

SUPERVISION OF CHILDREN POLICY

Policy Number	P-Q2-B002	Version Number	3.00
Drafted by	Director of Education	Approved Date: Review Date:	May 2025 May 2026
Responsibility	The Board of Bubup Womindjeka Family and Children's Centre Association (Inc.) (See definitions)		
Related Service Policies	<ul style="list-style-type: none"> Child Protection Policy Complaints and Grievances Policy Dealing with Medical Conditions Policy Excursions and Service Events Policy Staffing Policy Incident, Injury, Trauma and Illness Policy Interactions with Children Policy Occupational Health and Safety Policy 		
Legislation and Standards	<p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> Education and Care Services National Law Act 2010: Sections 165, 167, 169, 174 Education and Care Services National Regulations 2011: Regulations 101, 168, 176 National Quality Standard, Quality Area 2: Children's Health and Safety <ul style="list-style-type: none"> Standard 2.3: Children are adequately supervised Element 2.3.1: Educators and co-ordinators are focused, active and reflective in designing and delivering the program for each child Occupational Health and Safety Act 2004 Occupational Health and Safety Act 2004 		
Sources	<ul style="list-style-type: none"> Kidsafe: www.kidsafe.com.au The Royal Children's Hospital Melbourne Safety Centre: www.rch.org.au/safetycentre WorkSafe Victoria: www.worksafe.vic.gov.au Guide to the National Quality Standard Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 		

AUTHORISATION

This policy was adopted by the Bubup Womindjeka Family and Children's Centre Board of Governance on 15th August 2016.

PURPOSE

This policy will provide guidelines for Bubup Womindjeka Family and Children's Centre to ensure:

- adequate supervision of all enrolled children is maintained at all times
- the provision of a safe and secure environment for all children at Bubup Womindjeka Family and Children's Centre.

PRINCIPLES

Bubup Womindjeka Family and Children's Centre is committed to:

- providing adequate supervision of all enrolled children in all aspects of the service's program
- ensuring all children are directly and actively supervised by educators employed or engaged by services administered by BW FCC
- maintaining a duty of care (refer to Definitions) to all children at services administered by BW FCC
- ensuring there is an understanding of the shared legal responsibility and accountability between, and a commitment by, all persons to implement the procedures and practices outlined in this policy.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, and the children in the funded children's programs at Bubup Womindjeka Family and Children's Centre.

BACKGROUND AND IMPLEMENTATION

Supervision is essential in ensuring that children's safety is protected at the centre. Supervision is an integral part of the care and education of children and requires staff members to make ongoing assessments of the child and the activities in which they are engaged. Active supervision assists in the development of positive relationships between educators, children and their families, and informs ongoing assessment and future planning. Adequate supervision requires teamwork and good communication between educators.

Five Essential Elements of Supervision for Educators

Knowing:

- Where each child is
- The number of children in care
- The correct staff child ratio
- Which experiences, areas and equipment need special supervision?
- Which children need higher levels of supervision?
- Where other staff are positioned – staff should always notify other staff if they leave the area they are supervising for any reason.

Listening:

- Different sounds in child's play and babies
- For silence
- For different sounds in the centre
- To what children are telling you
- To other staff and instructions/advice
- For different types of verbal language

Positioning:

- To ensure the best possible view of the area at all times
- With backs to wall or fence looking out into the room or play area
- To see difficult spaces inside and outside
- Stand away from other staff to ensure a wide range of supervision so there are no children out of sight

Scanning:

- Continually look and be aware of all children in the area, even when working with an individual
- Scan the area by lifting your head and looking around constantly.
- Scan where other staff are

Be within physical reach:

- When children are involved in high risk activities
- When children are very young
- When fast, direct physical contact is the most likely way to prevent injury
- To use physical contact appropriate for the situation, the potential danger and the age/stage development of children.

Considerations for Effective Supervision:

- Grouping and ages/developmental levels of children
- Range of children attending
- Physical layout and equipment/facilities

DEFINITIONS

The terms defined in this section relate specifically to this policy.

Adequate supervision: supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details need to be kept for the period of time specified in Regulation 183. A sample Incident, Injury, Trauma and Illness Record is available on the ACECQA website.

Notifiable incident: An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the

Serious incident: An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory

Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

ROLE RESPONSIBILITIES

The Approved Provider (Board of Governance) is responsible for:

The Bubup Womindjeka Family and Children's Centre Board of Governance is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions.

