines
- Document a 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 staff 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 (See Section 2, Policy 2.6.2 Toileting).
- Arrange the education and care environment to maximise the ability of educators to supervise all areas accessible to children. Ensure that equipment, furniture and activities are arranged to ensure effective supervision while also allowing children to access private and quiet spaces. 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 Centre. All children will be in sight or hearing of educators at all times. No child will be left alone while eating or at toileting times.
- Supervise children during rest periods. Children will be positioned and supervised according to Section 2, Policy 2.4.3 Rest & Sleep.
- Ensure that hazardous equipment, machinery, and chemicals are inaccessible to children (See Section 3, Policy 3.6.0 Storage of dangerous items and hazardous materials).
- Adjust levels of supervision depending on the area of the service and the skills, age mix, dynamics and size of the group of children they are supervising
- 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 not perform other duties while responsible for the supervision of children.

**Children's safety will be the priority of all educators when supervising children.**

## **Statutory Legislation & Considerations**

- *National Quality Standard for Early Childhood Education and Care and School Age Care, Council of Australian Governments February 2018*
- *Education and Care Services National Amended Regulations 2018: 87, 100-102, 115, 120, 166, 168, 176*

## **Sources**

- Community Early Learning Australia
- ECA Code of Ethics (2016) Early Childhood Australia - [www.eca.com.au](http://www.eca.com.au)
- Guide to the National Quality Standard (3) ACECQA (2018)
- Guide to the Education and Care Services National Law and the Education and Care Services National Amended Regulations 2018