



SUPERVISION POLICY

Policy Statement:

Services have a responsibility to protect the health and safety of each individual at all times. A service's health and safety policies and practices affect an individual's physical and psychological health and safety.

The Supervision Policy is important not only for children, families and staff/carers, but relates to every person who enters the service's premises.

Federal, state and territory governments have their own Workplace Health and Safety (WHS) legislation and regulations, which govern the standards of health and safety in the workplace. Therefore, services must comply with the relevant WHS legislation.

Aims:

- For staff to take all possible measures to prevent injury to children and themselves.
- To provide appropriate supervision of children during indoor/outdoor play.

Rationale:

Supervision is one of the most important caregiving strategies and skills required by staff/carers to develop and master. Active supervision is a combination of listening to and watching children play, being aware of the environment and its potential risks, the weather conditions, the time of day, managing small and large groups of children, and an understanding of child development including theories about how children play.

It is also crucial that staff/carers are aware of the different ages, personalities, behaviours and characteristics of the children in their care. How children interact, communicate and play with one another is dependent on staff/carers building relationships with children to learn about who they are, how they react in certain situations and discover their interests. These are vital skills to develop as they assist staff to predict children's play patterns, which affects how staff/carers plan and establish environments and coordinate supervision strategies to maximise children's safety and ability to play free from harm or injury.

Strategies/Practices/Procedures:

Positioning of staff in the environment

- Staff will position themselves in the playgrounds to ensure they can see all the children while interacting with children.
- Staff should position furniture in their rooms to allow for maximum visual supervision at all times. Nooks and crannies should be developed for children that would like quiet or alone time, however staff will still need to be able to hear/see the children using these spaces.
- Additional staff such as volunteers and students should be used to assist in supervision, however staff must remember that students and volunteers are not considered as part of ratio.

Personal devices - mobile phones

- Staff will not use their personal mobile phones during any paid hours.
- Mobile phones should be kept in the staff room, store rooms or staff bags.
- Personal phone calls to the Service will be transferred to staff.
- Staff may at times be requested to carry and use their own mobile phones in OSHC and during excursions. Mobiles phones should only be used for work purposes during those times and must be kept off silent and fully charged.

Scanning the environment

- Scanning children in the yards and also indoors is required to ensure the safety of all children.
- Staff will position themselves in a way to have maximum view of the room/yard.
- When speaking to a parent, staff will position themselves in a way that they can still communicate with parents and maintain visual supervision of the children at play.

Listening when children play

- Staff must be alert to the sounds that are occurring around them.
- Staff will listen for crying, gasping, aggressive language, water splashing, yelling or silence.
- According to the Regulations, all children must be within sight/hearing at all times, therefore if a child goes to the bathroom staff must be able to hear the children or move to where they will have a visual of the bathroom.
- For school aged children, staff do not need to hear or see the children, however they must be aware when children go to the bathroom and if needed children should be sent to the bathroom in pairs or with an older peer.

Knowledge of the environment and its potential risks

- Staff will monitor high risk areas in the yards and rooms to ensure that safety is not compromised.
- Staff will complete maintenance requests when required to ensure that safety is maintained.

Setting up the environment

- When setting up the environment, staff will ensure that it is set up in a way for staff to be able to supervise effectively.
- The yards and rooms will be set up in a way to comply with Workplace Health and Safety Regulations.

Knowledge of the children in care and understanding how groups of children interact and play together

- Staff will actively supervise the children and ensure that they anticipate particular behaviours from certain groups of children.
- If a child has fallen ill, they need to be placed in an area where they can be monitored appropriately and the other children in the group are not compromised due to one on one time needed for the child that is ill.

Educator to Child Ratios:

Birth to 24 months	1:4
Over 24 months and younger than 36 months	1:5
Over 36 months	1:11
School age	1:15

Educators may at times be required to stay past their shift times to ensure ratios are maintained.

Measuring Tools:

Opening checklist

Sources and Further Reading:

Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
National Quality Standard
Early Years Learning Framework

Links to Other Policies:

Workplace Health and Safety Policy
Incident, Injury, and Trauma Policy
Missing Child Policy