

SUPERVISION POLICY

AIM:

Clarence Family Day Care maintains a safe and secure environment where children are free to explore and learn more about their world. The approved provider, staff and carer/educators are familiar with regulatory requirements and standards regarding supervision. The education and care service encourages carer/educators to evaluate their supervisory practices and implement plans that increase their awareness of the layout, risk management and supervisory choices within the education and care environment.

RATIONALE:

Children must be adequately supervised at all times while they are being educated and cared for both at the carer/educators service and on excursions. Supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of the children, and their activities. Carer/educators must prioritise regular assessment of their supervision practices in order to increase their awareness of their duty of care and to continually improve supervision procedures.

educator to child ratios alone do not determine what is considered adequate supervision.

Supervision is critical to the safety of children. At its most basic level, supervision helps to protect children from hazards or harm that may arise in their play and daily routines. Adequate supervision means that a carer/educator can respond immediately, including when a child is distressed or in a hazardous situation.

Effective supervision also requires the carer/educator to be actively involved with the children. It is not the intention of this requirement that carer/educators merely stand back and watch.

Every child should always be monitored actively and diligently. This means knowing where children are at all times. Children of different ages and abilities will need different levels of supervision. In general, the younger children are, the more they may need an adult to be physically present and close by to support and help them.

In a Family Day Care service, some children may be playing in different parts of the family day care residence and the educator will need to consider how these children will be supervised.

The adequacy of supervision should be determined by a range of factors, including:

- number, ages and abilities of children
- number and positioning of carer/educators (eg. on excursions)
- each child's current activity
- areas where children are playing, in particular the visibility and accessibility of these area
- risks in the environment and experiences provided to children
- the educators' knowledge of each child and each group of children
- the experience, knowledge and skill of the educator.

PROCEDURES:

Clarence Family Day Care will:-

- Strive to ensure that the carer/educator's approved premises provide stimulating learning centres that are set up and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children and families.
- Require carer/educators to conduct and document a risk assessment before authorisation is sought for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.

Carer/educators will:-

- Have effective supervision plans and strategies for both the indoor and outdoor areas of the carer/educators premises. This will assist carer/educators to position themselves effectively for supervising the children's play. They will take into consideration the layout of the premises and grounds, any higher risk activities, the presence of any animals, the location of activities and the location of bathroom and nappy change facilities.
- *If applicable*, inform relief carer/educators and educator assistants about supervision arrangements and what is required of them in relation to supervising children.
- Regularly review their supervision plans, risk assessments and strategies to evaluate the safety and effectiveness of the plans and their implementation.
- Arrange the education and care environment to maximise their ability to supervise all areas accessible to children. Particular focus will be on gates, the fence line and doors during arrival and departure times.
- Ensure that correct child:carer/educator ratios are maintained throughout the session of care. All children will be in sight or hearing of carer/educators at all times. No child will be left alone while eating or during nappy changes.
- Children will not be left unsupervised with visitors or volunteers.
- Supervise children during rest periods. Children will be supervised according to the *Safe Sleeping / Supervision Practices Policy*.
- Ensure that hazardous equipment, machinery, and chemicals are inaccessible to children.
- Ensure that supervision arrangements are respectful and that interactions with children are meaningful.
- Encourage children's independence while respecting individual abilities and needs.
- Scan the environment while interacting with individuals or small groups. Carer/educators will position themselves to maximise their view of the environment and the children's play areas.
- Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children. "*Other duties*" are defined as any task that may take your attention away from the supervision of children or is not directly related to the provision of care and education of children attending the Family Day Care service.

Relevant Legislation: *Education and Care Services National Regulation 2011*; 87, 100-102, 115, 120, 166, 168, 176

Children (Education and Care Services National Law Application) Act 2010;

Key Resources: *Guide to the Education and Care Services National Law and the Education and Care Services National regulations 2011 – page 66*;

ECA Code of Ethics (2006) Early Childhood Australia - www.eca.com.au

Community Child Care Co-operative (NSW) Policy Template 2012.