Supervision of Children Policy

1. Aim

“Adult supervision is a key factor in providing safe environments for children. Supervision, together with other risk minimisation strategies, can prevent or reduce the severity of injury to children” – extract from the NCAC website

UWSSELL believes children must be adequately supervised at all times that they are being educated and cared for both at the service and on excursions. The education and care service must prioritise regular assessment of their supervision practices in order to increase educator's awareness of their duty of care and to continuously improve supervision procedures.

Supervision is also an opportunity to actively engage with the children in the learning environment and during routine times to support development.

2. Legislative Requirements

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011:

115 Premises designed to facilitate supervision

(1) The approved provider of a centre-based service must ensure that the education and care service premises (including toilets and nappy change facilities) are designed and maintained in a way that facilitates supervision of children at all times that they are being educated and cared for by the service, having regard to the need to maintain the rights and dignity of the children.

120 Educators who are under 18 to be supervised

(1) The approved provider of a centre-based service must ensure that any educator at the service who is under 18 years of age
   a) does not work alone at the service; and

123 Educator to child ratios—centre-based services

(1) The minimum number of educators required to educate and care for children at a centre-based service is to be calculated in accordance with the following ratios;
   a) for children from birth to 24 months of age—1 educator to 4 children;

271 Educator to child ratios—children aged 36 months or more but less than 6 years

(1) The educator to child ratio for children aged 36 months or more but less than 6 years of age is 1 educator to 10 children.

275 Educator to child ratio—centre-based service—children aged over 24 months and less than 36 months

(2) The educator to child ratio for a centre-based service for children aged over 24 months but less than 36 months is 1 educator to 8 children.

3. Who is affected by this policy?

a) Staff
b) Child
c) Families
d) Management

4. Implementation

UWSSELL will:

A. Ensure that the premises are designed and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children.

B. Ensure that the age and supervision requirements for educators are maintained at all times. Any educators who are under eighteen years of age may work at the centre-based service, provided they do not work alone and are adequately supervised at all times by an educator who is over eighteen years of age.

C. Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for, appears to have been taken or removed from the premises, or has mistakenly been locked in or out of the education and care services premises.

The Nominated Supervisor will:

A. Carefully plan rosters that ensure continuity of care and adequate supervision at all times when children are being cared for and educated in the service and on excursions.

B. Ensure that a risk assessment is carried out before an 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.

C. Document a supervision plan and strategies for both the indoor and outdoor areas. This will assist 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.

D. Inform new and relief educators about supervision arrangements and what is required of them in relation to supervising children.

E. Regularly review the supervision plan and strategies to evaluate the effectiveness of the plan and its implementation by educators. The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.

F. Will ensure the Educators engage in quality interactions with the children while supervising.

Educators will:

A. Display awareness - a skill that requires a knowledge of children, including knowing each child's range of skills, interests, ability to interact with others and developmental stage. Knowledge of children helps teachers to monitor and enhance skills that promote children's positive behaviour.

B. Implement positioning - a skill that requires being able to see all of the children. Staff position themselves to be aware of the entire environment and to see as many children as possible. All children are monitored by sight or sound at all times.

C. Implement scanning - a skill that involves regularly glancing around the classroom and playground to see children's involvement and what is happening.

D. Use redirection - a skill used as an aid in preventing undesirable and unsafe behaviour. Children are redirected to other areas/activities when undesirable behaviour is imminent or occurs. This technique helps ensure the safety of all children.

E. Provide supervision for all children in areas that are near equipment where injury may occur, requires the use of the above methods and being in close proximity to the children. Children waiting to be picked up due to illness or injury are kept safe, comfortable, and under close supervision.

F. Implement quality Interactions – staff will engage in meaningful interactions with children to promote learning during play and routine times.

G. Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.

H. Be aware of the importance of communicating with each other about their location within the environment.

The Licensee/Director/Supervisor will ensure that this policy is maintained and implemented at all times.

5. Sources

- Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.)
  www.community.nsw.gov.au/docs/sw/...
  Quality Area 5.1, 5.2
  Putting Children First Issue 15 September 2005 (pg 8-11)
  NCAC Effective Supervision: what to remember at the end of the day. Last updated 2009 from

6. Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: June 2013
Date for next review: June 2014
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