

WCS Children's Services

SAFETY – Supervision Policy

Policy statement

Children thrive in safe and secure environments. Effective supervision is integral to creating environments that are safe and responsive to the needs of all children. It also helps to protect children from hazards or harm that may arise from their play and daily routines. All Educators are to practice active supervision which requires that Educators are engaged in meaningful interactions with children while supervising.

Strategies and practices

- During induction, educators are made aware of their duty of care and responsibilities to children and how this impacts on the supervision of children.
- While working directly with children, educators are responsible for the direct supervision of children. Children must be within sight and/or hearing of an educator at all times.
- Play areas are arranged in ways to ensure children can be effectively supervised.
- Educators conduct daily safety checks of the building, equipment and general environment, and take any corrective actions necessary. Refer to the service's *Safe Play Spaces Policy*.
- Educators will adopt the following strategies to ensure children are adequately supervised:
 - Be in close proximity of children taking part in activities that involve some risk, such as wood work, cooking, playground equipment.
 - Always face the children.
 - Position in a way to allow maximum observation of the area in which children are playing, including points of exit such as doors and gates.
 - Regularly scan around large groups of children.
 - Be alert to sounds that might indicate a problem or the need for assistance or intervention.
 - Anticipate what might happen next and be prepared to intervene where there is a potential danger.
 - Plan activities and arrange the environment to ensure there are sufficient educators to attend to children's needs.
 - Regularly inspect the environment to check for hazards or potential dangers.
 - Be vigilant during children's departure from the service and be aware of people who have authority to collect.
- All educators employed at the service possess qualifications which meet or exceed the regulations (e.g. academic, first aid, CPR, asthma and anaphylaxis, Working with Vulnerable People card).
- Educator-to-child ratios comply with regulatory requirements at all times.

- The service will identify circumstances where increased ratios are needed to improve children's safety and staff accordingly.
- Educators under 18 years are always supervised. Students and volunteers are never alone with an individual child or group of children.
- Educators inform other team members if they need to leave the area for any reason, for example to collect resources or use the bathroom.
- Educator breaks are taken when it is safe to do.
- Staffing arrangements allow for flexibility within daily routines and the supervision of small groups during meal times, sleep and rest times, as well as planned and unplanned activities.
- Children are effectively supervised at all times. The level of supervision takes into account:
 - The size of the group;
 - The individual characteristics, age range and developmental level of the children;
 - The group composition and dynamics;
 - The number of educators supervising;
 - The experience of educators and their personal knowledge of the children;
 - The size and potential hazards within the area of play;
 - The type of activities taking place.
- Educators will foster children's independence and competence by supporting children to undertake activities which involve some risk taking.
- Educators are aware of potential hazards and risk of injury to children and ready to respond to children who become distressed for any reason.
- The privacy of children is respected. The service will develop supervision strategies to monitor areas in ways that allow older children to self-manage and take ownership of their surroundings.
- The service has systems which ensure that all children are accounted for at all times. In the event that a child cannot be accounted for:
 - The supervisor is notified immediately.
 - A search will be undertaken for the missing child/ren. Educators and other children are consulted.
 - The parent/guardian of the child/ren is contacted. If the child/ren have not been located, the parent/guardian is asked to check at home and other places where the child/ren may have gone to (e.g. friend's house).
 - Police are called if the child/ren are not able to be located. The service will follow any directives given by emergency services.
 - An incident report is completed, Woden Community Service (Provider) and ACECQA are notified of the incident within 24 hours.
- An appropriate risk assessment is conducted and documented prior to any excursion. Risk assessments are made available to parents and guardians.