The Nominated Supervisor and Persons in Day to Day Charge is responsible for:

- ensuring the legislated educator-to-child ratios at all times and that educators have required qualifications (Education and Care Services National Law Act 2010: Sections 169(1), Education and Care Services National Regulations 2011: Regulations 123, 355, 357, 360)
- counting only those educators who are working directly with children at the service in the educator- to-child ratios (Regulation 122)
- ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
- ensuring that children being educated and cared for by the service are adequately supervised (refer to Definitions) at all times they are in the care of that service (Education and Care Services National Law Act 2010: Section 165(1))
- considering the design and arrangement of the service environment to support active supervision.
- managing the risks of abuse or harm to each child, including fulfilling duty of care (refer to Definitions) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- identifying high-risk activities, including excursions (refer to Excursions and Service Events Policy), through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101)
- ensuring supervision standards are maintained during educator breaks, including during lunch breaks
- providing and maintaining safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards
- providing staff rosters, and casual and relief staff lists
- developing procedures to inform casual and relief staff about the supervision strategies outlined in this policy
- notifying the Regulatory Authority (DET) within 24 hours of:
 - a serious incident (refer to Definitions) occurring at the service, including when a child appears to be missing or cannot be accounted for (Education and Care Services National Law Act 2010: Section 174(2)(a), Education and Care Services National Regulations 2011: Regulations 12, 176(2)(a))
 - a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached (Education and Care Services National Law Act 2010: Section 174(2)(b), Education and Care Services National Regulations 2011: Regulations 175(2)(c), 176(2)(b))
- notifying parents/guardians of a serious incident (refer to Definitions) involving their child as soon as possible, but not more than 24 hours after the occurrence
- reporting notifiable incidents of employees (refer to Definitions) to WorkSafe Victoria.
- counting only those educators who are working directly with children at the service in the educator- to-child ratios (Regulation 122)
- evaluating supervision practices regularly in consultation with other educators
- ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*.

Educators and other staff are responsible for:

- providing adequate supervision (refer to Definitions) at all times
- being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the service and not just within their own immediate area, and using supervision skills to reduce or prevent incident or injury to children and adults

- managing the risks of abuse or harm to each child, including fulfilling duty of care (refer to *Definitions*) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- follow procedures to ensure that all children are accounted for, including by referring to attendance records (refer to *Definitions*) at various times throughout the day, both before and after outdoor activities
- adjusting supervision strategies to suit the service environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken
- maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or out of the care of the service and the parent/guardian or person delivering or collecting the child is responsible for supervising that child)
- communicating with other educators regularly to ensure adequate supervision at all times
- informing parents/guardians and volunteers at the service about the Supervision of Children Policy and the ways that they can adhere to its procedures
- ensuring doors and gates are closed at all times to prevent children from leaving the service unaccompanied or from accessing unsupervised/unsafe areas of the service
- deciding when to interrupt and redirect children's play to ensure safety at all times
- identifying opportunities to support and extend children's learning while also recognising their need to play without adult intervention
- conducting daily safety checks of the environment to assess safety and to remove hazards
- arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces
- providing direct and constant supervision when a child is near water (refer to *Water Safety Policy*)
- conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised (refer to *Excursions and Service Events Policy*)
- notifying the Nominated Supervisor in the event of a serious incident (refer to *Definitions*) occurring at the service or of a complaint being made alleging the health, safety or wellbeing of a child has been compromised
- assisting the Nominated Supervisor to evaluate supervision practices regularly
- supervising children's daily departure from the service and being aware of the person who has authority to collect the child (refer to *Delivery and Collection of Children Policy*).

Parents/guardians are responsible for:

- ensuring educators are aware that their children have arrived or departed
- ensuring that doors and gates, including playground gates, are closed after entry or exit
- being aware of the movement of other children near gates and doors when entering or exiting the service
- enabling educators to supervise children at all times by making arrangements to speak with them outside program hours
- supervising their own children before signing them into the program and after they have signed them out of the program
- familiarising themselves with the service's *Road Safety and Safe Transport Policy*
- supervising other children in their care, including siblings, while attending or assisting at the service.

Volunteers and students, while at the service are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Nominated Supervisor will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

Relevant Forms/Documents

Version History			
Date	Version	Author/s	Details
July 2014	1.00	Public officer	New policy
August 2016	2.00	Chief Executive Officer	Revision for updated format, document ID, related policies and relevant legislation and standards. Addition of definitions and evaluation.
April 2020	3.00	Director of Education	Policy reviewed and updated.
April 2022	3.00	Director of Education	Policy reviewed and no changes made.
April 2023	3.00	Director of Education	Policy reviewed and no changes made.
May 2024	3.00	Director of Education	Policy reviewed and no changes made.
May 2025	3.00	Director of Education	Policy reviewed and no changes made.