



Bangalow Community Children's Centre
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Supervision Policy

Reviewed October 2015

Legislation:	Education and Care Services National Regulations 2011 Education and Care Services National Law 2011
Reference:	National Quality Framework resource Kit 2011 Centre Support www.centresupport.com.au

Introduction

It is the responsibility of the staff to ensure all children are encouraged to play both by themselves and with others, exploring, imitating, constructing and creating. It is also the staff's responsibility to keep a watchful eye on the children during this play to make sure they are not putting themselves at unnecessary risk.

At no time during the daily operations of the Centre are children to be left unsupervised.

At all times the appropriate child/adult ratio is maintained throughout the Service, as prescribed in the Child Care Regulations. Through continual supervision, staff will aim to ensure all children are cared for in an environment that is safe for themselves and others.

Goals

To ensure children have the opportunity to play and learn in a safe and nurturing environment. Children will be supervised at all times under correct child staff ratios.

Practices

- Educators responsible for supervision of children, will be given a handbook outlining the Services expectations for supervision.
- At all times rostering and routine management will ensure that educator:child ratios are suitable for best practices in supervision of children ;
Under Two 1:4, Two - Three Year Old 1:8, Three - Six 1:10
- Students and volunteers will be supervised at all times and will not be included in educator:child ratios.
- In any situation where adequate supervision of children is challenged, educators on a break, the Nominated Supervisor or the Office Assistant (Child Care Worker) must be sought to cover needs.
- Children will always be in sight/sound of an Educator throughout the course of the day.
- Educators will ensure they are situated in suitable places around the play area, to ensure they have clear vision of the whole group .
- One educator should be close enough to children to intervene if necessary.
- When interacting with a small group, educators will continue to scan the area to check on other children.
- Educators will do regular head counts and always be aware of children arriving and departing from the Centre.
- Educators will be aware of where other educators are at all times.
- Any supervision issues are to be reported to the Nominated Supervisor.
- Educators will check the sign in sheets regularly throughout the day
- Parents are to take their child to an Educator on arrival and departure of the centre.
- Late Duty Staff will check that all children have been collected before closing up the Centre.

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Practices (continued)

- Educators supervising children must engage their attention fully with children and not to any other duties or distractions. Educators should not stand together talking except for discussing relevant matters related to the children in their care.
- Children are to be adequately supervised during hand washing and toilet times
- Adequate supervision must be still be maintained even when children are resting and/or engaged in sedentary activities.
- Children must always be in sight of an educator when they are eating.
- Educators should always position themselves to be able to adequately supervise as much of the indoor/outdoor area as possible.
- Educators must assess the risks of the climbing equipment and position themselves to minimize risks or alter the set up to ensure safety.
- Water activities must be closely supervised by an educator at all times.
- A risk assessment will be undertaken prior to excursions to ensure children can be suitably supervised and safe from harm (see excursion policy)

If an educator needs to leave a supervision area for any reason, they must not leave until another staff member has come to replace them.

National Law

165 Offence to inadequately supervise children

167 Offence relating to protection of children from harm and hazards

National Regulations

97 Emergency and Evacuation procedures

100 Risk assessment must be conducted before excursion

101 Conduct of risk assessment for excursion

NQS

Standard 2.3: Each Child is protected

Standard 4.1.1: Educator –to-child ratios and qualification requirements are maintained at all times

Related Policies

Excursion Policy

Arrival and Departure Policy

Child Protection Policy

Incident, injury, trauma and illness

Student and visitors

Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.