- Only children who have written permission are included in the excursion. Educator-to-child ratios are maintained, and include educators with current first-aid and CPR qualifications, and asthma and anaphylaxis training.
- Parents/guardians are asked to communicate any information about their child that will assist the educators to ensure their child's wellbeing and to support consistency between the child's experiences at home and at the Service.
- Parents/guardians collecting their child are encouraged to ask educators about their child's day.
- Every child in care in the service is signed in on arrival, and signed out on departure. Educators check attendance once the majority of children have arrived and note any children who are present but not signed in.
- In the event of an emergency evacuation or lockdown, the Attendance Record is used to ensure all children at the service are accounted for. Refer to the service's *Evacuation and Lockdown Policy*.
- Educators will ensure the *Arrival and Departure Policy* is followed at all times.
- A child is never released to anyone under the age of 16, unless with written permission from the parent/guardian.
- Families need to provide the service with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child. These are kept on the child's file, and are immediately accessible.
- All visitors are to complete the Sign-in Sheet. Details to be provided are the date, printed name, brief reason for visiting, time in and time out, and to sign.
- All staff sign the staff sign-in sheet and make note of time spent out of ratio.
- Sleeping children are supervised in accordance with the service's *Sleep and Rest Policy*. Where possible, sleeping children are always within sight and hearing distance of an educator. The viewing window to the cot room, if available, is kept clear of obstruction. Educators enter the sleep room every 10 - 15 minutes to closely check each sleeping infant's breathing and colour, and initial the Sleep and Rest Register. Unwell children are checked more frequently.
- Educators follow the service's Nappy Change Procedure when changing nappies. Physical contact is always maintained when a child is on the change table. Refer to the service's *Nappy Change and Toileting Policy*.
- At the end of each day, educators check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes. In the unlikely event of a child being mistakenly locked in the service, the Regulatory Authority would be notified within 24 hours.

Responsibilities of parents/guardians

- To sign the Attendance Record on arrival and departure of the child.
- To ensure the name and contact details of the authorised nominee(s) listed in the enrolment are current.
- To provide the service with a copy of any court orders relating specifically to the child/ren.

Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	83	Staff members and family day care educators not to be affected by drug or alcohol
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion
	115	Premises designed to facilitate supervision
	120	Educators who are under 18 to be supervised
	158	Children's attendance records to be kept by approved provider
	168	Education and care services must have policies and procedures
	176	Time to notify certain information to Regulatory Authority

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
	4.1.1	The organisation of educators across the service supports children's learning and development.
	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
	4.2.2	Professional standards guide practice, interactions and relationships.
	5.1.1	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Sources, further reading and useful websites

Sources

- Education and Care Services National Regulations 2011, 2017
- Guide to National Quality Standard 2011
- National Quality Standard 2011, 2018
- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, www.childcarebydesign.com.au.

Further reading

- Tansey, S. (2005). *Supervision in children's services*. http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Supervision_in_Children's_Services_Sept05.pdf accessed 1 April 2012
- Western Australia Department of Communities. (n.d). *Supervision in the playground; Child care services*. <http://www.communities.wa.gov.au/childrenandfamilies/childcare/Documents/Supervision%20in%20the%20playground.pdf> accessed 1 April 2012

Useful websites

- Kidsafe – www.kidsafe.com.au

Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified or within 24 months. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

Person Responsible for Review:

Manager, Children's Services

Related Documents

Refer to HR Manual –cross reference to WCS documents such as: WCS Services Guide, WCS Values and Strategic Plan.

Approved by Susan Henderson, Manager, Children's Services.



Date: 16 January 2017

Current version

Service line Service area	Children's Services	Version	2.0
Process owner	Director, Children, Youth and Family	Date of issue	Oct 2020
Approved by	Kate West	Scheduled review date	Oct 2022

Modification history (including current version)

Version	Date	Author	Approved by	Description of changes
1.0	Nov 2014		Susan Henderson	New policy "Relationships with Children"
1.1	Dec 2016		Susan Henderson	Formatting
1.2	Feb 2018		Susan Henderson	References to policy: Arrival and Departure of Children Policy Policy previously named: Delivery and collection of children
1.2	Feb 2018		Susan Henderson	Revised National Quality Standard 2018
2.0	Sept 2020	Krysta Cordina	Kate West	Additional content in line with current theory and practice