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SUPERVISION POLICY

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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 Act	
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
132	Requirement for early childhood teacher – centre based 25-59 children
133	Requirement for early childhood teacher – centre based services 60 – 80 children
134	Requirement for early childhood teacher – centre based services – more than 80 children
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
Children (Education and Care Services) National Law	
S.165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority

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.'*

Introduction

Educators have a duty of care to ensure children are supervised at all times, maintaining safe and secure environments whilst adhering to Education and Care Services National Law and 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 taking all necessary steps to prevent or minimise injury. Effective supervision of children also provides educators with the opportunity to support and build on children's play experiences.

Scope

This policy applies to children, families, staff, management and volunteers of the Centre.

Goals

WECC maintains a safe and secure environment where children are free to explore and learn more about their world. The Nominated Supervisor or Director and the educators are familiar with regulatory requirements and standards regarding supervision. WECC encourages educators to evaluate their supervisory practices and implement plans that increase their awareness of the layout, risk management and supervisory choices within WECC's education and care environment.

Strategies

The Nominated Supervisor or Director 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
- ensure that the age and supervision requirements for educators are maintained at all times. Any educators who are under 18 years of age may work at WECC, provided they do not work alone and are adequately supervised at all times by an educator who is over 18 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 WECC's premises
- carefully plan rosters that ensure continuity of care and adequate supervision at all times when children are being cared for and educated in WECC and on excursions
- 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 and identify ratios
- inform new and relief educators about supervision arrangements and what is required of them in relation to supervising children. This topic will be discussed in staff meetings throughout the year
- seek to ensure that two educators are present/within view 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. Particular focus will be on gates, the fence line and doors during arrival and departure times

- ensure minimum educator qualification requirements are recognised under the National Quality Framework
- adopt accepted best practice ensuring staff members are not left alone with a child, to support child protection protocols
- ensure that the Centre 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 Centre.

Educators will:

- have a sound understanding of their duty of care and responsibilities, ensuring children are within a safe environment
- be aware of the importance of communicating with each other about their location within the environment
- ensure that correct child: educator ratios (Appendix 1) are maintained throughout the education and care environment. All children will be in sight or hearing of educators at all times. No child will be left alone while eating or at nappy change and toileting times
- supervise children during rest periods. Children will be positioned and supervised according to the *Safe Sleep and Rest Times* policy
- ensure that hazardous equipment, machinery, and chemicals are inaccessible to children
- 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
- communicate with each other about their location within the environment
- inform new and relief educators about supervision arrangements, outlining their supervision responsibilities
- ensure any educators under the age of 18 years old are never left alone with children
- seek to ensure that at least two educators are within vision when working with children and when supporting children with toileting/hygiene routines
- ensure that at least one educator is within sight when working with children and when supporting children with toileting/hygiene routines

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

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 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

Evaluation

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

Related policies /documents

- *Child protection*
- *Emergency and evacuation*
- *Excursions*
- *Interactions with children*
- *Medical conditions*
- *Nappy change*
- *Safe sleep and rest times*
- *Toileting*
- *Water safety*

Statutory legislation and considerations

- *Children (Education and Care Services National Law Application) Act 2010*
- *Education and Care Services National Regulations 2011*
- *Guide to the National Quality Standard (3) ACECQA (2011)*
- *Building Code of Australia re building requirements for new building/visibility of children's bathrooms*

Sources and references

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- ECA Code of Ethics
- Australian Children's Education & Care Quality Authority. (2020). Active Supervision: Ensuring safety and promoting learning.
- Health and Safety in Children's Centres: Model Policies and Practices (2nd Edition) www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf

Policy Reviewed		Ratified Date	Next Review Date
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Modifications	<ul style="list-style-type: none"> • Existing Policy 	Sept 2013	Sept 2016

Authorisation

Paul Halloran
President
2021-22 WECC Management Committee

Educator to Child Ratio Requirements for Centre-Based Service in ACT¹

Age Group	Educator to Child Ratio
For children from Birth to 24 months of age	1:4
For children aged 24 months and less than 36 months of age	1:5
For children aged 36 months of age or over	1:11

¹ <http://www.cecqa.gov.au/Improved-educator-to-child-ratios>