

Early Learning

Supervision of Children Policy

Policy Statement

Uniting Early Learning is committed to:

- providing adequate supervision of all enrolled children in all aspects of the service’s program;
- ensuring all children are directly and actively supervised by educators employed or engaged by the service;
- maintaining a duty of care to all children;
- ensuring there is an understanding of the shared legal responsibility and accountability between, and a commitment by all persons to implement the procedures and practices outlined in this policy.

Executive Summary

Supervision is critical in ensuring that children’s safety is protected in the service environment. All children must be adequately supervised at all times and in keeping with duty of care responsibilities. As a minimum requirement, the legislated educator-to-child ratios must be complied with at all times. A minimum of two educators must be rostered on at all times that the children are in attendance at the service. Exception to this requirements are services that are classified as Family Day Care and Single Staff Services.

Supervision strategies should be implemented to suit the service environment; educator knowledge and skills; the age mix, dynamics and size of the group of children being supervised, as well as the activities being undertaken. A risk management process should be used to identify high-risk activities, potential risks during excursions, water-related hazards, etc., and include strategies that can be implemented to minimize hazards and ensure children’s safety at all times. Supervision procedures are to be evaluated regularly.

Adequate, effective and active supervision requires educators to make ongoing assessments of the child and the activities in which they are engaged. In centre-based settings, this requires teamwork and effective and constant communication between educators.

Current Environmental Context

Educator-to-child ratios do not determine what is considered adequate supervision. Adequate supervision means that, an educator can respond and intervene immediately, including when a child is distressed or in a hazardous situation. This includes while sleeping (refer to *Relaxation and Sleep policy and the Sleep Room Record*).

Every child is to be monitored actively and diligently. This means knowing where children are at all times. Active supervision requires focussed attention, intentional observation and physical positioning of educators combined with knowledge of individual children’s development and abilities.

Effective supervision also requires educators to be actively involved with children, planning thoughtfully and making decisions throughout the day to enable appropriate supervision strategies.

A flexible approach that considers context and contingency is essential, particularly at end-of-day procedures, excursions and regular outings, transporting children, nappy change and sleep routines.

Attachment 11a Responsibilities relating to the Supervision of Children Policy

Attachment 11b Educator supervision behaviours

Attachment 11c Supervision risk management template

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Please refer to the Uniting Intranet/Document Management System for the latest version.

Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania, Approved May 2017:

- *Complaints and Grievances Policy-Level 3*
- *Uniting Feedback policy – Level 1*
- *Dealing with Medical Conditions Policy*
- *Excursions Regular Outings and Service Events Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Interactions with Children Policy*
- *Workplace Health and Safety Policy-Level 2*
- *Relaxation and Sleep Policy*
- *Staffing Policy*
- Children's Services Act 1996: S26, 27, 29A
- Children's Services Regulations 2009: r 50, 51, 53-56
- Education and Care Services National Law Act 2010: Sections 165, 167, 169, 174
- *Education and Care Services National Regulations 2011*: Regulations 101, 122, 123, 126, 168, 176, 355, 357, 360
- Kidsafe: www.kidsafe.com.au
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Tasmanian Licensing Standards for Centre Based Child Care Class 5 2014 (0-12 years): s2,3
- Tasmanian Work Health and Safety Act 2011 <https://www.worksafe.tas.gov.au/>
- The Royal Children's Hospital Community Information team: www.rch.org.au

Authorisation

This policy was adopted by Uniting Early Learning on: 21 September 2018

Review

This policy will be reviewed by: 30 September 2020

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