

## 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

- Concord OSHC Policy A-3: Philosophy
- Concord OSHC Policy A-8: Dropping off and Picking up
- Concord OSHC Policy A-19: Nominated Supervisor
- Concord OSHC Policy B-6: Indoor Environment
- Concord OSHC Policy B-7: Outdoor Environment
- Concord OSHC Policy C-9: Relief Staff
- Concord OSHC Policy C-10: Volunteers / Students / Visitors
- Concord OSHC Policy C-11: Staff Child Ratios
- Concord OSHC Policy D-22: Child Protection – Mandatory Reporting
- Concord OSHC Policy D-23: Child Management / Behaviour Guidance
- Concord OSHC Policy D-28: Workplace Health, Safety and environment
- Concord 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).

Set boundaries are visible to children via markings on the ground, as per school policy. At the beginning of each session, children are made aware of their responsibility to stay inside appropriate bounds and to ensure that they 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 Nominated Supervisor 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 at each Staff Meeting. 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.

A Risk assessment 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 Nominated Supervisor 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 Nominated Supervisor 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 staff when they need to use the toilet block and must take a friend with them. Staff 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 staff member when they return from the toilets. During times where children are only playing inside, namely before school care, the evening and during inclement weather, staff are to watch the children walk to and from the toilets from the door of the Centre. Staff are to check toilet block once it gets dark.

Staff 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.

The Management Committee will assist in providing funds in the budget for training on supervision practices of staff. 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 below:

- Cones will be put out along the boundary lines each session to indicate to children, staff and parents the boundaries.
- Staff 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 permission from a staff member to go to the bathroom and let that staff member know when they have returned. Children must go to the bathroom in pairs. Kindergarten children must be accompanied by an Educator.
- 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.

## Map of the Centre Boundaries

The area marked in red is the boundary of Concord OSHC

(INSERT MAP OF BOUNDARIES HERE)

## 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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