

D-30 Supervision

NQS

QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 3.1	Design.
QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2.2	Professional standards.
QA. 6.1	Supportive relationships with families.
QA. 7.1.2	Management systems.
QA. 7.2.1	Continuous improvement.

National Regulations

Reg. 100	Risk assessment must be conducted before excursion
Reg. 115	Premises designed to facilitate supervision
Reg. 123	Educator to child ratios—centre-based services
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
LO. 3	Children take increasing responsibility for their own health and physical wellbeing

Policy Statement

Supervision is one of the key requirements in the prevention of incidents, accidents and injury throughout the centre. Educators require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid incident, accident or injury. All new and relief staff, along with volunteers, should be informed of potential supervisory risks in the OSHC environment.

Related Policies

- Normanhurst West OSHC Policy A-3: Philosophy
- Normanhurst West OSHC Policy A-8: Dropping off and Picking up
- Normanhurst West OSHC Policy A-19: Nominated Supervisor
- Normanhurst West OSHC Policy B-6: Indoor Environment
- Normanhurst West OSHC Policy B-7: Outdoor Environment

- Normanhurst West OSHC Policy C-9: Relief Staff
- Normanhurst West OSHC Policy C-10: Volunteers/Students/Visitors
- Normanhurst West OSHC Policy C-11: Staff Child Ratios
- Normanhurst West OSHC Policy D-22: Child Protection
- Normanhurst West OSHC Policy D-23: Child Management / Behaviour Guidance
- Normanhurst West OSHC Policy D-28: Workplace, Health and Safety
- Normanhurst West OSHC Policy E-5: Excursions

Procedure

Parents / guardians must ensure they greet and farewell educators when dropping off or picking up their child/ren so as to make educators aware of which children are in their care at all times (see A-8 Dropping off and Picking up Policy).

Educators will use cones to set boundaries at the beginning of each session to ensure children are visible at all times. If a child is playing 'out of sight' and / or outside the cones, they are considered 'out of bounds' and will be redirected to play within the set boundaries. If children continue to play 'out of bounds', appropriate actions will be taken.

Educators will communicate with each other for the purpose of advising changes to supervision routines / placement of educators. No educator is to leave their area of supervision without informing another staff member or ensuring no children are in their area.

The Responsible Person on Duty will ensure throughout each shift that educators are positioned so to adequately supervise children in care.

When children are playing, educators must make every effort to be aware of where children are at all times and what they are doing. Educators will engage with the children whilst supervising, but must always be aware of all children in their vicinity.

Work related discussions with fellow educators will only be as required, kept brief and, if needed, followed up at a time when educators are not allocated to supervise.

The Nominated Supervisor will ensure supervision practices are discussed and reviewed regularly at Staff Meetings. Such discussions will surround the best places for staff supervision, areas in which children are at potential risk of being unsupervised and recent incidents where supervision could have been improved.

Risk assessments on areas utilised within the OSHC environment will be completed, reviewed and discussed regularly at a Staff Meetings to allow input from all staff members. Special focus should be placed on supervision, areas of concern and hiding places for unwelcome persons.

The Responsible Person on Duty will ensure staff / child ratios are adequate for the area in which supervision is taking place. Educators who feel they are not able to supervise adequately due to the number of staff / children or the area being supervised should inform the Responsible Person on Duty as a matter of priority.

Educators will recognise and discuss regularly the potential for unsupervised actions in the toilets. Children will be required to inform educators when they need to use the toilet block and must see an Educator to take a “toilet pass”, and advise the friend who will be going with them. Educators will be aware of the amount of time children have been in the toilet block and follow up should this have been an extended amount of time. Children will be required to inform the same educator when they return from the toilets, and return the toilet pass. During times where children are only playing inside, namely before school care, the evening and during inclement weather, inside toilets will be used if supervision cannot be properly maintained for the outdoor toilet blocks.

Educators will be aware when persons are in the OSHC vicinity and greet them, asking if they can help. No person should be on the OSHC premises without being greeted by a staff member.

Programmed activities requiring additional supervision must be highlighted to staff on arrival at the Centre. These activities should only be planned if this does not compromise the supervision of the other children.

Supervision for excursions will be assessed using a Risk Assessment per activity. These will be visible at the service for parents prior to the activity day (see E-5 Excursions Policy).

Changeover of staffing must include a head count or roll call of the children in the supervision area / service.

Where the environment is making supervision difficult, such issues will be discussed with the Management Committee and a decision reached for the safety of the children.

Outdoor Boundaries

A map of the boundaries is set out on the Supervision Plan. This will be made available to staff at all times, and will be reviewed regularly.

- Cones will be put out along the boundary lines each session to indicate to children, educators and parents the boundaries.
- Educators will evaluate each session and make changes to the boundaries if necessary. This may be due to staff / child ratios, number of children, the weather or other environmental conditions. The new boundary for the session will be marked by the use of the cones.
- Children are only allowed to go to the toilets to wash their hands, get a drink or go to the toilet and leave the area once finished. They must have a toilet pass from an educator to go to the bathroom and let that educator know when they have returned. Children must go to the bathroom in pairs.
- If the children are seen to be out of bounds, staff will remind them of the boundaries and that it is for their safety that the boundaries are set.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia

- Children (Education and Care Services National Law Application) Act 2010
- Children's and Young Persons (Care and Protection) Act 1998
- United Nations Convention on the Rights of the Child
- Network of Community Activities Factsheet Supervision

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