

Background

Effective supervision is critical to the safety and wellbeing of children while they are being educated and cared for at early education and care services, including while on planned excursions. The requirements of effective supervision are detailed in the Early Education and Care National Regulations 2011 and the Guide to the National Quality Standard 2011. They address matters such as the number of educators, their qualifications and experience, their level of involvement with the children, regular checks of the physical environment and risk analysis, and the need for communication between team members.

Policy statement

This Policy details how the Service ensures children are effectively supervised at all times.

Strategies and practices

- The design and layout of the Service, including the entrance, perimeter fence and gates, have been approved under the Building Code of Australia and meet all other regulatory requirements. They enable visual supervision of children at all times without compromising the children's dignity and rights. QA 3.1.1
- Educators conduct daily safety checks of the building, equipment and general environment, and take any corrective actions necessary (e.g. remove unsafe item) and /or inform the Nominated Supervisor of any matter requiring attention so that a risk assessment can be undertaken). Refer to the Service's *Safe Play Spaces Policy*. QA 2.3.2
- All educators employed at the Service possess qualifications which meet or exceed the regulations (e.g. academic, first aid, CPR, asthma and anaphylaxis, working with children check). QA 2.1.4, 4.2.1, 7.1.5
- Educator-to-child ratios comply with regulatory requirements at all times. Educators under 18 years are always supervised. Students and volunteers are never alone with an individual child or group of children. QA 4.1.1
- Children are effectively supervised at all times. The supervision takes into account the number of children, their ages and abilities, the group composition and dynamics, the area of play, and the activity (e.g. water play). Educators are actively involved in children's play so are able to anticipate hazardous situations and to respond to children who become distressed for any reason. Educators inform other team members if they need to leave the area for any reason (e.g. collect a resource, go to the bathroom). Educators' rest pauses are taken when it is safe to do so. QA 2.3.1, 4.2.2
- During staff meetings, educators discuss each other's experience, knowledge and skills, and the need to support one another to ensure that children are effectively supervised especially during shift changes. Additional educators are employed if the Nominated Supervisor deems it necessary for effective supervision. QA 2.3.1, 4.2.2

Supervision

- The Service has systems which ensure that all children are accounted for at all times. However, in the unlikely event that a child cannot be accounted for, the Nominated Supervisor is notified immediately. Refer to the Service's *Delivery and Collection of Children Policy*. QA 2.3.2
- Any excursions or routine outing is conducted according to the Service's *Excursion Policy*. A detailed assessment, including a visit to the proposed site, is conducted and documented, and the result communicated to parents before seeking written parental permission. Only those children who have written permission are included in the excursion. Educator-to-child ratios are maintained, and include educators with current first-aid and CPR qualifications, and asthma and anaphylaxis training. QA 2.3.1, 2.3.2, 4.1.1
- On arrival each day, parents are asked to communicate any information about their child that will assist the educators to ensure their child's wellbeing and to support consistency between the child's experiences at home and at the Service. For the same reasons, parents collecting their child are encouraged to ask educators about their child's day. QA 6.1.2, 6.1.3, 6.2.1
- Every child in care in the Service is signed in on arrival, and signed out on departure. On arrival and departure the accompanying adult must print their full name, enter the time and sign the Attendance Record Sheet. Educators check this sheet once the majority of children have arrived and note any children who are present but not signed in. QA 2.3.2
- In the event of an emergency evacuation or lockdown, the Room Register Record is used to ensure all children at the Service are accounted for. Refer to the Service's *Evacuation and Lockdown Policy*. QA 2.3.2, 2.3.3
- A child is only released into the care of a parent or an authorised nominee listed in the enrolment form, or to an adult who has been given written authorisation by the parent or authorised nominee. Photo ID is necessary. In the event of an adult without photo ID seeking to collect a child, the Nominated Supervisor will contact the child's parents to confirm the person's identity (e.g. by asking the parent who is collecting their child today, and asking them to describe the person). Educators have access to the details of all people authorised to collect children. These details are updated annually or at any time a parent provides new information. QA 2.3.2
- A child is never released to anyone under the age of 16. QA 2.3.2
- Families need to provide the Service with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child. These are kept on the child's file, and immediately accessible. QA 2.3.2
- All visitors are to complete the Students, Volunteers and Visitors Sign-in Sheet. Details to be provided are the date, printed name, address and telephone number, brief reason for visiting, time in and time out, and to sign. All staff sign the time book. Refer to the Service's *Students, Volunteers and Visitors Policy*. QA 2.3.2
- Sleeping children are supervised in accordance with the Service's *Sleep and Rest Policy*. Sleeping children are always within sight and hearing distance of an educator. The viewing window to the cot room is kept clear of obstruction. Educators enter the sleep room every 15 minutes to closely check each sleeping infant's breathing and colour, and initial the Sleep and Rest Register. Unwell children are checked more frequently. QA 2.1.2, 2.3.1

