

SUPERVISION POLICY



Purpose

The Approved Provider/ Nominated Supervisor must ensure that children at the Education and Care Service are adequately supervised, having regard to their ages and ratio requirements set out in the National Regulations **(National Regulation 122, 123, 271)**.

All educators under the age of 18 will be supervised at all times when working with the children **(National Regulation 120)**.

Strategies

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 age and ratio requirements. Educators/staff ensuring that sleeping infants are closely monitored and that all sleeping children are within hearing range. 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.

Rooms should be set up in a way that enables educators from all angles to effectively supervise children wherever they might stand or sit with children. Where there are areas to hide – educators must be nearby to have visual of all children in that area.

Outdoors

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.

Ratio requirements to be met in NSW are as follows:

- Children under 2 years of age must have a 1:4 ratio
- Children 2-3 years of age must have a 1:5 ratio
- Children 3-5 years of age must have a 1:10 ratio
- Children over preschool/school age is a 1:15 ratio

Mixed age groups are allowed in the service as long as the lower ratio is maintained. Occasionally an older child may visit a lower ratio room such as a 3 year old going into the 2-3 room. In this case the 2-3 ratio of 1:5 is maintained.

Responsibilities of the Approved Provider

The Approved Provider must ensure that children at the Education and Care Service are adequately supervised. They must ensure that educators/staff are only counted in ratios if they are working directly with children and have or work towards an approved early childhood qualification **(National Regulation 13, 122, 126 (b))**.

Anyone who is supervising children should be:

- Sympathetic to the welfare of children
- Have adequate knowledge, understanding and experience of children so as to be capable of meeting their needs
- Able to adequately care for and understand where supervision is required

- Of suitable age, health and personality to care for children
- Of good character
- Have received suitable training in the proper care of children

The Approved Provider must have regard to the size and composition of groups in which children are being educated and cared for by the service.

The Approved Provider must ensure that no member of staff who is supervising children both supervises children and performs other duties at the same time if those duties would adversely affect the quality of supervision.

Responsibilities of the Nominated Supervisor

- The Nominated Supervisor will ensure that the Education and Care Services National Regulation, Children (Education and Care Services National Law Application) Act and the National Quality Standards in relation to the supervision of children are adhered to at all times.
- 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.
- In any situation where adequate supervision of children is compromised, any educator/staff member on tea or lunch breaks must be prepared to be recalled to perform this function.

Responsibilities of the Educators

- All educators will follow and implement the supervision plans that the Nominated Supervisor or other responsible person has created.
- If there are any concerns raised amongst educators regarding supervision or areas of concern, please share with the Nominated Supervisor.

Responsibilities of the Families

- Families are encouraged to share any concerns they may have in regards to the supervision of their child or other children in the service. Additionally, please share any concerns you might have about ratios not being upheld at all times.

Related Statutory Obligations & Considerations

Australian Children's Education and Care Quality Authority (ACECQA) [http://www.acecqa.gov.au/Children \(Education and Care Services National Law Application\) Act 2010 -](http://www.acecqa.gov.au/Children%20(Education%20and%20Care%20Services%20National%20Law%20Application)%20Act%202010)
<https://www.legislation.nsw.gov.au/acts/2010-104.pdf>

Department of Education - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Early Years Learning Framework (EYLF) - http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

Education and Care Services National Regulations 2011

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

National Quality Framework (NQF) - <http://acecqa.gov.au/national-quality-framework/>

United Nations Convention on the rights of the child - <https://www.unicef.org.au/>

Related Telephone Numbers

- Early Childhood Directorate 1800 619 113
- ACECQA 1300 422 327
- Kidsafe 9845 0890

Amendment History

Version	Amendment	Short Description
1.6.2018	Detail of supervision	Specific mention of indoor and outdoor active supervision techniques

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: 1st June 2018

Version: 1.6.2018

Last Amended By: Heather Sheridan

Next Review: June 2019

Position: Nominated Supervisor
