



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.
- It isn't only about seeing children but also listening carefully to children and noting any changes of tone or volume in their voice. Noting these changes can assist in supervising children who may not be in direct vision
- The Nominated Supervisor ensures that educators consider supervisory line-of-sight whenever they arrange the furniture and equipment in the indoor and outdoor play spaces.
- Educators need to consider how their position will influence children's agency. Where the educator decides to supervise could potentially inhibit their risk-taking independent exploration.
- Educators conduct 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*.
- All educators employed over the age of 18yrs at the Service possess qualifications which meet or exceed the regulations (e.g. first aid, CPR, asthma and anaphylaxis, working with children check).
- Staff regularly check the outdoor area and liaison with the school on a regular bases being informed of anything untoward that may impact on our outdoor play.
- 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. Similarly, a carer working with a child under the Inclusion Support Funding Agreement is not given responsibility for other 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

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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.

- 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.
- 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 **and the Regulatory Authority is notified within 24 hours of incident.** 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 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.
- Every child in care in the Service is signed in on arrival and signed out on departure by the Educator that is greeting families. This allows for a correct head count and ensures the correct child is being signed in and out.
- In the event of an emergency evacuation or lockdown, the Attendance Record Sheet is used to ensure all children at the Service are accounted for. Refer to the *Service's Evacuation and Lockdown Policy*.
- A child is only released into the care of a parent. In the event an authorised nominee listed in the enrolment form arrives to collect a child, written or verbal confirmation must be given prior to the event. 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.
- 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 immediately accessible.
- 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*.

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- 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.
- At the end of each day, educators check the premises including to ensure that no child remains on the premises after the Service closes. In the unlikely event of a child being mistakenly locked in the Service, the Regulatory Authority would be notified within 24 hours.

Responsibilities of parents

- To notify the service when their child will be absent.
- To notify the service when when someone other than a parent will be collecting their 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.

Procedures and forms

- Regular head counts
- Students, Volunteers and Visitors Sign-in Sheet

Links to other policies

- Delivery and Collection of Children Policy
- Educator Professionalism and Ethics Policy
- Evacuation and Lockdown Policy
- Excursion Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Children 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

Regulation	85	Staff members and family day care educators not to be affected by drug or alcohol
Regulation	99	Children leaving the education and care service premises
Regulation	100	Risk assessment must be conducted before excursion
Regulation	101	Conduct of risk assessment for excursion
Regulation	102	Authorisation for excursion
Regulation	115	Premises designed to facilitate supervision
Regulation	120	Educators who are under 18 to be supervised

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Regulation	123	Educator to child ratio
Regulation	158	Children's attendance records to be kept by approved provider
Regulation	168	Education and care services must have policies and procedures
Regulation	176	Time to notify certain information to Regulatory Authority
Law	165	Offence to inadequately supervise children
Law	167	Offence relating to protecting of children from harm and hazards
Law	169	Offence relating to staffing arrangements
Law	174	Offence to fail to notify certain information to Regulatory Authority

NQS	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
NQS	QA 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
NQS	QA 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
NQS	QA 2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
NQS	QA 3.1.2	Premises, furniture and equipment are safe, clean and well maintained
NQS	QA 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
NQS	QA 4.2.2	Professional standards guide practice, interactions and relationships
NQS	QA 6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions
NQS	QA 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
NQS	QA 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 the National Quality Framework 2018 (September 2020 Update): Section 4 – Operational Requirements <https://www.acecqa.gov.au/sites/default/files/2020-09/Guide-to-the-NQF-September-2020.pdf> accessed 30 December 2020
- ACECQA Active Supervision: Ensuring Safety and Promoting Learning: www.acecqa.gov.au/sites/default/files/2018-04/QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning_1.pdf

Further reading and useful websites *(Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)*

- Kidsafe – <http://www.kidsafe.com.au/>
- NSW Government: Staff Ratios and adequate supervision <https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/regulation-assessment-and-rating/regulatory-framework/children-above-preschool-age-at-oshc/staff-ratios-and-adequate-supervision>

Policy review

Supervision

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.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	6 September 2019	Dr Brenda Abbey (Author)	Updated references.	
3	29 November 2020	Dr Brenda Abbey (Author)	Updated references.	
4	30 December 2020	Dr Brenda Abbey (Author)	Updated references. Added section relating to arrangement of furniture and equipment.	
5	May 2022	ACA NSW	Updated references Updated legislation table with law Added points on supervision practices	January 2024