



# Supervision of Children Policy & Procedures

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.'* "Supervision is an integral part of the whole care and education experience. At its most basic level, supervision helps to protect children from hazards or harm that may arise in their daily experiences in play, interactions with others, and daily routines" (Victoria Department of Education and Training, 2010, p.1)

## NATIONAL QUALITY STANDARD (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.

## EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

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

## PURPOSE

Educators have a duty of care to ensure children are supervised at all times, as they maintain a safe and secure environment adhering to National Regulations. Supervision, together with thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children.

Educators will actively supervise children, identifying risks and minimising injury. Effective supervision of children provides with Educators with the opportunity to support and build on children's play experiences.

## SCOPE

This policy applies to children, families, staff, management and visitors of the service.

## AIMS

- For educators to identify current and potential supervision risks and to plan for reducing and eliminating risks.
- For educators to be aware of the variables relating to supervision.
- For educators to evaluate appropriate supervisory practices.

## IMPLEMENTATION

### Management will ensure:

- That the premises and facilities are designed and maintained to facilitate supervision of children at all times while maintaining the rights and dignity of all children.
- That the age and supervision requirements for Educators are maintained at all times.
- Regulatory Authorities are notified of any serious incident, within 24hours of the incident or the time that the person becomes aware of the incident.
- Educators under eighteen years of age may work at the Farmhouse Montessori School provided they are adequately supervised by an educator over the age of 18 at all times and are not left alone.
- Minimum Educator qualification requirements are recognised under the National Quality Framework & NESQA.
- The school maintains the required educator-to-child ratio working directly with children at all times, based on the ages and number of children being educated and cared for at the school.

Age Group	Educator to Child Ratio
For children aged 24 months and less than 36 months of age	1:5
For children aged 36 months of age or over	1:10

The above table contains educator to child ratio requirements for Centre based services in [NSW](#)

When supervising children educators will ensure that:

- Children, parents and visitors are greeted on arrival and departure by a staff member.

### Management and/or the Nominated Supervisor will:

- Ensure that all Educators are aware of the children and their environment.
- Ensure Educators avoid activities or actions that will distract them from supervision, such as speaking to other Educators for long periods of time, taking personal phone calls, checking mobile phone or administrative tasks.
- Ensure Educators are aware if they need to move away, another Educator is to replace them.
- Educators are positioned allowing them to watch the maximum area possible.
- Ensure Educators move around the environment to ensure best view of the area and to avoid standing with their back to the children or talking with other Educators.
- Develop and maintain 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.
- Develop, maintain and regularly review a supervision plan and strategies for both the indoor and outdoor areas, which will support Educators to position themselves effectively to allow them to observe the maximum area possible.
- Assess and plan ongoing supervision taking 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. The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.

- Adopt accepted best practice, ensuring no staff member is left alone with a child to support child protection protocols.
- Ensure that a Risk Assessment & Management Plan is carried out before an authorisation is requested for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.
- Ensure that parents are notified as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the Service. Also, details of the incident/situation is recorded on the Incident, Injury, Trauma and Illness Record
- Ensure that if the incident, situation or event presents imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response (not as a precaution) the regulatory authority will be notified within 24 hours.

#### Educators will:

- Have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment.
- Collaborate a supervision plan and strategies for both the indoor and outdoor environment, assisting educators to position themselves effectively in order to effectively supervise children's play. The supervision plan will include the floor plan of the service and include the location of activities, bathroom, and nappy change facilities.
- Inform new and relief educators about supervision arrangements, outlining their supervision responsibilities.
- Regularly evaluate the efficiency of the supervision plan.
- Ensure any educators under the age of 18 years old are never left alone with children.
- Certify that at least two educators are within vision when working with children and when supporting children with toileting/hygiene routines.
- Arrange the education and care environment to maximise the ability of educators to supervise all areas accessible to children. Precise emphasis will be on gates, the fence line and doors during arrival and departure times.
- Communicate with each other about their location within the environment.
- Maintain correct ratios adhering to the National Education Regulations throughout the education and care environment.
- Ensure that all children are in sight or hearing of educators at all times.
- That no child will be left alone while eating or at nappy change and toileting times.
- Supervise children during rest time in accordance with the Sleep and Rest Time Policy.
- Ensure that hazardous equipment and chemicals are inaccessible to children.
- Certify that interactions with children are meaningful and respectful.
- Encourage children's individuality whilst respecting their strengths and needs.
- Scan the environment during interacting with individuals or small groups.
- Implement reliable supervision strategies and not perform other duties while responsible for the supervision of children.
- Listen closely to children whilst supervising areas that may not be in a direct line of sight.
- Scan and look around the area to observe all the children in the vicinity.
- There is a mixture of activities to allow for appropriate supervision.

#### Consideration will be given to the design and arrangement of children's environments to support active supervision by:

- Using supervision skills to recognise areas of risk therefore reducing the potential for injury or incident to children and adults.
- Guiding Educators to make decisions about when children's play needs to be interrupted and redirected.
- Supporting Educators with specific strategies.
- Providing consistent supervision strategies when the service requires relief Educators.

