

## POLICY – SUPERVISION

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### 1. National Quality Standards

Quality Area 2: Children’s Health and Safety		
Area	Concept	Descriptor
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

The National Education and Care Services Regulations and Children (Education and Care Services) National Law are included in the appendix.

### 2. Purpose

- 2.1 Baringa Early Learning Centre (Baringa) will ensure the potential for accidents and injury to children is reduced to as low as reasonably practicable. Educators will be aware of the variables relating to supervision and will evaluate supervisory practices. Safety for children will be ensured when participating in excursions.

### 3. Scope

- 3.1 This policy applies to children, families, staff, management, and visitors of Baringa.

### 4. Implementation

- 4.1 Management and/or Nominated Supervisor will ensure:

- a) Educators are supported in developing a plan for improving facilities and correcting problems if effective supervision is difficult due to the design of buildings or grounds.

- b) Regulatory authorities are notified of any serious incident or complaints alleging the safety, health, or wellbeing of children has been compromised within 24 hours of the incident, or the time that the person becomes aware of the incident or complaint. This includes is an ambulance was called in response (not as a precaution) to the incident, situation, or event.
- c) A parent/guardian is notified as soon as practicable, but within 24 hours if their child is involved in a serious incident/situation at the service. Details of the incident/situation are to be recorded on the *Incident, injury, trauma and illness record*.
- d) Current records are maintained, relating to authorised people to collect each child, court orders and custody issues.
- e) Educators under eighteen years of age are adequately supervised by an educator over the age of 18 at all times and are never left alone with children.
- f) Staff rosters are developed and maintained to ensure continuity of care and adequate supervision at all times.
- g) Risk assessments are conducted where necessary, that take into consideration, the layout of the premises and grounds, any higher risk activities, the presence of animals, the location of activities and the location of bathroom and nappy change facilities.
- h) Risk assessments are carried out for excursions, taking into consideration, and identifying the number of adults required to ensure continuous adequate supervision through the excursion.
- i) Minimum educator qualification requirements are recognised and adhered to according to legislative requirements, including how many educators must be early childhood teachers.
- j) Baringa maintains the required educator-to-child ratio working with children, based on the ages and number of children being educated and cared for at the service.

#### 4.2 **Educators will:**

- a) Monitor and maintain staff to child ratios to ensure adequate supervision of children.
- b) Have a sound understanding of their duty of care and responsibilities in ensuring children are within a child safe environment.
- c) Communicate and collaborate with others to ensure the effective supervision of children at Baringa.
- d) Alert colleagues if they need to leave an area for a particular reason to ensure continuous supervision of children.
- e) Implement vigilant supervision strategies for hygiene requirements including:
  - (i) Regular handwashing
  - (ii) Toileting
  - (iii) Cough and sneeze routines
- f) Inform new and relief educators about supervision arrangements, outlining their responsibilities.
- g) Promote children's agency by making decisions about supervision that allows children to engage in independent exploration and appropriate risk taking.
- h) Never leave a child unattended on the nappy change table/mat.

- i) Ensure infants are securely buckled into highchairs where applicable, and the drop side of cots are raised when children are in cots.
- j) Never leave a child unattended to eat or drink, including drinking from bottles (choking is often silent).
- k) Ensure that all children are within sight and/or hearing of educators at all times.
- l) Adequately supervise children during rest time in accordance with the *Sleep and Rest for Children Policy*.
- m) Ensure that where multiple areas are available to children at the same time (indoor/outdoor activities), all areas are supervised.
- n) Position themselves (do not sit with back facing children) and arrange equipment, furniture, and activities appropriately.
- o) Ensure children are only released to authorised people, as per Baringa's *Arrival and Departure Policy*.
- p) Be aware of the cultural and individual supervision needs of each child e.g., a child may require private space but will still need to be supervised.
- q) Ensure younger children's safety is not compromised in mixed age groups.
- r) Regularly evaluate their supervisory practices through staff/team meetings, team discussions and at other times when required.
- s) Perform regular head counts of children in their care (especially when entering the playground & leaving the playground).
- t) Discuss best position points of supervision (especially in the playground) to avoid clustering in one spot. Supervision should be active and involve interacting with the children.
- u) Encourage children to inform educators when they are leaving an area to use the bathroom.
- v) Question any stranger to the Centre in a friendly way e.g.: "Hello, can I help you?" and observe their actions.
- w) Ensure an educator is allocated to supervise a wading pool or water play activity. If this is not possible, this activity will be planned for another time. A water trough must be emptied before leaving the playground, as the group entering the playground after may not be aware that it has water in it.
- x) Ensure supervision of excursions adheres to Regulation guidelines (refer to Baringa's *Excursion Policy*).
- y) Ensure front gates and playground gates are closed after entry and exit.

#### 4.3 **Parents will:**

- a) Inform educators of their arrival and departure, as well as that of their child/ren, to ensure educators know when the child is entering and leaving their care.
- b) Inform educators if someone will be collecting their child/ren.
- c) Ensure 'authorised person to collect' information is up to date.

- d) Inform educators of any current or pending court orders affecting the child and provide the Centre with a photocopy of the court order to be kept with the child's enrolment form.
- e) Adhere to correct sign in and out procedures.
- f) Ensure that front gates and playground gates are closed after entry or exit.

## 5. Feedback

Families and staff may provide feedback about this document by emailing [admin@baringa.org.au](mailto:admin@baringa.org.au).

## 6. Approval and Review Details

Approval and Review	Details
Approval Authority	Baringa Board
Administrator	Management
Next Review Date	October 2024

History	Details
Original Approval Authority/Revision and Date	November 2016
Amendment Authority and Date	30 May 2023
Modifications Made	Addition of information in 4.1. Updated information in Appendix 1. Addition of Appendix 2. Addition of Appendix 3.

## Appendix 1 Education and Care Services National Regulations

Education and Care Services National Regulations	
100	Risk assessment must be conducted before an excursion
101	Conduct of risk assessment for excursions
102C(2)(g)	Supervision during transportation
102E	Children embarking a means of transport- centre based service
102F	Children disembarking a means of transport- centre based service
115	Premises designed to facilitate supervision
120	Educators who are under 18 to be supervised
121	Application of Division 3
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios-Centre based services
126	Centre based services-general educator qualifications
132	Requirement for early childhood teacher- centre based services 25-59 children
133	Requirement for early childhood teacher- centre based services 60-80 children

134	Requirement for early childhood teacher- centre based services- more than 80 children
168	Education and care service must have policies and procedures
176	Time to notify certain circumstances to Regulatory Authorities
264	General qualifications for educators – Centre based
<b>CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW</b>	
S.165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority

### Appendix 2 Educator-to-child ratio requirements in the ACT

<b>Educator-to-child ratio requirements in the ACT</b>	
<b>Age Group</b>	<b>Ratio</b>
Children from birth to 24 months of age	1:4
Children 24 months of age and less than 36 months of age	1:5
Children 36 months of age up to and including pre-school age	1:11

### Appendix 3 Source

Australian Children's Education & Care Quality Authority. (2023). *Active Supervision: Ensuring safety and promoting learning*.

Australian Children's Education & Care Quality Authority. Children's Health and Safety. *An analysis of Quality Area 2 of the National Quality Standard. Occasional Paper 2. (2016)*.

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

Education and Care Services National Regulations. (2011).

Frith, J., Kambouris, N., & O'Grady, O. (2003). *Health & safety in children's centres: Model policies & practices (2nd ed)*.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2023).

Revised National Quality Standard. (2018).