



2.09 SUPERVISION

Purpose Statement

Early Childhood Education and Care Services have a duty of care to ensure children are adequately supervised at all times. Obligations pertaining to supervision are detailed in the Education and Care Services National Law and Regulations.

“Children need safe and secure environments to thrive in their life and learning. Effective supervision is integral to creating environments that are safe and responsive to the needs of all children. It also helps to protect children from hazards or harm that may arise from their play and daily routines. Effective supervision also allows educators to engage in meaningful interactions with children.” (ACECQA - Active Supervision: Ensuring safety and promoting learning, Information Sheet, pg1, July 2023)

Scope

This policy applies to all salaried full time and part time staff (including casuals), Educators, children and families, students, volunteers and visitors (including contractors) of the Service.

Definitions

ECECS: Early Childhood Education and Care Services.

ACECQA: the Australian Children's Education and Care Quality Authority is an independent statutory authority that assists governments in implementing the National Quality Framework for ECECS throughout Australia.

Active supervision: Active supervision promotes a safe environment and helps to prevent injuries in young children. It requires focused attention and intentional observation at all times. Being alert and aware of risks, hazards and the potential for accidents throughout the service is critical to active supervision. For active supervision to be effective, Educators must be conscious of the physical environment and be attuned to the needs of individual children.

Policy Statement

TO ENSURE EDUCATORS ACTIVELY SUPERVISE CHILDREN, IDENTIFY RISKS AND TAKE ALL NECESSARY STEPS TO PREVENT OR MINIMISE INJURY. EFFECTIVE SUPERVISION PROVIDES OPPORTUNITIES TO SUPPORT AND BUILD ON CHILDREN'S PLAY EXPERIENCES AND IS MAINTAINED BY UPHOLDING EDUCATOR/CHILD RATIOS AND MONITORING ALL PROGRAM ACTIVITIES.

EDUCATORS WILL ENSURE NO CHILD IS LEFT UNSUPERVISED OR ALONE WITH A VISITOR, STUDENT OR VOLUNTEER.

Procedures

Responsibilities of the Approved Provider/Nominated Supervisor/ Responsible Person:



2.09 SUPERVISION

1. To ensure that obligations under the *Education and Care Services National Law and National Regulations* are met.
2. To ensure that staff and Educators have knowledge of and adhere to this policy.
3. To ensure that the WFDC approved residence or venue is organised and maintained to facilitate effective supervision of children while maintaining the rights and dignity of all children.
4. To assist in the development and regular review of risk assessments and strategies for both the indoor and outdoor area which will support the Educator to position themselves effectively to allow them to observe the maximum area possible.
5. To provide Educators with information and guidance to ensure a range of strategies are used to provide effective supervision in any situation/environment including conducting regular head counts.
6. To conduct a thorough review of any risk assessments submitted for transportation of children and excursions to ensure supervision is adequately planned for. Adequate and effective supervision is a key consideration of the approval process.

Responsibilities of the Educator:

1. To provide a child safe environment by ensuring active supervision at all times while children are in care. Educators must be fully aware of each child's whereabouts and alert to their needs.
2. To ensure children are never left alone with students, volunteers and/or visitors (under any circumstance) whilst at the WFDC residence or during routine outings and excursions.
3. Ensure children do not have access to unregistered areas (indoor and outdoor spaces that have not been safety checked) of the WFDC residence.
4. To give consideration to the design and arrangement of children's environments and organise play-based activities to support the facilitation of active supervision.
5. To ensure independent play is within the sight and/or hearing of the Educator. On occasion that independent play may not be in the direct line of sight, listen closely to children noticing changes in volume or tone of voice.
6. To closely supervise children in their care, while still allowing them opportunities for exploration and supporting appropriate risk taking within safe boundaries.
7. To provide direct, active supervision when children participate in higher-risk activities (i.e. an excursion/experience near a water hazard or an outing amongst crowds).
8. To implement vigilant supervision strategies for routine hygiene practices such as handwashing and toileting.
9. To respond appropriately to the various levels of supervision required due to children's ages and individual needs. For example, infants and toddlers require Educators to stay within a closer proximity than school aged children.
10. To directly supervise children during mealtimes.



2.09 SUPERVISION

11. To ensure children are not left unsupervised in a car for any reason. This applies even if the vehicle remains within sight of the Educator.

Educator/Child Ratios

Educators can provide approved care for **four pre-school aged children** and an additional **three school aged children**, totalling **seven children at any one time**. The Educator's own children and other children in the premises count towards the limit of seven if they are under the age of 13 and there is no other adult caring for these children.

Relevant Legislation/ Standards

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011 (Amended 2024)
 - Education and Care Services National Regulations 2011 (Amended 2024)
- Occupational Health and Safety Act 2004
- Working with Children Act 2005
- Australian Children's Education and Care Quality Authority (2014)

Related Policies/Procedures & Links

- WFDC Policies/Procedures:
 - 1.02 Excursions & Outings
 - 1.04 Natural Environment & Sustainability
 - 1.05 Children's Educational Program
 - 1.06 Playgroups
 - 2.01 Child Safety
 - 2.04 Sleep & Rest
 - 2.06 Water Safety
 - 2.08 Pets & Animals
 - 2.18 Bathing
 - 2.19 Lost or Missing Child
 - 3.01 Safe Transportation
 - 4.05 Students
 - 4.09 Allowable numbers
 - 5.05 Residents of the FDC Home
 - 6.03 Visitors
 - 7.01 Educator Code of Conduct
 - 7.17 Social Media