- Providing direct, constant and proximal monitoring to children undertaking activities that involve some risk and recognising when the ratio of educators to children needs to be increased.

### Drop-off Procedure

- 8:00am – 8:30am – Children booked into before school care can enter the school after knocking on the door which will be locked. Parent escorts child to classroom who is marked on the roll.
- 8:30am – Front door is opened.
- Parents bring children into school, sign in and deliver children to class via the cloakroom area.
- Member of staff to mark roll as child is handed over to the classroom at the classroom door. One teacher to be present at the classroom door at all times. (Parent not to enter classroom, Handover happens in the cloakroom area)
- Parent leaves school.
- 9:15am – All children expected to be at school, classroom door (Barn) is locked.
- Any children arriving after 9:15 am must sign a late slip at reception and once signed in the drop off to the classroom will be handled by the parent but monitored by the receptionist.
- Parent leaves.

### Pick-up Procedure

- Parents come through reception and wait at the classroom door.
- Children will be handed to parent directly
- Parent signs out child from school
- Parent and child leave
- Children are within sight and/or hearing of educators at all times.
- All educators are actively interacting with children while being aware of the whole indoor or outdoor environment. They will move to ensure the best supervision of children.
- All rooms and playground areas can be viewed for adequate supervision.
- All storage areas and kitchen areas are not accessible to children according to their abilities.
- Children using bathrooms are monitored.
- Children are encouraged to inform an educator when leaving the outdoor area to use the bathroom.
- If an educator must leave a designated area they will always inform the educator.
- Educators position themselves to adequately supervise children.
- Children are supervised when they are eating or drinking.
- Individuals or groups of children are not withdrawn into areas where they are not visible by other staff members.
- All staff members are not engaged in other activities such as cleaning, preparation, administration etc. while supervising children to ensure an interactive process of supervision.

Volunteers, parents and students will NEVER be left unsupervised with a child or a group of children. At NO time will they be included in the ratios of educators supervising children at the North Balgowlah or the North Head campus.

### Visitors

Any visitor or stranger entering the school will be questioned by staff in a friendly way to ascertain the purpose of their visit and to ensure the safety of the children.

All visitors must sign into the visitors book and present with photo ID.

## Supervision Plan

Staff will develop a plan to reduce and eliminate risks within the school. They will become familiar with the plan and implement necessary changes to the physical and supervisory environment. The plan will be available to all staff including casual staff and volunteers. New staff will be made familiar with the school's Supervision Plan at the time of their induction to the centre.

- It is best practice that no staff member is left alone with a child to support child protection.
- Ensure that a Risk Assessment & Management Plan is carried out before an authorisation is requested for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.
- Ensure that parents are notified as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the Service. Also, details of the incident/situation is recorded on the Incident, Injury, Trauma and Illness Record
- Ensure that if the incident, situation or event presents imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response (not as a precaution) the regulatory authority will be notified within 24 hours.
- Ensure any educators under the age of 18 years old are never left alone with children.

## Evaluation of Supervisory Practices

Educators will regularly evaluate their supervisory practices through staff and team meetings and at other times when required. They will discuss best position points of supervision to avoid clustering in one spot, e.g. soft fall area, sandpit areas and the outdoor classroom at the North Balgowlah campus.

## Head Counts and Roll Marking

Staff will do regular head counts of children in their care, especially when moving from outdoors to indoors. The class roll at both Campuses will use the attendance register codes approved by the Minister of Education in 2015. Copies of these codes are attached inside the class roll. The class roll will be taken with staff when leaving the building for sport/activities on the oval or surrounding areas at Nth Head.

## Staff Breaks & Relief Staff

In any situation where adequate supervision of children is threatened, any educator on a break must be prepared to return to duty to supply adequate supervision. All educators at the school are aware that they must at all times remain readily accessible. If the educator is leaving the premises for a break they must advise the Principal and or Authorised Supervisor first to check if this is OK and sign out.

Relief staff are not to be left with sole responsibility for the supervision of children

## Source

- Australian Children's Education & Care Quality Authority. (2014).
- Early Childhood Australia Code of Ethics. (2016).
- Frith, J., Kambouris, N., & O'Grady, O. (2003). Health & safety in children's centres: Model policies & practices (2nd ed).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard. (2017).
- Revised National Quality Standard. (2018).
- Tansey, S. (2005). Supervision in children's services [Putting Children First, the Newsletter of the National Childcare Accreditation Council], Issue 15, p. 8-11.
- Victoria Department of Education and Training. (2012). *Supervision* [Practice Note 12]: <https://www.education.vic.gov.au/Documents/childhood/providers/regulation/pracnotessuperv.pdf>

## Legislative Links

Education and Care Services National Regulations 2011: 123  
National Quality Standards: 2.3.1 and 2.3.2

## Links To Other Policies

Staff Coverage

Review Date	Modifications	Review Next
Reviewed: 8 November 2011 Reviewed: 26 March 2014	No Changes	2016 2018
April 2018	New Logo and formatting	2020
<b>April 2020</b>	<ul style="list-style-type: none"><li>• Introduction changed</li><li>• Irrelevant information deleted.</li></ul> Sources/references corrected, updated, and alphabetised.	2022