



Supervision Policy

POLICY STATEMENT

Our Service will ensure that we provide an environment that safeguards and promotes the safety and wellbeing of all children at all times. All Educators are responsible for adequately providing effective supervision of all children and maintaining a safe environment. We will encourage and promote active supervision, enabling Educators to be able to respond to any incidents immediately. We will ensure our daily practices reflect the principles in My Time, Our Place and are complying with the Education and Care Services National Law and Regulations at all times.

CONSIDERATIONS

Education & Care Services National Regulations	National Quality Standard	Related Service Policies & Documentation	Other
R82, R83, R99 R101, R115, R123, R155, R168,	Standards 2.2, 2.2.1 2.3, 2.3.1, 2.3.2	1. Parent Handbook (203) 2. Staff Handbook (202) 3. Interactions with Children Policy (106) 4. Water Safety Policy (104) 5. Excursion Policy (105) 6. Delivery and Collection of Children Policy (107) 7. Providing a Child Safe Environment Policy (116) 8. Child Protection Policy (117)	1. My Time, Our Place. 2. Daily Duties with Supervision Zones 3. Safety Checks

PROCEDURE

1. Nominated Supervisor will:

- 1.1 Ensure sufficient number of Educators are employed to ensure adequate supervision of children at all times.
- 1.2 Develop rosters to ensure that adequate numbers of Educators are on duty to meet ratios and ensure adequate supervision of all children at all times.
- 1.3 Ensure there is a Responsible Person assigned at all times.
- 1.4 Always ensure Educators adhere to the following minimum ratio:
 - 1 Educator for every 15 children whilst at the service.
 - 1 Educator for every 8 children whilst on an excursion outside of the service.
 - 1 Educator to 5 children when water play is involved.
- 1.5 Ensure policies and procedures are in place to protect children from any forms of hazards.
- 1.6 Ensure that all Educators are aware of the need for adequate supervision at all times and their responsibility to uphold this.
- 1.7 Provide training for Educators as required.
- 1.8 Have procedures in place to check the environment on a daily basis to determine any risks to children's health and safety.
- 1.9 Organise maintenance and repairs to the environment and equipment in a timely manner.
- 1.10 Ensure risk assessments are conducted prior to excursions taking place.

2. Educators will:

- 2.1 Adequately supervise children at all times.
- 2.2 Be actively involved with children both indoors and outdoors.
- 2.3 Assign themselves to supervision zones and or position themselves in such ways that children can be viewed and heard.
- 2.4 Constantly scan the area with both sight and hearing for any hazards or issues which may pose a risk.
- 2.5 Conduct daily safety checks and record/ report any hazards.
- 2.6 Inform WH&S Officer and Management of any maintenance needed at the service.
- 2.7 Support children to determine safe and unsafe practices.
- 2.8 Communicate with each other and advise another Educator before leaving their designated area, ensuring ratio is being upheld.

- 2.9 Communicate with each other if a child has gone out of bounds, ensuring all Educators are made aware to keep a closer eye out for that child.
- 2.10 Not leave any children unsupervised.
- 2.11 Ensure any Educators Aids or Students are not left alone with the children.
- 2.12 Take part in any training offered which builds on their understanding and skills relating to supervision.

3. Supervision Zones Areas

Supervision Zone Areas are designated areas to help Educators to better supervise children when they are accessing different locations throughout the play area. By having Educators assigned to designated areas creates effective vantage points for maintaining effective supervision of all children in all areas, both indoors and outdoors.

Quad Area

- **Back Gate-** This Educator needs to be in-between the two demountables. The main role of this Educator is to see parents coming and leaving the centre. You are the first point of contact to parents. This person should not be running activities.
- **Veranda Person-** Should be situated more towards the office. This Educator keeps track of parents coming in and out of the centre and making sure they are signing out their children. They also need to be making sure they are greeting and farewelling the parents. This Educator needs to be confident in talking to parents and asking to sight I.D when applicable.
- **Railing Person-** Should be positioned on the railing down to the fake grass and have a clear view of the toilets and up towards the library and the back of K-Green/ K-Yellow.
- **Equipment Person-** Should be set up at the green bench in front of the toilet, keeping an eye on children going down to toilets and bags.
- **Area Leader-** Permanent who floats/ oversees the whole area and makes sure everyone is doing what is expected in their roles, also expected to speak to parents and be aware of children leaving the area.

Fake Grass

- **Top of the Fake Grass-** Needs to be positioned between the two buildings which are the toilet block and the double story building.
- **Equipment Table-** Supervising at or near the covered picnic table supervising behind the two-storey building and the walkway down to the oval.
- **Play Equipment Duty-** Watching the K-2 equipment. Needs to be right at the equipment, preferably within arm's reach from children especially on the monkey bars.
- **Oval Steps-** Needs to be watching children go to and from the oval. Also, the Educator who eliminates any children trying to go down to the oval when they aren't meant to.
- **Fake Grass Area Leader-** Permanent who floats/ oversees the whole area and makes sure everyone is doing what is expected in their roles, also expected to speak to parents and be aware of children leaving the area.

Wet Weather / After Dark Zone Areas

- **Veranda Person-** Should be situated more towards the office. This Educator keeps track of parents coming in and out of the centre and making sure they are signing out their children. They also need to be making sure they are greeting and farewelling the parents. This Educator needs to be confident in talking to parents and asking to sight I.D when applicable.
- **Door Supervisors-** Should be situated near the entry/ exit points of each classroom in use and oversee children leaving the room, going down to the toilets etc. They also need to be making sure they are greeting and farewelling the parents.
- **Area Leader-** Permanent in each classroom in use who floats/ oversees the whole area and makes sure everyone is doing what is expected in their roles, also expected to speak to parents and be aware of children leaving the area.

- **Supervising Educators-** All other Educators should be evenly spread out supervising/ interacting with the children in each classroom in use.

ENDORSEMENT BY THE SERVICE

Date Approved by Director: ____ / ____ / ____

Signature of Approval by Director: _____

Date Approved by Management Committee: ____ / ____ / ____

Signature of Committee Representative: _____

Role of Committee Representative: _____

Date for Review: ____ / ____ / ____