

## WK - SUPERVISION POLICY

**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 concerning supporting efforts to embed an organisational culture of child safety through practical leadership arrangements. This policy provides objectives for:

- 1) Ensuring that children are adequately always supervised, based on the understanding that the wonder team should be aware of where children are constantly and where possible, they can see, always hear, and intervene with children. For example, when accessing bathrooms with staff in pairs.
- 2) Creating safe environments where children can participate in all programs and experiences in safety and comfort.
- 3) Ensuring all wonder teams have adequate knowledge of risk identification and procedures for appropriate supervision for children of school age.

**Procedure:**

1. **Wonder team actively supervise all children attending Wonder Kidz programs.**
2. ensure appropriate indoor and outdoor positioning to ensure maximum supervision for children in our care.
3. Consideration will be given to the activities offered and the mix of children, including age, stage of development, individual needs and skills/abilities displayed by each child.
4. **Communication** between the wonder team is of a high standard to ensure each member knows where other wonder teams are and that individuals and groups of children are always supervised appropriately.
5. **Headcounts** are to be conducted at regular intervals, and the number of children is noted on the attendance record to document and confirm the number of children. This will then support the accurate completion of the attendance record.
6. Team leader ensures all children are within **arm's reach** of any team staff member once out of the hub/venue.
7. **Two Wonder team must always go with the children to the bathroom and ensure they both signed on Appssessment.**
8. Team leaders guide program experiences and implement daily routines to ensure children are supervised, supported and safe. Wonder team must position themselves to maximise supervision opportunities. For example, they are facing most of the group where possible.

9. Team leaders are to be aware of the relevant staff-to-child ratios to ensure this support appropriate supervision.

10. Team leaders ensure that new staff are supervised appropriately and do not interact with children alone. This includes when outsourced providers attend the service, such as to facilitate an incursion.

11. 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 require additional supervision.

12. Wonder team's 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 16

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