

BERMAGUI PRESCHOOL



4.29 Supervision Policy

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: July 2026

Review Date: July 2029

Aim

Bermagui Preschool is committed to providing a safe, secure and child-safe environment where all children are adequately supervised at all times while being educated and cared for. Effective supervision supports children's safety, wellbeing, learning and development and ensures that every child is accounted for at all times.

The safety, wellbeing and rights of children are the paramount consideration in all supervision practices, decisions and arrangements.

Where competing considerations arise, decisions will always be made in the best interests of the child, with the safety, wellbeing and rights of children taking precedence over all other considerations.

Bermagui Preschool is committed to maintaining a child-safe culture that:

- promotes children's safety and wellbeing
- promotes children's participation and agency
- respects children's rights, views and dignity
- supports cultural safety, inclusion and equity
- protects children from harm, abuse, neglect, exploitation and grooming
- identifies, assesses and manages risks to children
- ensures all educators, staff, volunteers, students, contractors and members of the Board of Management share responsibility for safeguarding children and maintaining child-safe environments.

Policy

Children will be adequately supervised at all times while being educated and cared for, including during indoor and outdoor play, transitions, routines, meals, sleep and rest, toileting, transportation and excursions.

Adequate supervision is the consistent and active engagement with children through observation, listening, positioning, interaction and ongoing assessment of risks. Supervision practices will support children's learning, independence and participation while ensuring their safety, wellbeing and rights.

Bermagui Preschool will maintain supervision systems that:

- account for the attendance and whereabouts of every child at all times
- reflect the principles of active supervision
- support a child-safe culture
- identify and minimise risks to children
- promote children's rights, dignity and wellbeing
- respond to children's individual needs, abilities and developmental stages
- comply with all relevant legislation and National Quality Framework requirements.

Definitions

Active Supervision

Active supervision involves educators:

- positioning themselves strategically
- continuously scanning and monitoring the environment
- listening attentively
- anticipating potential risks
- engaging positively with children
- communicating effectively with colleagues
- redirecting children when required
- conducting regular attendance checks and head counts.

Responsibilities

Approved Provider

The Approved Provider will:

- ensure the premises are designed and maintained to facilitate effective supervision while preserving children's privacy and dignity
- ensure educator-to-child ratios and qualification requirements are maintained at all times
- ensure educators under 18 years of age do not work alone and are adequately supervised by an educator over 18 years of age
- ensure policies, procedures and practices reflect active supervision principles and child-safe standards
- support a culture where supervision is recognised as a critical safeguarding responsibility
- ensure staffing arrangements and educator deployment are based on risk assessments and active supervision requirements
- ensure all supervision practices support the preschool's child-safe environment obligations
- ensure risk assessments consider risks to children's safety, wellbeing and rights
- ensure child safety and wellbeing are prioritised when making decisions about staffing, educator deployment and supervision arrangements
- ensure systems are in place for identifying, reporting and responding to concerns relating to children's safety and wellbeing
- promote continuous improvement in child-safe supervision practices
- provide ongoing professional learning regarding supervision, child safety and risk management
- notify the Regulatory Authority within 24 hours if:
 - a child appears to be missing
 - a child cannot be accounted for
 - a child appears to have been taken or removed from the preschool premises
 - a child has mistakenly been locked in or out of the preschool.

Nominated Supervisor

The Nominated Supervisor will:

- plan staffing arrangements and rosters to ensure adequate supervision at all times
- develop and review supervision plans for indoor and outdoor environments
- conduct and review risk assessments relating to supervision
- ensure supervision arrangements are responsive to:
 - children's ages and developmental needs
 - attendance patterns
 - environmental risks
 - routines and transitions

- additional needs and behaviours
- ensure systems are implemented to account for every child during:
 - arrivals and departures
 - transitions
 - movement between environments
 - excursions
 - emergency situations
- monitor supervision practices and identify potential blind spots or emerging risks
- ensure educators understand their responsibilities regarding active supervision and child-safe practices
- regularly assess supervision arrangements to ensure they support children's safety, wellbeing and rights
- consider child safety risks when determining educator deployment and staffing arrangements
- monitor environments for actual or potential risks to children
- support educators to identify and respond to indicators that a child's safety or wellbeing may be at risk
- ensure supervision plans address child-safe practices, including the management of blind spots, isolated areas and higher-risk situations
- review supervision practices regularly as part of the preschool's continuous improvement processes.

Educators

Educators will:

- actively supervise children at all times
- implement and follow the preschool's supervision plan
- position themselves strategically to maximise visibility and supervision of all areas accessible to children
- regularly scan the environment and maintain awareness of all children
- listen carefully for changes in children's voices, behaviour or activity levels
- communicate with colleagues regarding children's whereabouts and supervision responsibilities
- conduct regular head counts and attendance checks throughout the day
- actively account for every child's attendance and location
- ensure the safety, wellbeing and rights of children remain the paramount consideration in all supervision decisions
- maintain active awareness of children's physical and emotional wellbeing
- identify and respond to situations that may place a child at risk of harm
- report concerns regarding a child's safety, wellbeing or rights in accordance with preschool policies and mandatory reporting obligations
- promote children's agency, independence and participation while maintaining safe supervision
- support children to express concerns and seek assistance when required
- ensure supervision practices reduce opportunities for harm, abuse, grooming, neglect or inappropriate conduct
- maintain heightened supervision during:
 - arrivals and departures
 - mealtimes
 - toileting and hygiene routines
 - sleep and rest periods
 - transitions
 - outdoor play
 - excursions
 - activities identified as high risk

- ensure no child is left unsupervised while eating, toileting or having their nappy changed
- seek to ensure two educators are present or within sight of one another when supporting children with personal care routines where practicable
- inform relief educators, students and volunteers about supervision expectations and arrangements
- anticipate potential hazards and intervene when risks to safety emerge
- ensure hazardous equipment, machinery and chemicals remain inaccessible to children
- immediately report and respond to any supervision concerns or incidents.

