



Purpose of the Policy:

This policy provides clear guidelines to strengthen supervision practices to benefit all children attending our programs. The policy has considered Standard 1 of the Safe Child Standards in relation to supporting efforts to embed an organisational culture of child safety through effective leadership arrangements.

This policy provides objectives for:

- Ensuring that children are adequately always supervised, based on the understanding that team members should be aware of exactly where children are always and where possible, they are to be able to see, always hear and intervene with children, subject to children's independence. For example, when accessing bathrooms with staff in pairs. Creating safe environments in which children can participate in all aspects of programs and experiences in safety and comfort.
- Ensuring all team members have adequate knowledge of risk identification, safety, and emergency procedures for supervision of children in our care.
- Ensuring all team members understand and comply with policies and procedures for appropriate supervision for children of school age.

Procedure:

1. Team members actively supervise all children attending Wonder Kidz programs. Also, ensure appropriate positioning both indoors and outdoors to ensure maximum supervision for children in our care. Consideration will be given to the activities being offered, and the mix of children, including age, stage of development, individual needs and skills/abilities displayed by each child.

2. Communication between team members is of a high standard to ensure each member is aware of where other team members are and that individuals and groups of children are always supervised appropriately.
3. Headcounts are to be conducted at regular intervals, and the number of children noted on the attendance record, to document and confirm the numbers of children. This will then support the accurate completion of the attendance record.
4. Team members make all children aware of the program schedule daily to ensure children new to the program are also aware of the routines.
5. Two team members must go with the children to the bathroom at all times and make sure they both signed the record.
6. Team leaders guide program experiences and implement daily routines to ensure children are supervised, supported and safe. Team members must position themselves to maximise supervision opportunities. For example, facing the majority of the group where possible.
7. Team leaders are to be aware of the relevant staff-to-child ratios to ensure this support appropriate supervision.
8. Team leaders ensure that new staff are appropriately supervised at all times and do not interact with children alone. This includes when outsourced providers attend the service, such as to facilitate an incursion.
9. Furniture, equipment and resources will be positioned to allow for maximum supervision opportunities. Appropriate supervision also includes consideration of the suitability of the environment for children, such as risks of harm or hazard that may be present or may require additional supervision.

10. Team members' active interactions with children will support appropriate supervision and lead to further learning and development opportunities.

References:

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 2 – Children's health and safety
- Quality Area 7 – Leadership and Service Management
- Victorian Child Safe Standards 2015
- Education and Care Services National Law Act (2010), S 165

Version control Date: 30. Feb.2021

To be reviewed: Feb.2024