

## Supervision Policy and Procedure

<b>Title:</b>	Supervision Policy and Procedure		
<b>Last Reviewed:</b>	October 2015	<b>Next review due:</b>	September 2017
<b>NQF Reference:</b>	National Law sections 165, 167, 174 National Regulations 101, 120, 122, 123, 166, 168, 176 NQS 4, 7		

### Policy:

Children are to be appropriately supervised at all times they are being educated and cared for at the service, as supervision is critical to the safety of children.

Educator:child ratios alone do not ensure adequate supervision; effective supervision requires educators to be actively engaged with children.

Children of differing ages and abilities may require different levels of supervision. Younger children, including toddlers and babies, require adults to remain in close proximity (i.e. sight and sound) at all times. For school age children, educators are to be aware where each child is and be in a position to respond as necessary.

### Procedure:

Supervision requires team work and active communication between educators. Blackmans Bay Childrens Services will ensure:

- Educators will only be included in ratios where they are working directly with children.
- All staff, educators, students and volunteers<sup>1</sup> 18 years of age and over are to hold a valid Safety Screening Clearance or a current Working with Children Check.
- The minimum educator:child ratios are maintained at all times.
- Educators appropriately supervise other adults at the service (e.g. students, volunteers) at all times.
- An educator who is under 18 years of age must not work alone at the service and is supervised at all times by an educator who is over eighteen years of age.

When assessing required supervision levels, in addition to the minimum ratios required, the service will also consider:

- The number, age and ability of the children;
- The number and positioning of the children;
- Each child's current activity;
- Areas the children will use, including the visibility and accessibility of these areas;
- Risks in the environment and of experiences provided to children;
- The experience, knowledge and skills of each educator.

#### Students and volunteers:

- At no time will students or volunteers be included in the ratio of educators supervising children.
- Students and volunteers will never be left alone with a child or a group of children.

#### Excursions

- Supervision levels will be reviewed prior to an excursion occurring, in line with the required risk assessment.

- Educators are to ensure children are never be left unattended in a vehicle that the service uses to transport children from one location to another.
- Where children use public toilets while on an excursion, the toilets must have been previously checked by an adult for any hazards or unsuitable risks. An educator will accompany and supervise children appropriately while using the facilities.

### **Sleeping or resting children**

- Children will be supervised while resting or sleeping.
- Where children are sleeping or resting, children are to always be within sight or hearing distance of an educator, allowing educators to assess the child's breathing and colour of their skin. Supervision windows are to be kept clear for viewing.

### **Nappy change and toileting**

In line with the service's nappy change policy and procedure:

- Toileting routines (including nappy changing) must meet the needs of the individual child. Age appropriate supervision will be maintained.
- Toddlers and children undergoing toilet training will not be left unsupervised in the bathroom.
- During nappy changing, a child must never be left unattended and physical contact is to be maintained.

### **In addition**

- A responsible person will be at the premises at all times when children are being educated and cared for. The Approved Provider or Nominated Supervisor will ensure that regulations in relation to the supervision of children are adhered to.
- The rostering of educators will support the supervision of children by ensuring the appropriate number of educators are available. Rosters will be designed and implemented to ensure that children receive continuity of care. Where possible, the service will use a regular pool of relief staff.
- An educator is to be positioned in close proximity to playground/climbing equipment.
- Except for necessary discussions regarding children or matters relating to the service, **educators will not congregate together for extended periods of time while supervising children.**
- No child is to be left unattended at the table when eating.
- Water experiences are to be closely supervised by an educator at all times in line with the *Water Safety Policy*.
- Where children have access to computers or other electronic devices, educators will ensure that children are directly supervised at all times in line with the *Technology Use Policy and Procedure*.

The Education and Care Unit will be notified, in writing, within 24 hours if a child:

- appears to be missing or cannot be accounted for;
- appears to have been taken or removed from the service premises in a way that breaches the National Regulations: or
- is mistakenly locked in or locked out of the education and care service premises.

## Supervision Policy and Procedure

### Links to other policies or documents:

- Child Protection Policy and Procedure
- Excursion Policy and Procedure
- Interactions with Children Policy and Procedure
- Nappy Change Policy and Procedure
- Staffing Policy and Procedure
- Technology Use Policy and Procedure
- Toileting Policy and Procedure
- Transport Policy and Procedure
- Water Safety Policy and Procedure

### Sources:

- Department of Education Tasmania
- Guide to the Education and Care Services National Law and Education and Care Services National Regulations 2011 (2)
- [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)
- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- 30 minute break clarification Centre Based Services only Information Sheet (Education and Care Unit)

<sup>1</sup>Volunteers may be exempt from holding a valid WWCC if they are '*engaged in a regulated activity (other than an overnight camp for children) for a particular employer and have only incidental physical contact with children; and they are engaged in a regulated activity for a particular employer for not more than 3 days in any 4-week period and for not more than 7 days in a calendar year. Note: Exemption timeframes are based on days not hours. Per day includes one event in a day. (Exemption from Registration information sheet DoJ)*