Risk-Based Supervision

Supervision arrangements will be informed by ongoing risk assessment and consideration of:

- children's ages, abilities and developmental needs
- children's behaviours and individual circumstances
- environmental design and potential blind spots
- staffing arrangements and educator experience
- activities being undertaken
- transition periods and routine times
- identified child safety risks
- children's additional needs, medical conditions and support requirements.

Risk assessments will prioritise the safety, wellbeing and rights of children and be reviewed whenever circumstances change or following any incident or identified risk.

Child Accountability

Bermagui Preschool will maintain systems to ensure every child is accounted for at all times.

Educators will:

- know the location and number of children in their care at all times
- conduct regular head counts and attendance checks throughout the day
- monitor arrivals and departures
- account for children during transitions between learning environments
- account for children during emergency evacuations and lockdowns
- immediately implement response procedures if a child cannot be accounted for.

Any incident where a child is missing, unaccounted for, removed from the preschool without authorisation, or mistakenly locked in or out of the preschool will be treated as a serious incident and managed in accordance with legislative requirements and the Incident, Injury, Trauma and Illness Policy.

Supervision Procedures

Indoor Environments

Educators will:

- position themselves strategically to supervise all areas being used by children
- maintain clear sightlines wherever practicable
- monitor children's movement between learning areas
- actively engage with children while maintaining awareness of the wider environment
- regularly reassess supervision arrangements as activities and environments change.

Outdoor Environments

Educators will:

- position themselves to supervise all areas of the outdoor environment
- monitor gates, fences, entry and exit points
- identify, monitor and minimise blind spots
- conduct regular visual scans and attendance checks
- ensure outdoor supervision arrangements reflect identified risks and children's individual needs.

Transitions

During transitions, educators will:

- conduct head counts before, during and after each transition
- confirm attendance records are accurate
- communicate clearly regarding supervision responsibilities
- ensure all children have safely arrived at the destination area before commencing the next routine or activity.

Mealtimes

Educators will:

- actively supervise children while they are eating and drinking
- remain positioned to observe all children
- monitor children for signs of choking or distress
- promote safe eating practices while supporting children's independence.

Sleep and Rest

Educators will:

- supervise sleeping and resting children in accordance with the Sleep and Rest Policy
- conduct and document sleep and rest checks in accordance with the child's individual needs and risk assessment
- remain responsive to children's wellbeing throughout sleep and rest periods.

Toileting and Personal Care

Educators will:

- maintain appropriate supervision while respecting each child's privacy and dignity
- ensure supervision arrangements support child safety at all times
- remain aware of the location and wellbeing of all children
- seek to ensure two educators are present or within sight of one another during personal care routines wherever practicable.

Excursions

Prior to excursions:

- a risk assessment will be completed
- supervision requirements will be determined
- educator deployment will be planned
- strategies will be implemented to account for every child throughout the excursion
- supervision arrangements will be reviewed throughout the excursion to respond to changing circumstances.

Evaluation

The Approved Provider, Nominated Supervisor and educators will regularly review supervision practices to ensure:

- children are effectively supervised at all times
- risks are identified, assessed and managed appropriately
- supervision arrangements remain responsive to children's individual needs
- educators understand and fulfil their duty of care responsibilities
- child-safe principles remain embedded in everyday practice
- systems effectively account for every child
- continuous improvement is achieved through reflection, monitoring and review.

Evaluation will include consideration of:

- feedback from children, families and educators
- incident, injury and near-miss data
- risk assessment outcomes
- supervision observations and audits
- child safety and wellbeing outcomes
- compliance monitoring and self-assessment processes
- opportunities identified through the preschool's continuous improvement processes.

Related Policies

- Child Safe Environment Policy
- Safe Arrival and Departure Policy
- Sleep and Rest Policy
- Incident, Injury, Trauma and Illness Policy
- Emergency and Evacuation Policy
- Excursions Policy
- Enrolment and Orientation Policy
- Interaction with Children, Families and Staff Policy
- Workplace Health and Safety Policy
- Indoor and Outdoor Supervision Plan

Legislative and Regulatory Requirements

Education and Care Services National Law Act 2010

- Section 165 – Offence to inadequately supervise children
- Section 167 – Protection from harm and hazards
- Section 174(2)(a) – Notification requirements
- Section 263 – Best interests of the child

Education and Care Services National Regulations

- Regulation 99 – Children leaving the education and care service premises
- Regulation 101 – Conduct of risk assessment for excursions
- Regulation 102D – Conduct of risk assessment for regular transportation
- Regulation 115 – Premises designed to facilitate supervision
- Regulation 122 – Educators working directly with children
- Regulation 123 – Educator to child ratios
- Regulation 355 – Notification of serious incidents

National Quality Standard

Quality Area 2 – Children's Health and Safety

- Standard 2.2 – Safety
- Element 2.2.1 – Supervision

Quality Area 7 – Governance and Leadership

- Standard 7.1 – Governance
- Standard 7.2 – Leadership

Version History

V1.0 – First Published: Pre June 2022

V2.0 – Reviewed: July 2026

Updated to:

- Updated to reflect child safety reforms and strengthened safeguarding requirements
- Updated to strengthen child paramountcy, active supervision, child-safe culture, child accountability and align the policy with the Education and Care Services National Law, National Regulations, National Quality Standard and NSW Child Safe Standards.