



Supervision Policy

Purpose

This policy will provide guidelines to ensure:

- The provision of a safe, secure environment for all children at St Kevin's Out of Hours School Care (OHSC) Centre
- Adequate supervision of all enrolled children is maintained at all times.

Refer to Quality Improvement and Accreditation System (QIAS), Quality Practices Guide 2005, Principles 1.6, 5.1, 5.2.

Policy statement

1. Values

St Kevin's Out of Hours School Care (OHSC) Centre is committed to:

- Providing adequate supervision in all aspects of the centre's program
- Ensuring all children are directly and actively supervised by staff employed or engaged by St Kevin's Out of Hours School Care (OHSC) Centre
- Maintaining a duty of care to all children at St Kevin's Out of Hours School Care (OHSC) Centre
- 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.

2. Scope

This policy applies to all staff, parent/guardians, committee, students on placement and volunteers at St Kevin's Out of Hours School Care (OHSC) Centre.

3. Background and legislation

Active supervision assists in the development of positive relationships between the staff and each of the children and the staff and families. When children are being well supervised, there will be evidence of active, positive relations between the staff and children. It is also an integral part of the care and education of children as it assists staff to make ongoing assessments of the child and the activities in which the child is engaged, which will then inform future planning for that child (*National School Aged Care Framework*)

Relevant legislation may include but is not limited to:

- *Education and Care Services National Regulations 2011 (ECSNR)*
- *Education and Care Services National Law Act 2010*
- *Occupational Health and Safety Act 2004.*

4. Definitions

Adequate supervision: (In relation to this policy) refers to when every child at the centre is supervised constantly, actively and diligently. This involves ensuring staff members are always in a position to observe each child, respond to individual needs and able to immediately intervene if necessary. It includes a range of factors such as:

- Number of children
- Number and positioning of staff
- Current activity of each child

- Areas in which the children are engaged in an activity (visibility and accessibility)
- Developmental profile of each child and the group of children
- Experience, knowledge and skill of each staff member
- Need for staff to move between areas (effective communication strategies).

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.

Supervision: (In relation to this policy) refers to observing and relating to individual children and groups of children, which contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

5. Sources and related centre policies

Sources

- NCAC, *Putting Children First: Supervision in Childcare*, 15 September 2005
- Kidsafe: www.kidsafe.com.au
- The Royal Children's Hospital Melbourne Safety Centre
- DEECD, *Practice Notes*, May 2009
- WorkSafe Victoria

Centre policies

- Behaviour guidance
- Child protection
- Occupational health and safety
- Program participation

Procedures

The committee is responsible for:

- Complying with the Education and Care Services National Regulations 2011 (ECSNR) adult-to-child ratios, at all times
- Ensuring a minimum of one staff member is rostered on duty at all times when the children are in attendance at the centre
- Ensuring that children are actively supervised at all times (ECSN regulations)
- Considering the design and arrangement of children's environments to support active supervision
- Supporting staff and their care/supervision strategies
- Acknowledging and understanding that some activities may be considered high risk, and ensuring increased supervision in those situations
- Identifying high-risk activities through a risk management process and implementing strategies, such as increasing the adult ratios above licensing requirements, to improve children's safety
- Ensuring supervision standards are maintained during breaks
- Providing 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
- Developing procedures to inform agency and casual staff about the supervision strategies outlined in this policy to ensure there are consistent supervision practices at St Kevin's Out of Hours School Care (OHSC) Centre

- Reporting incidents associated with supervision to the DEEWR by phone within twenty-four hours and completing a written report for DEEWR as soon as practicable (ECSN regulations)
- Reporting notifiable incidents at the workplace to Worksafe.

Staff are responsible for:

- Ensuring maximum supervision at all times
- Ensuring they are always in a position to:
 - o Observe the child/ren
 - o Respond to each child's individual needs
 - o Immediately intervene in the child's activity if necessary
- Being alert to and aware of the potential for incidents and injury throughout the centre, not just within their own immediate area
- Developing processes to ensure that all children are accounted for and referenced with the attendance records at various times throughout the day, such as before and after going outside (ECSN regulations)
- Staff child-to-ratios are in accordance with the Education and Care Services National Regulations 2011 at all times
- Maintaining a duty of care to child/ren at all times (this is relevant even when the child is on the premises but is not signed into or out of the care of the children's centre and the parent/guardian or other person delivering or collecting the child is responsible for supervising the child)
- Communicating with each other regularly regarding their movements in the room in relation to position and abilities to provide active, direct supervision, including calling for an additional staff member when necessary or positioning a staff member to observe all children if another staff member has to leave the area, such as to assist a child in the bathroom
- Informing parents/guardians and volunteers how they may assist with supervision and displaying the procedures in prominent places (centres may need to consider obtaining information in community languages)
- Providing easy access to information about rosters and relief staff lists
- Ensuring gates and doorways are closed at all times to prevent children from leaving the centre unaccompanied
- Developing procedures to ensure no child or group of children are left alone at any time
- Actively supervising individuals and groups of children
- Using supervision skills to reduce or prevent injury or incident to children and adults
- Making decisions about when children's play needs to be interrupted and redirected to ensure that safety of children is maintained
- Identifying opportunities for supporting and extending children's learning, as well as recognising that children sometimes need to play without adult intervention
- Conducting daily safety checks of the environment to assess safety and to remove any hazards. These can be formal or informal
- Arranging the environment that enables close monitoring of all children's play
- Providing direct and constant supervision when a child is near water
- Evaluating supervision practices regularly
- Supervising children's daily departure from the service, being aware of the person who has authority to collect the child
- Notifying the DEEWR or licensee representative when a child appears to be missing or otherwise unaccounted for (ECSN regulations)

- Notifying the parents of a child who appears to be missing or otherwise unaccounted for (ECSN regulations).

Parents/guardians are responsible for:

- Ensuring staff are aware that their child/ren have arrived or departed
- Ensuring that doors, front gates and 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 centre
- Enabling staff to supervise the children at all times by making arrangements to speak with them outside the staff contact hours
- Supervising their own children before signing them into the program and after they have signed them out of the program
- Supervising other children, including siblings, in their care while attending or assisting at the centre.

Evaluation

In order to assess whether the policy has achieved the values and purposes, the committee will:

- Assess whether adequate and active supervision of children has been maintained at all times
- Take into account feedback from staff, parents/guardians and committee members regarding the policy
- Monitor compliance with the expectations and procedures set out in the policy
- Record and monitor complaints and incidents relating to supervision to determine the cause and amend procedures as required.

Attachments

Nil

Authorisation

This policy was adopted by the St Kevin's Out of Hours School Care (OHSC) Centre committee of management at a committee meeting on **25th June 2012**.

Review date: June 2015