

SUPERVISION POLICY

Policy Statement

Children must be adequately supervised at all times that they are being educated and cared for both at the service and on excursions. Adequate supervision is the consistent and present engagement of educators with children and all stakeholders are familiar with regulatory requirements and standards regarding supervision. This Policy details how the Service ensures children are adequately and effectively supervised at all times.

Strategies and Practices

- The *Supervision Policy* is available to families upon enrolment and staff upon induction.
- The design and layout of the Service, including the entrance, perimeter fence and gates, have been approved under the Building Code of Australia and meet all other regulatory requirements. They enable visual supervision of children at all times without compromising the children's dignity and rights.
- Educator-to-child ratios and qualification requirements are maintained at all times to comply with regulatory requirements. At times, when the children from the Discoverers, Investigators and Inventors Rooms are sharing play spaces, and the ages of children vary from 2-5years, we ensure that a ratio of 1 educator to 5 children is applied and maintained.
- Rosters are carefully planned to ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the service and on excursions.
- Educators who are under 18 years of age must be supervised at all times and are made aware of this requirement during induction.
- Students and volunteers must be supervised at all times and are made aware of this requirement during induction.
- Effective supervision takes into account the number of children, their ages and abilities, the group composition and dynamics, the area of play, and the activity (e.g. water play). Educators inform other team members if they need to leave the area for any reason (e.g. collect a resource, go to the bathroom). Educators' rest pauses are taken when rostered or when it is safe to do so.
- Educators will position themselves to maximise their view of the environment and the children's play. Educators must actively scan the environment at all times while interacting with individuals or small groups.
- Educators must not perform other duties while responsible for the supervision of children e.g. laminating, typing observations.
- Sleeping children are always within sight and hearing distance of an educator. The viewing window to the cot room is kept clear of obstruction. Educators enter the cot room and check on sleeping children every 10 minutes and initial the Sleep and Rest Register. Children who are suspected to be unwell, are checked more frequently.
- Educators receive training in correct nappy changing and toileting procedures, ensuring children are never left unattended on the change table, and that the educator keeps one hand on the child at all times they are on the table. There is always a minimum of one educator present when supporting children with toileting/hygiene routines.
- The service uses a suite of information technology to record children's enrolment information and attendance data. The QikKids application, QK Kiosk, is available on the iPads in the foyer of the service and is used by families to sign their child into and out of the service. In addition to this program, QikKids Web and QikKids Next are programs that can be used by the Nominated Supervisor/Responsible Person to confirm that children have been signed in/out of the service or to sign children in/out of the service if this process hasn't been completed.

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- The service uses an outdoor roll to mark the children's attendance of a morning during outdoor play. One educator is responsible for managing this roll. This roll includes all children from the Discoverers, Investigators and Inventors Rooms as they all share the same outdoor space. Educators mark the children as either Present or Absent. The outdoor roll is then used during the afternoon to cross children off as they leave for the day.
- The Explorers staff take their Room Roll outside with them of a morning and mark the children as Present or Absent. They also take the roll out in the afternoon and cross children off as they leave for the day.
- Each room also records attendance information on individual room rolls. Educators mark the children as either Present or Absent. These rolls are then used by the Nominated Supervisor/Responsible Person to cross match the attendance records on the QikKids Web/QikKids Next program prior to submitting the information through the Child Care Subsidy System (CCSS).
- At the end of each day, educators must check the whole premises including outdoors (including shed) and indoors (including cot room) to ensure that no child remains on the premises after the Service closes.
- If there are children still present at the Service at 6.00pm, the Nominated Supervisor or Responsible Person will contact the parents immediately. If we are unable to contact the parent, the authorised nominees will be contacted. If a parent or authorised nominee cannot be contacted and the child is still present at the service at 6.30pm then the Nominated Supervisor or Responsible Person will contact the Nominated Supervisor and/or the Assistant Director. The Police will then be contacted to inform them of the circumstances and seek their advice. The two educators that are rostered on the closing shift are to remain at the service with the child until the parent/authorised collection contact arrives or until Police advise of further instructions.
- The Nominated Supervisor or Responsible Person checks that all children have been signed out using the QikKids programs. If a child has not been signed out, the outdoor roll/room roll will be cross checked, and educators will be asked to confirm if the child has left. If an educator(s) is aware that the child has left the Service safely, the Nominated Supervisor or Responsible Person will sign the child out and the parents will be reminded, when the child next attends, that they must sign their child out.
- If it is discovered that a child is not in the Service, not signed out, and educators are unsure of their departure, the family will be contacted immediately to confirm the child's whereabouts. If the child is not in the parents' care, the Service will contact the Police immediately to inform them of the circumstances and to seek advice. The service will also contact the Regulatory Authority as soon as possible and within the required timeframe.

References

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- *Guide to the National Quality Framework*
- Community Early Learning Australia – Sample Policies
- Australian Child Care Alliance NSW – <https://nsw.childcarealliance.org.au/members/policies-required-under-regulation-168>
- Dr Brenda Abbey (Childcare by Design)

Policy Review

The Service encourages staff and parents to be actively involved in the review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.