

SUPERVISION POLICY

AUTHORISATION

POLICY TYPE:	Operational
POLICY LOCATION:	Corporate Services
RESPONSIBLE OFFICER:	CSU Coordinator
AUTHORISED BY:	Director Corporate and Community Services
DATE ADOPTED:	11 March 2025
ADOPTED BY:	Manex
MINUTE NO:	
REVIEW DUE DATE:	February 2028
REVISION NUMBER:	3
RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN	This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable education and care services within Bland Shire and surrounds (Bland Preschool, family Day Care, Mobile Resource Unit and Toy Library services).

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
0	December 2017		CSU Coordinator
1	December 2019		CSU Coordinator
2	December 2021		CSU Coordinator
3	March 2025		CSU Coordinator

REVIEW OF THIS POLICY

This Policy will be reviewed within three (3) Years from the date of adoption or as required in the event of legislative changes or business practice changes. Any amendment to the Policy must be by approval of the General Manager/Manex.

1. Purpose:

The purpose of this policy is to ensure children are provided with a safe and secure education and care environment that is effectively supervised. Adequate supervision means that an Educator can respond immediately, including when a child is distressed or in a hazardous situation. Effective supervision also requires an Educator to be actively involved with children. It is not the intention of this requirement that Educators merely 'stand back and watch'.

2. Scope:

This policy document applies to all Children Services Educators, staff members and student volunteers (Placement students).

3. Outcomes:

To clearly advise to all Educators and staff that effective supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of children, and their activities. Children must be adequately supervised at all times that they are being educated and cared for both at the service and on excursions (including transportation). Educators are encouraged to evaluate their supervisory practices and implement plans that increase their awareness of the layout, risk management and supervisory choices within the varying environments.

4. Roles and Responsibilities:

The implementation of this policy applies to the Approved Provider, Nominated Supervisor, Educators employed within a Bland Shire Children Service. Each role is listed below in the policy procedure.

5. Definitions:

Educator and Staff: Refers to Educators/staff employed by Bland Shire Council Children Services Unit. Volunteer refers to student on Placement from University or other training facilities and Children applies to all children enrolled at CSU service.

6. Legislation and Supporting Documents:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 101, 115, 168, 176
- National Quality Standard: 2.2.1

7. Attachments:

Policy Procedure

The Approved Provider will:

- Ensure that premises are maintained to always facilitate supervision of children while considering the need to maintain the rights and dignity of all children.
- Ensure that the age and supervision requirements for Educators are always maintained and Educators who are under eighteen years of age may work at a 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.
- 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 service premises.

The Nominated Supervisor will:

- 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.
- Ensure that a risk assessment is carried out 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 and active supervision during transportation.

Educators will:

- Prioritise children's safety when supervising children.
- Inform new and relief Educators with supervision training as part of the induction process including supervision arrangements and what is required of them in relation to supervising children.
- Arrange the environment to maximise the ability of Educators to supervise all areas accessible to children.
- Assess all equipment and objects in the indoor and outdoor environment to ensure that they do not present a means for children to leave the premises unattended, e.g. enable fences to be climbed.
- Ensure that correct child/Educator ratios are maintained throughout the environment. All children will be within sight and/or sound of educators at all times. No child will be left alone at nappy change times.
- Position themselves effectively for supervising children's play for both indoor and outdoor areas. 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 location of bathrooms and nappy change facilities.
- Scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and children's play.
- Be aware of the importance of communicating with each other about their location within the environment, or when leaving an area or room.
- Develop a routine to support the supervision and safety of children during delivery and collection times.
- Respect that children require different levels of active supervision by taking into account their knowledge of the children and the children's ages and abilities. Therefore, adequate supervision may differ with each individual child.
- Ensure that supervision arrangements are respectful and that interactions with children are meaningful. Educators will encourage children's independence while respecting individual abilities and needs.
- Supervise children during rest periods. Children will be positioned and supervised according to the *Safe Sleep and Rest Time Policy*.
- Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.
- Ensure that hazardous equipment, machinery and chemicals are inaccessible to children.
- Ensure water play activities are always supervised, and vessels are emptied at the close of the activities.
- Not leave children in an unattended vehicle, under any circumstance. This applies even if the vehicle remains in sight of the Educator.
- Ensure personal mobile phones are not in use and are stored in allocated staffing area whilst supervising children unless given direct approval by the relevant Supervisor.
- Smart watch notifications/messages are to be turned off whilst supervising children.