

2.20 Supervision of Children

Policy Statement

Supervision is a fundamental practice to ensure the safety and support of children. It is paramount all educators take a proactive approach to ensure the adequate and appropriate observation of children whilst participating in the service's program. Knowing and accounting for, the activity and whereabouts of each child in care and the proximity of educators to children at all times to ensure the immediate intervention of educators to safeguard a child from risk of harm is the expectation for all services to uphold the commitment to effective supervision.

The Approved Provider recognises its obligations for effective supervision to uphold its obligations under *Education and Care Services National Regulations* 83, 99-101, 115, and 123.

Related Policies

- 2.2 Statement of Commitment to the Safety of Children
- 2.3 Educator to Child Ratios
- 2.4 Arrival & Departures of Children
- 2.6 Positive Behaviour Support Practices
- 2.7 Supporting Complex Behaviours
- 3.1 Educational Program Design & Implementation
- 3.5 Excursions
- 3.5.1 Transport for Excursions
- 3.13 Water Safety
- 4.5 Incident, Illness, Injury or Trauma
- 4.9 Children's Toileting

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none"> • Establish and ensure effective practices and expectations to support the supervision of children. • Monitor the service's incident reporting to ensure practices and procedures are meeting the service's obligations.
Nominated Supervisor	<ul style="list-style-type: none"> • Monitor and support the practices and capacity of educators to adequately supervise children. • Ensure educators have been adequately instructed, trained and supervised to meet the needs of children. • Support the response to incidents and children's behaviour, including debriefing and supporting the ongoing learning of the supervising skills of educators
All Staff	<ul style="list-style-type: none"> • Implement the service's recommended skills and practices to meet the requirements of the supervision expectations. • Communicate concerns to the Nominated Supervisor, Responsible Person, or another relevant delegate.

Procedures

Supervision Expectations

- Ensuring child-to-educator ratios are maintained at all times. These educators counted in the ratios are directly working with children.
- There will be at least two educators at all times on the premises whilst children are in care, one of whom will be a responsible person in the day to day charge of the service.
- The planning of activities will reflect supervision requirements, the Nominated Supervisor (or delegate) will ensure consideration is given to the design and arrangement of the environment, the nature, and coordination of activities to ensure it is supported by adequate supervision of 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 skill and capacity of educators.
- The above considerations will be outlined within relevant Risk Assessment documentation specific to the activity or location of the activity taking place (Regulation 101(f)).

- An unqualified educator must be accompanied by a 1-year or 2-year qualified educator when supervising children throughout the OSHC service and its licensed spaces as per the service's lease agreement with Middle Park State School. Should activities require a single educator, then a 1-year or 2-year qualified educator will be required to supervise the activity.
- Personal mobile phones are not to be used by educators when supervising children. However, in extenuating circumstances and with the prior consent of the Nominated Supervisor, personal mobile phone usage may be permitted.
- During excursions, children will not be left unsupervised with any other persons (including bus drivers etc.); educator ratios for the service will be determined by way or risk assessments and continue to apply throughout excursions.
- Children will be adequately supervised and supported during access to toilets through educators following the procedures outlined in *4.9 Children's Toileting*.

Effective Supervision Skills

- Scanning – regularly looking around (and beyond the immediate area) to observe all the children in the vicinity;
- Positioning and Proximity – being strategically positioned in order to best observe and/or interact with children;
- Listening – assists in using additional sensory skills to respond to signals children may require added support or attention; and
- Being diligent and engaged – being aware of children, their traits, moods, and characteristics to anticipate and promptly respond to children's needs, skills and capabilities.

Educators Supervision Practices

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 staff 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.

Educators will be required to do regular headcounts and use educator communication methods when supervising activities indoor or outdoor activities. Where there is a discrepancy or incident with a child's whereabouts the procedures outlined in *2.4 Arrivals and Departures of Children* and/or *4.5 Incident, Illness, Injury or Trauma* will be followed.

The Nominated Supervisor will be made aware of children involved in behaviour incidents who may require further support, consistent with *2.6 Positive Behaviour Support Practices* and/or *4.5 Incident, Illness, Injury or Trauma*.

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

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Working with Children (Risk Management and Screening) Act 2000*
- *National Quality Standard, Quality Areas: 1 – Educational program and practice; 2 – Children's health and safety; 3 – Physical environment; 4 - Staffing arrangements; 5 - Relationships with children; 6 - Collaborative partnerships with families and communities; and 7 – Governance and leadership.*

E&CS Legislation Compliance

- *Education and Care Services National Regulations 83; 99-101; 115; 123*

Policy Controls			
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