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- Educators follow the Service's Nappy Change Procedure when changing nappies. Physical contact is always maintained when a child is on the change table. Refer to the Service's *Nappy Change and Toileting Policy*. QA 2.3.1, 2.3.2

MANAGEMENT OF AN INJURY

In the event of injury to any person remember (DRSABCD)

Danger, Response, Send for help, Airway, Breathing, Circulation, Defibrillation.

*Ensure that the administration of first aid **does not make the injury worse.**
Protect self from harm and use gloves. CPR face mask located in Centre First Aid Kit.*

- Assess the situation; identify dangers and injury, request assistance
 - Attend to the injured person / child. Reassure and comfort
 - Notify the Responsible Person in charge or Nominated Supervisor
 - Do not move the injured party unless immediate danger exists
- Request that colleagues supervise / move other children and ensure the safety of others
 - Administer First Aid and keep the injured person under observation
- In cases of serious injury—Director to call Ambulance (at their discretion) / Parents or Emergency Contacts
 - Complete a Bella Grace Incident Report for all injuries and incidents
- Complete a *FORM SI 01* immediately send to Approved provider and *OECEC*
 - File Incident Report after completion
- Record all incidents / injuries on Incident Register and review regularly during Risk management.

Responsibilities of parents

- To sign the Attendance Record on arrival and departure of the child.
- To ensure the name and contact details of the authorised nominee(s) listed in the enrolment are current.
- To provide the Service with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child.

Links to other policies

- Delivery and Collection of Children Policy
- Educator Professionalism and Ethics Policy

Supervision

- Evacuation and Lockdown Policy
- Excursion Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Children Policy
- Nappy Change and Toileting Policy
- Safe Child Spaces Policy
- Sleep and Rest Policy
- Staffing Policy
- Students, Volunteers and Visitors Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	85	Staff members and family day care educators not to be affected by drug or alcohol
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion
	115	Premises designed to facilitate supervision
	120	Educators who are under 18 to be supervised
	158	Children's attendance records to be kept by approved provider
	168	Education and care services must have policies and procedures
	176	Time to notify certain information to Regulatory Authority

QA	2.1.2	Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines
	2.3.1	Children are adequately supervised at all times
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	3.1.1	Premises, furniture and equipment are safe, clean and well maintained
	4.1.1	Educator-to-staff ratios and qualifications are maintained at all times
	4.2.1	Professional standards guide practice, interactions and relationships
	4.2.2	Educators, co-ordinators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills to improve practice and relationships
	6.1.2	Families have opportunities to be involved in the service and contribute to service decisions
	6.1.3	Current information about the service is available to families
	6.2.1	The expertise of families is recognised and they share in decision making about their child's learning and wellbeing
	7.1.5	Adults working with children and those engaged in management of the service or residing on the premises are fit and proper

Sources

- Education and Care Services National Regulations 2011.
- Guide to National Quality Standard 2011.

Supervision

Further reading and useful websites

- Kidsafe – <http://www.kidsafe.com.au/> accessed 6 February 2016
- Tansey, S. (2005). *Supervision in children's services*. http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Supervision_in_Children's_Services_Sept05.pdf accessed 6 February 2016

Policy review

Bella Grace Early Learning Centres encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Date reviewed: March 2016

Next review Date: March 2017