



4.29 Supervision

Written By

Narelle Myers

Aim

Children must be adequately supervised at all times that they are being educated and cared for both at Bermagui Preschool and on excursions. Supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of the children, and their activities. 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. This will be done at morning staff meetings, weekly staff meetings, during the term break and end of year Preschool audits and as the need arises. **Children's safety will be the priority of all educators when supervising children.**

Bermagui Preschool maintains a safe and secure environment where children are free to explore and learn more about their world. The approved provider and educators are familiar with regulatory requirements and standards regarding supervision. Bermagui Preschool encourages 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.

Strategies

The Approved Provider will:

- 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.
- 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.
- 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:

- 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 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.

Educators will:

- 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.
- Inform new and relief educators about supervision arrangements and what is required of them in relation to supervising children.
- 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.
- Seek to ensure that two educators are present/within view when working with children and when supporting children with toileting/hygiene routines.
- Arrange the education and care environment to maximise the ability of educators to supervise all areas accessible to children. Particular focus will be on gates, the fence line and doors during arrival and departure times.
- Be aware of the importance of communicating with each other about their location within the environment.
- Ensure that correct child: educator ratios are maintained throughout the education and care environment. All children will be in sight or hearing of educators at all times. No child will be left alone while eating or at nappy change and toileting times.
- Supervise children during rest periods. Children will be positioned and supervised according to the Safe Sleep & Rest Times 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. Educators will encourage children's independence while respecting individual abilities and needs.
- Scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and the children's play.
- Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.

Effective Supervision Strategies

- Display awareness - a skill that requires a knowledge of children, including knowing each child's age, 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.
- 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.
- Implement scanning - a skill that involves regularly glancing around the classroom and playground to see children's involvement and what is happening.
- 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.
- 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. Ensure that children use equipment, resources and furniture in a manner that is safe and appropriate.
- Children waiting to be picked up due to illness or injury are kept safe, comfortable, and under close supervision.
- Implement quality Interactions – staff will engage in meaningful interactions with children to ensure their interests and attention is engaged in a safe manner.
- Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary.
- Variables affecting supervision levels include number and positioning of educators, as well as experience, knowledge and skill of each educator. Educators to communicate and support each other to ensure effective supervision. This may include the need for educators to move between areas (effective communication strategies).
- Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)). The Responsible Person will ensure all children are signed in and out of the service.

Evaluation

Interactions with children are respectful and meaningful and challenge each child's skills and awareness of the world. Risks are assessed and managed so that the environment can be safe, educative and stimulating. Children's activity, interactions and play are planned for and monitored by educators with consistent strategies to minimise potential dangers to children.

Relevant Legislation

Children (Education and Care Services National Law Application) Act 2010
 Education and Care Services National Regulations 2011: 87, 100-102, 115, 120, 166, 168, 176
 Guide to the National Quality Standard (3) ACECQA (2011) Elements: 2.3, 2.3.1, 2.3.2, 3.1.3, 4.1, 4.1.1, 5.2.3
 Building Code of Australia re building requirements for new buildings/visibility of children's bathrooms

Resources & References

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
 ECA Code of Ethics (2006) Early Childhood Australia - www.eca.com.au
 Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.)
www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf

Relevant Documentation

Interactions with Children
 Nappy Change
 Excursion
 Child Protection
 Emergencies and Evacuation
 Water Safety
 Safe Sleep and Rest Rimes

Date Adopted:

December 2017

Review Date:

December 2020

Indoor and Outdoor Supervision Plan

