



SOMERVILLE KINDERGARTEN INCORPORATED

Supervision of Children Policy Best Practice - Quality Area 2

PURPOSE

This policy will provide guidelines to ensure the adequate supervision of all enrolled children is maintained at all times and the provision of a safe and secure environment for all children at Somerville Kindergarten.

To ensure children are supervised at all times, as they maintain a safe and secure environment adhering to National Regulations, Supervision together with thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children.

VALUES

Somerville Kindergarten is committed to providing adequate supervision of all enrolled children in all aspects of the kindergarten program. Ensuring all children are directly and actively supervised by educators employed or engaged by Somerville Kindergarten. Maintaining a duty of care to all children and ensuring there is an understanding of the shared legal responsibility and accountability between, and a commitment by, all persons to implement the procedures and practices outlined in this policy.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, the person in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the program and activities of Somerville Kindergarten, including during offsite excursions and activities.

IMPLEMENTATION

The child may only leave the service in the care of a parent/guardian, authorised nominee, or a person authorised by one of these parties to collect the child. An authorised person does not include a parent who is prohibited by court order from having contact with the child.

Management / Approved Provider

- Complying with the legislated educator-to-child ratios at all times (*Education and Care Services National Law Act 2010: Sections 169, Education and Care Services National Regulations 2011: Regulations 123*)
- Counting only those educators who are working directly with children at the service in the educator-to-child ratios (Regulation 122)
- Ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
- Ensuring that children being educated and cared for by the service are adequately supervised at all times they are in the care of that service (*Education and Care Services National Law Act 2010: Section 165 (1), (2)*)
- Considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan
- Managing the risks of abuse or harm to each child, including fulfilling the duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- Identifying high-risk activities, including excursions, through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 100, 101)
- Ensuring supervision standards are maintained during educator breaks, including during lunch breaks
- Providing safe spaces for children, which allow for adequate supervision, and which include safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards
- Providing staff rosters, and casual and relief staff lists
- Developing procedures to inform casual and relief staff about the supervision strategies outlined in this policy

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- Notifying the Regulatory Authority (DET) within 24 hours of:
a serious incident occurring at the service, including when a child appears to be missing or cannot be accounted for (*Education and Care Services National Law Act 2010*: Section 174(2)(a), *Education and Care Services National Regulations 2011*: Regulations 176(2)(a)(ii))
- A complaint alleging that the health, safety, or wellbeing of a child has been compromised or that the law has been breached (*Education and Care Services National Law Act 2010*: Section 174(2)(b), *Education and Care Services National Regulations 2011*: Regulations 175(2)(c), 176(2)(b))
- Notifying parents/guardians of a serious incident involving their child as soon as possible, but not more than 24 hours after the occurrence
- Reporting notifiable incidents to WorkSafe Victoria
- Evaluating supervision procedures regularly in consultation with the Nominated Supervisor and educators
- Ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy*
- Encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*.

Nominated supervisor / Responsible person will:

- Ensure parents/guardians have completed the authorised nominee section of the enrolment form
- Ensuring that the prescribed educator-to-child ratios are met at all times and that educators have required qualifications (*Education and Care Services National Law Act 2010*: Sections 169(3)&(4), *Education and Care Services National Regulations 2011*: Regulations 123)
- Counting only those educators who are working directly with children at the service in the educator-to-child ratios (Regulation 122)
- Ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
- Ensuring that children being educated and cared for by the service are adequately supervised at all times they are in the care of that service (*Education and Care Services National Law Act 2010*: Section 165(2))
- Considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan
- Maintaining safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards
- Managing the risks of abuse or harm to each child, including fulfilling the duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- Identifying high-risk activities, including excursions, through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101(2))
- Ensuring supervision standards are maintained during educator breaks, including during lunch breaks
- Evaluating supervision practices regularly in consultation with other educators and the Approved Provider
- Ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy*
- Encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*.

