Hills Grammar

Supervision Procedure

Statement

Children must be adequately supervised at all times at the ECEC. Supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of the children, and their activities.

Rationale

The ECEC maintains a safe and secure environment where children are free to explore and learn more about their world. The ECEC encourages educators to implement plans that increase their awareness of the layout, risk management and supervisory choices within the environment.

Strategies

The Nominated Supervisor will:

- Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for or appears to have been taken or removed from the premises.
- Ensure that the premises are designed and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children.
- Plan rosters to ensure continuity of care and adequate supervision at all times when children are attending the ECEC.
- Inform new and casual educators about supervision arrangements.
- Regularly review the supervision strategies, to evaluate the implementation and effectiveness by educators.
- Conduct risk assessments and make professional judgments to determine approaches to supervision. Consideration will be given to the environment, the children, and the context of activities the children participate in.

Educators will:

- Arrange the furniture and equipment in the ECEC to maximise the ability of educators to supervise all areas accessible to children.
- Be aware of the importance of communicating with each other about their location within the environment.
- Ensure that correct child: educator ratios are maintained.
- Be sure that hazardous materials are inaccessible to children.
- Scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and the children's play.
- Position themselves in the outdoor environments in an area that provides the best supervision for children focusing all their attention on the children under their care.
- Inform new and casual educators about supervision arrangements and what is required of them in relation to supervising children.
- Position themselves in the indoor environments in an area that provides the best supervision for children focusing all their attention on the children under their care.

- Be aware of the importance of communicating with each other about their location within the environment, as well as individual children who may need closer monitoring.
- Ensure that children are adequately supervised when they are sleeping or resting.
- Supervise children when they go to the toilet or into the bathroom to wash their hands.
- Decrease the times they stand together and talk to one another, as this will distract them from supervising the children.
- Raise any concerns regarding supervision with the Nominated Supervisor.

Families will:

- Be encouraged to share any concern they may have in regards to the supervision of their child in the ECEC including ratios not being upheld at all times.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.