



SUPERVISION POLICY

Our Education and Care Service understands it has a duty of care to ensure that children are adequately supervised at all times whilst accessing the service. We understand and acknowledge that educator to child ratios are not solely responsible in achieving adequate supervision, and it is the role of educators to have processes in place to protect children from hazards and harm that may arise in daily play and routines. This policy outlines how effective supervision can contribute to a safe and interactive learning environment.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
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.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
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
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

RELATED POLICIES

Administration of Medication Policy Child Safe Environment Policy Code of Conduct Policy Cyber Safety Policy – developing Delivery of Children to, and collection from Education and Care Service Premises Emergency Evacuation Policy	Handwashing Policy Incident, Injury, Trauma and Illness Policy Nappy Change and Toileting Policy Physical Environment Policy Safe Arrivals of Children Policy Sleep and Rest Policy Water Safety Policy
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PURPOSE

Keith War Memorial Community Centre Kindergarten and Childcare Centre is committed to ensuring constant quality supervision of all children whilst at the Centre. Our Supervision Policy aims to meet the individual needs of children and is based on our *Safe Arrival of Children* procedure and policy. Educators will work closely with families to ensure that the safety and best interests of children are a priority.

SCOPE

This policy applies to educators, families, staff, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

At all times, reasonable precautions are taken to ensure adequate supervision of children within the Centre.

Educators are aware of their roles and responsibilities to identify and respond to every child at risk of abuse and neglect.

Educators use programming times and staff meetings to reflect and plan for adequate supervision in all situations.



The Centre has risk assessments in place which outline the importance of extra supervision during the periods of early morning and late afternoon where children are usually combined as a whole group, catering for the care of children aged from 0-12. As well as risk assessments for the benefits of risky play, such as tree climbing, and using loose parts.

At all times, staff effectively communicate with each other when the need to leave an area arises, i.e., toilet break. If an educator is leaving the area for a period of longer than a few minutes, another educator is to cover the staff member to ensure child/educator ratios and quality supervision are maintained.

Educators will always effectively communicate with each other the need to leave the area to toilet or change children. When and where possible, educators will take a few children with them who also need to be changed or toileted to help keep the balance of educator/child ratios.

Educators will regularly scan the yard to observe all children in the environment. They will work together and across the Centre and take up appropriate positions in the yard to ensure children are in their line of sight.

Educators should avoid standing with their backs to children, and congregating in areas unless this is with the purpose to briefly communicate about children in their immediate care or the need to leave the area. Educators will listen for and observe changes in the yard, noting any changes in volume in children's voice or behaviour so they can determine potential risks and respond accordingly.

When conducting administrative duties, such as filling out incident forms in the first instance, another educator should release an educator to carry out this task. In the event where it is not possible to be released, the educator filling in paperwork should do so with their body facing the children so they can use their peripheral vision and listen to monitor changes in the environment.

In the 3-5 space there is a tunnel and other opportunities for children to 'hide' and play. Educators will intentionally roam and monitor these areas with purpose.

In the 0-2 space the educator's view may be obstructed if an educator is located under the veranda. At all times, when outside, educators need to ensure they situate themselves where they have full vision of the yard. The only time an educator should situate themselves under the veranda is when they are sitting with a group of children to eat or there is another educator located in the yard.

At the Centre progressive eating practices are in place, where children have access to their lunch boxes when they are hungry. It is the responsibility of educators to monitor children before eating, to ensure they have washed their hands, during eating, to ensure they are safe, and after eating, to ensure they have packed away their lunch box.

During non-kindergarten days and during school hours, educators will encourage children in the 3-6 space to play in the north-west side of the yard, to support educators' ability to monitor children.



On kindergarten days, during vacation care and after school care, higher child/educator ratios mean supervision of the entire 3-5 yard can be catered for; therefore, during these periods the entire yard is available for children to play in.

Ratios and supervision:

At Keith War Memorial Community Kindergarten and Childcare Centre we work under ratios as outlined in the National Quality Standards. These ratios are set at 1:11 for children ages 37 months to preschool, 1:5 for 25- 36 months, 1:4 for 0-24 months and 1:15 for school aged children.

Trainees who are under the age of 18 are legally not to work alone at the service and are to be adequately supervised at all times by an educator who has attained the age of 18 years.

An educator cannot be included in calculating the educator to child ratio of a centre-based service unless the educator is working directly with children at the service. This is considered when staff are off the floor for periods of time, such as lunch breaks and planning time. The Centre ensures these staff members are replaced on the floor for the duration of the absence.

It is the responsibility of families to let the Centre know if their child/ren will not be attending the Centre on a given day. For childcare children, including those in the after school care program, this can be done using the Xplor app, SMS on the Centre phone or calling the Centre. For Kindergarten children this can be done using SMS on the Centre phone or calling the Centre.

A nominated staff member, usually the Assistant Director or the Administrative Officer will contact families in the morning if child/ren haven't arrived at the Centre on their set day. In the first instance the Centre will contact the main contact person on the enrolment form. If the Centre doesn't receive a response we will move to the next contact on the list, and so on until a confirmation on the whereabouts of the child/ren is received. In the event where no contact can be made with will contact the local police station.

Children are to be signed in and out of the Centre at the beginning and end of each day. Anyone is welcome to drop children off at the Centre; however, when children are collected from the Centre, they are only be collected by the persons nominated on their enrolment form. Educators have a duty of care to ensure they are supervising who collects children from the Centre.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Supervision Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

RELATED RESOURCES



Child Safe Environment Procedure Direct Supervision sign in/ sign out sheet Risk Assessment Guide and Procedure	Safe Transportation Risk Assessment Management Plan Supervision Audit Supervision Guidelines and Procedure Transport Pick-up and Drop-off checklist
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SOURCES

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).

Australian Children’s Education & Care Quality Authority. (2023). [Guide to the National Quality Framework.](#)

Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0.](#)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations.](#) (Amended 2023).

Victoria Department of Education and Training. (2012). *Supervision* [Practice Note 12]: <https://www.education.vic.gov.au/Documents/childhood/providers/regulation/pracnotessuperv.pdf>

[Western Australian Education and Care Services National Regulations](#)

REVIEW

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