

Supervision Policy

BELLA GRACE EARLY LEARNING CENTRE

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. 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.
- 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.
- 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, food handling, child safety, safe infant sleeping).
- 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.
- 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 and educators are available if required to return to their room.
- Staff are educated in the effective supervision of children at all times. Training and information is on-going through methods such as staff meetings, memos, scenarios and policy review to reflect on practise.
- 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.

Supervision Policy

- The Service has systems in place which ensure that all children can be 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*.
- 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.
- 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.
- Staff are required to reconcile their room registers at intervals throughout the day and upon the commencement and completion of their shift. The Nominated Supervisor and Responsible Person in Charge check that room registers have been reconciled at the end of each day.
- On arrival and departure, the accompanying adult must log in on the Kiosk tablet and sign their child in/out. The Nominated Supervisor checks the room registers and compares this to the data on the kiosk once the majority of children have arrived and takes any corrective action if required.
- In the event of an emergency evacuation or lockdown, the Room Registers are used to ensure all children at the Service are accounted for.
- 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. Photo ID is required to be sighted. 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 and asking them to describe and speak to the person). Educators have access to the details of all people authorised to collect children. These details are updated at least quarterly or at any time a parent provides new information.
- A child is never released to anyone under the age of 16.
- 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 are easily accessible.
- All visitors are to complete the Visitors Sign-in Sheet. Details to be provided are the date, printed name, blue card number, brief reason for visiting, time in and time out, and to sign. All staff sign their time sheets.
- 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 10-15 minutes to closely check each sleeping infant's breathing and colour, and initial the Room Register or Sleep Chart. Unwell children are checked more frequently.

Supervision Policy

- Educators follow the Service’s Nappy Change Procedure when changing nappies. Physical contact is always maintained when a child is on the change table.
- Whilst entering and leaving the centre, parents are to ensure any children accompanying them are under their supervision at all times.

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	2.1.1	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained
	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills
	4.2.2	Professional standards guide practice, interactions and relationships
	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions
	6.1.2	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing
	6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing

Sources

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

Supervision Policy

Further reading and useful websites

- Kidsafe – <http://www.kidsafe.com.au/> accessed 24 December 2017
- Tansey, S. (2005). *Supervision in children's services*. [http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Supervision in Children's Services Sept05.pdf](http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Supervision%20in%20Children's%20Services%20Sept05.pdf) accessed 24 December 2017

Policy review

The Service 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.

REVIEW DETAILS:

Review Date	Details of Changes
January 2018	Updated to changed NQF requirements 1 Feb 2018
April 2018	Contact lists updated at least quarterly.