

## 2.20 Supervision of Children Policy

The service acknowledges that the safety of children is paramount and therefore takes a proactive approach, through the implementation of specific policies and procedures, to ensure the adequate and appropriate supervision of children whilst enrolled and attending the service program.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act 2010 and Regulations 2011*
- *Family and Child Commission Act 2014*
- *Child Protection Act 1999 and Regulations 2000*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *Duty of Care*
- *National Quality Standard 2.2 Each child is protected*
- *Policies: 2.2 – Statement of Commitment to the Safety and Wellbeing of Children and the Protection of Children From Harm, 2.3 – Educator Ratios, 2.4 – Arrivals and Departures of Children, 2.6 – Behaviour Support and Management, 2.8 – Anti-bullying, 2.11 – Including Children with Special/Additional Needs, 2.12 – Managing Duty of Care – Non-Attending Children, 2.17 – Children Accessing the Internet, 2.18 – Cyber-bullying, 2.19 – Children's Media Viewing, 3.3 – Educator Practices, 3.4 – Homework, 3.5 - Excursions, 3.6 – Transport for Excursions, 3.7 – Physical Activity, 3.8 – Extra-Curricular Activities, 3.11 – Escorting Children, 3.13 – Water Activities and Safety, 4.9 – Children's Toileting, 6.4 – Shared Facilities, 7.2 – Drills and Evacuations, 7.3 – Harassment and Lockdown, 8.1 – Role and Expectations of Educators, 8.4 – Educator Professional Development and Learning, 8.5 – Volunteers, 8.8 - Employee Performance Monitoring, Review and Management, 9.3 - Communication with Families, 10.9 – Risk Management and Compliance,*



### Procedures

#### Definition

'Supervision of children': Knowing and accounting for, the activity and whereabouts of each child in care and the proximity of educators to children always to ensure the immediate intervention of educators to safeguard a child from risk of harm.

Supervision is provided by educators during the service operating hours and once children are signed into the program. If children are signed out of the program and remain on the premises, the parent/carer is responsible for them however, if the child is observed displaying inappropriate behaviour an educator may still apply the service behaviour management guidelines.

Children are encouraged to stay within the service approved area to wait for arriving parents/carers.

The service adheres to the educator to child ratios as prescribed in the *Education and Care Services National Law Act 2010 and Regulations 2011*, ensuring that educators counted in the ratios are directly working with children (refer to Educator to Child Ratios Policy 2.3)

To ensure the safety and wellbeing of children and educators, there will be always at least two educators on the premises whilst children are in care, one of whom will be a delegated responsible person for the service (unless the service is operating under Policy 10.24 – Single Educator on Duty).

When planning activities and the necessary supervision requirements, the Coordinator/Responsible person in charge will ensure consideration is given to the design and arrangement of the indoor and outdoor environment to ensure it supports active supervision by educators.

The number of supervising educators for activities will be determined through consideration of:

- The type of activity (e.g., excursion, swimming).
- The age and capabilities of the children undertaking the activity;
- The area in which the activity will be conducted; and
- The age and skill of educators supervising.

For high-risk and excursion activities, a risk assessment will be completed.

Personal mobile phones are not permitted to be used by educators when supervising children, without prior arrangement with the Coordinator/Responsible person.

All children will be actively supervised whilst accessing the toilet facilities. Children will be required to inform an educator when they need to access the toilet. Educators shall use appropriate communication methods to monitor children accessing the toilets.

The Coordinator/Responsible Person in charge will ensure that educators receive regular instruction in effective supervision techniques including:

- Scanning – constantly looking around the whole area to observe all the children in the vicinity.
- Positioning – physically positioning themselves to observe the maximum area possible.
- Listening – will assist in supervising areas where children may be playing in corners, behind trees or on play equipment; and
- Being 'with it' – ensuring they are aware of the children in their area as well as the children's skills and capabilities in interacting with others.

Educators will be required to do regular head counts and use educator communication methods when supervising activities indoor or outdoor activities.

The Coordinator/Responsible Person will be made aware of children involved in behaviour incidents who may require further support, consistent with the service's Behaviour Support and Management Policy. Children may be directed to a quiet area and supervised by the Coordinator (or other educator) until such time as they are calm and ready to re-join the activity.

To ensure effective supervision of all children participating in their area/activity, educators will be:

- Given guidance and instruction when setting up the environment and/or activities.
- Instructed on the use of various educator communication methods (e.g., use of walkie talkie).
- Aware of the procedures for children accessing the toilet;
- Made aware of children's individual health and or medical needs and any relevant emergency management plans.
- Made aware of any identified hazards and/or risks to children and the control measures in place.
- Made aware of the children in care, the group dynamics and behaviour strategies that may be useful; and

- Made aware of any children in care with special/additional needs.

Risk assessments will be developed for high-risk activities, excursions and incursions which specifically identify the number of supervising educators required for the relevant activity. All risk assessments must be read and signed off by educators to acknowledge their understanding of supervisory requirements.

For all water and/or swimming excursions, educators will be placed both in and out of the water for effective supervision of children in the water.

Educators under eighteen years of age who are supervising children will be fully supervised by a qualified educator who is eighteen years or over.

During excursions, educators will supervise children, ensuring educator to child ratios are maintained at all times. This includes toilets and change rooms. If there is no male educator available to supervise the boy's toilets, female educators must satisfy themselves that it is safe for the child/ren to access the toilets and will remain outside the toilet area until all child/ren have returned.

During excursions, children will not be left in the sole care and custody of bus drivers or any other persons; educator ratios for the service will continue to apply during excursions.

### References

Queensland Children's Activities Network. (2013). *PANPANOSH (Physical Activity and Nutrition Outside School Hours)ct sheet #3 - Adequate supervision*. Retrieved from PANOSH - Physical Activity Outside School Hours: [www.panosh.com.au](http://www.panosh.com.au)

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