Educators will:

- Providing adequate supervision at all times
- Being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the service, not just within their immediate area, and using supervision skills to reduce or prevent incidents or injury to children and adults.
- Managing the risks of abuse or harm to each child, including fulfilling the duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- Procedures to ensure that all children are accounted for, including referring to attendance records at various times throughout the day, both before and after outdoor activities
- Adjusting supervision strategies to suit the service environment, educator skills, age mix, dynamics, and size of the group of children being supervised and the activities being undertaken
- Maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or signed out of the care of the service and the parent/guardian or person delivering or collecting the child is responsible for supervising that child)
- Communicating with other educators regularly to ensure adequate supervision at all times

- Informing parents/guardians, volunteers, and students at the service about the *Supervision of Children Policy* and the ways that they can adhere to its procedures
- Ensuring doors and gates are closed at all times to prevent children from leaving the service unaccompanied or from accessing unsupervised/unsafe areas of the service
- Deciding when to interrupt and redirect children's play to ensure safety at all times
- Identifying opportunities to support and extend children's learning while also recognising their need to play without adult intervention
- Conducting daily safety checks of the environment to assess the safety and remove hazards
- Arranging the environment (equipment, furniture, and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces
- Providing direct and constant supervision when a child is near water or a road
- Conducting a risk assessment prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised
- Notifying the Approved Provider in the event of a serious incident occurring at the service or of a complaint being made alleging that the health, safety, or wellbeing of a child has been compromised
- Assisting the Approved Provider and the Nominated Supervisor to evaluate supervision practices regularly
- Supervising children's daily departure from the service and being aware of the person who has the authority to collect the child
- Complying with the service's *Road Safety and Safe Transport Policy*.

Families will:

- Ensure educators are aware that their children have arrived at or departed from the service
- Ensure that doors and gates, including playground gates, are closed after entry or exit
- Being aware of the movement of other children near gates and doors when entering or exiting the service
- Enable education to supervise children at all times by making arrangements to speak with them outside of program hours
- Supervise their children before signing them into the program and after they have signed them out of the program
- Familiarising themselves with the service's Road Safety and Safe Transport Policy
- Supervising other children in their car, including siblings whilst attending or assisting at the service

All Volunteers and students, whilst at Somerville Kindergarten, are responsible for following this policy and its procedures. Staff to always make sure that they are aware of all policies and procedures before commencing.

BACKGROUND

Supervision is essential in ensuring that children's safety is protected in the service environment.

Supervision is an integral part of the care and education of children and requires staff members to make ongoing assessments of the child and the activities in which they are engaged. Active supervision assists in the development of positive relationships between educators, children, and their families, and informs ongoing assessment and future planning. Adequate supervision requires teamwork and good communication between staff at Somerville Kindergarten.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child safe standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Worker Screening Act 2020
- Worker Screening Regulations 2021 (VIC)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law today: <http://www.legislation.vic.gov.au>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

EVALUATION

To assess whether the values and purposes of the policy have been achieved the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Record and monitor complaints and incidents in relation to the supervision of children and amend the policy and procedures as required
- Keep the policy up to date with current legislation, research, policy, and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.

DEFINITIONS

Adequate supervision: entails all children in all areas of the service, being in sight and/or hearing of an educator and all times including during toileting, sleep, rest, and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

Hazard: A source of a situation with the potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

SOURCES

Relevant legislation and standards include but are not limited to:

- Kidsafe: www.kidsafe.com.au
- The Royal Children's Hospital Community Information team (formerly Safety Centre) provides information on safety promotion and injury prevention: www.rch.org.au
- WorkSafe Victoria: www.worksafe.vic.gov.au
- Guide to National Quality Framework (ACECQA): <http://acecqa.gov.au/>
- Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA) <http://acecqa.gov.au>

RELATED POLICIES

- Administration of First Aid
- Child Safe Environments and Wellbeing
- Compliments and Complaints
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Excursions and Service Events
- Incident, Injury, Trauma, and Illness
- Interactions with Children
- Occupational Health and Safety
- Relaxation and Sleep
- Road Safety and Safe Transport
- Staffing
- Tobacco Alcohol and Other Drugs
- Water Safety

ATTACHMENTS

- Attachment 1: Supervision risk management template

ATTACHMENT 1: SUPERVISION RISK MANAGEMENT TEMPLATE

This template is designed as a tool to be developed and used by all educators involved in the supervision of children at the service and should be reviewed regularly and made available to all staff working in the program. There may be additional areas that your service will want to include in the supervision risk management template.

Area/Equipment	Potential supervision Risk	Action to reduce/eliminate Risk
Fixed equipment e.g. swings, fixed climbing equipment, slides, etc.		
The layout of the internal and/or external areas of the service including a description of areas that provide challenges to supervision e.g. children’s bathrooms, L-shaped playgrounds or playrooms, behind structures or features in the playground, etc.		
Staff supervision responsibilities include: quiet/active learning spaces; during indoor and outdoor programs; specific programmed experiences; and the supervision of students and volunteers		
Potential hazards e.g. protruding tree roots, small pieces of equipment, etc.		
Arrival and departure of children		