

# The Kinder Garden



## Supervision of Children Policy

### Aim

The Kinder Garden will provide adequate supervision to all the children while attending the Education and Care Service. Adequate supervision of children takes into consideration the safety and welfare of every child.

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011

### Who is affected by this policy?

Child  
Educators  
Family  
Volunteers  
Students  
Management

### Implementation

All Educators, permanent and relief staff, will be made aware of this policy regarding adequate and responsible supervision of children during their staff induction.

Staff shifts and routines will at all times provide for enough staff to be available for the adequate supervision of children.

At no time will students, volunteers, or persons employed under the age of 18 years be included in the ratio of adults supervising children.

Students, volunteers and persons employed under the age of 18 years, will never be left alone with a child or a group of children.

In any situation where adequate supervision of children is compromised, any educator/staff member on crib or lunch breaks must be prepared to be recalled to perform this function.

The Nominated Supervisor will ensure that the Education and Care Services National Regulation 2011, Education and Care Services National Law Act 2010 and the National Quality Standards 2011 in relation to the supervision of children are adhered to.

#### INDOORS

A minimum of two Educators/Staff (at least one being a permanent Educator) will provide supervision when children are indoors.

Supervising Educators/Staff should give their attention to the children and not to other duties.

When children are resting or sleeping they will be supervised at all times having regard to their ages and physical and intellectual development. Educators/staff ensuring that sleeping infants are closely monitored and that all sleeping children are within hearing range and observed.

During hand washing and/or toilet times children will be supervised in the bathroom area.

Toddlers and children undergoing toilet training will not be left unsupervised in the bathroom.

No child is to be left unattended at the table when eating.

#### OUTDOORS

A minimum of two Educators/staff (at least one being a permanent Educator) will provide supervision when children are outdoors.

Where one Educator/staff is called inside for any reason, they must wait until a replacement Educator/staff member is outdoors, before going inside.

When supervising outdoors, Educators/staff will position themselves to maximise their view of as much play area as possible.

One Educator/staff member should be positioned alongside the climbing equipment as often as possible.

Where there is any water activity provided, one educator/staff member will supervise this area at all times.

Except for brief discussions or concerns regarding children or matters relating to the service, Educators/staff will not congregate outside.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### Sources

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
Guide to the National Quality Standard 2011

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** March 2017

**Date for next review:** March 2018