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| Title | Supervision of Children Policy |
| Policy Category | Childrens Programs |
| Policy Type | Mandatory |
| NQF Standard | NQS: Quality Area 2 |
| Related Legislation | See legislation map |

Background and Context

This policy will provide guidelines to ensure:

- the provision of a safe and secure environment for all children at Glen Education
- that adequate supervision of enrolled children is maintained at all times

Glen Education is committed to

- providing adequate supervision of enrolled children in all aspects of the service’s program
- ensuring all children are directly and actively supervised by educators employed or engaged by Glen Education
- maintaining a duty of care (refer to Definitions) to all children at Glen Education
- 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.

Supervision is essential in ensuring that children’s safety is protected in the service environment.

Supervision is an integral part of the care and education of children and requires staff members to make ongoing assessments of the child and the activities in which they are engaged. Active supervision assists in the development of positive relationships between educators, children and their families, and informs ongoing assessment and future planning. Adequate supervision requires teamwork and good communication between educators.

Scope

This policy applies to Glen Education Management, Nominated Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Glen Education, including during offsite excursions and activities.

Definitions

Adequate supervision: (In relation to this policy) entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, , rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from dangers that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child enrolled at the service, by members of staff. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Volunteers, visitors, students, families and other teaching staff (such as primary school staff in shared locations), will not be responsible for supervising children enrolled at Glen Education. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- the shape of the area to be supervised and the positioning of staff so they can see and hear all children
- the location of toilets (particularly when located in an area away from the play environment)
- developmental profile of each child and of the group of children
- experience, knowledge and skills of each educator
- need for educators to move between areas (effective communication strategies)

Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1))

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury

Glen Education Leader: A person who is nominated by Glen Education Management to provide leadership and mentoring (operational and educational) across the organisation, that aligns with the National Early Years Framework and who actively promotes and ensures adherence to all Glen Education practices, policies and procedures

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable, but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date the notification was made
- signature of the person making the entry, and time and date of this

These details need to be kept for the period of time specified in Regulation 183. Glen Education have developed an Incident, Injury, Trauma and Illness Record that is reflective of all National Regulatory requirements, which is available at the service or by contacting info@gleneducation.org.au

Nominated Supervisor: A person who has been nominated by Glen Education under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a

Nominated Supervisor(s) with responsibility for the service in accordance with the National Regulations (Section 5 and 161).

Notifiable incident: An incident involving workplace health and safety that is required by law to be reported to the relevant regulatory authorities, such as DET and WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website: www.worksafe.vic.gov.au

Serious incident: A serious incident is defined in Regulation 12 as:

- the death of a child while being educated and cared for by the service
- any incident involving an injury or trauma, or the illness of a child that requires or ought to have required:
 - attention of a registered medical practitioner, or
 - attendance at a hospital
- Examples include (but are not limited to) whooping cough, broken limb or anaphylaxis reaction
- any incident requiring attendance by emergency services
- a circumstance where a child appears to be missing, is unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the service premises

Glen Education must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)), as well as Glen Education management as soon as practicable. The Notification of Serious Incident form (available on the ACECQA website) is to be completed and submitted online, via Glen Education Management, using the National Quality Agenda IT System (NQA ITS). Records are required to be retained for the periods specified in Regulation 183.

Policy

Responsibilities

Glen Education is responsible for:

- complying with the legislated educator-to-child ratios at all times (Education and Care Services National Law Act 2010: Sections 169(1), Education and Care Services National Regulations 2011: Regulations 123, 355, 357, 360)
- counting only those educators who are working directly with children at the service in the educator-to-child ratios (Regulation 122)
- ensuring a minimum of two educators are rostered on duty at all times, especially when children are in attendance at the service, or as per the educator-to-child ratios.
- ensuring that children being educated and cared for by the service are adequately supervised at a minimum (refer to Definitions) at all times they are in the care of that service (Education and Care Services National Law Act 2010: Section 165(1)). Glen Education sets high standards for supervision that exceed the minimum standard and will work at above National ratios in situations where it is deemed necessary for the safe supervision of children (such as on excursions, in shared spaces such as a school environment, to ensure an inclusive environment etc).
- considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan and protocols to ensure clear supervision expectations, particularly in shared environments.
- identifying high-risk activities, including excursions (refer to Excursions and Service Events Policy), through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101)

- ensuring supervision standards are maintained during educator breaks, including during lunch breaks
- providing safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards
- providing staff rosters, and casual and relief staff lists
- developing procedures and protocols to inform casual staff, volunteers, visitors, students, families and other teaching staff (such as primary school staff in shared locations), about the supervision strategies outlined in this policy
- notifying the Regulatory Authority (DET) within 24 hours and Glen Education Management as soon as practicable of:
 - a serious incident (refer to Definitions) occurring at the service, including when a child appears to be missing or cannot be accounted for (Education and Care Services National Law Act 2010: Section 174(2)(a), Education and Care Services National Regulations 2011: Regulations 12, 176(2)(a))
 - a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached (Education and Care Services National Law Act 2010: Section 174(2)(b), Education and Care Services National Regulations 2011: Regulations 175(2)(c), 176(2)(b))
- notifying parents/guardians of a serious incident (refer to Definitions) involving their child as soon as possible, but not more than 24 hours after the occurrence
- reporting notifiable incidents (refer to Definitions) to WorkSafe Victoria
- evaluating supervision procedures regularly in consultation with the Nominated Supervisor, educators, those utilising shared spaces (such as primary school staff at services located on school sites) and management representatives.

The Nominated Supervisor/Glen Education Leader is responsible for:

- ensuring that the prescribed educator-to-child ratios are met at all times and that educators have required qualifications (Education and Care Services National Law Act 2010: Sections 169(3) & (4), Education and Care Services National Regulations 2011: Regulations 123, 355, 357, 360)
- counting only those educators who are working directly with children at the service in the educator-to-child ratios (Regulation 122)
- ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
- ensuring that children being educated and cared for by the service are adequately supervised (refer to Definitions) at all times they are in the care of that service (Education and Care Services National Law Act 2010: Section 165(2))
- considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan and protocols to ensure clear supervision expectations, particularly in shared environments.
- identifying high-risk activities, including excursions (refer to Excursions and Service Events Policy), through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101(2))
- ensuring supervision standards are maintained during educator breaks, including during lunch breaks
- evaluating supervision practices regularly in consultation with other educators and those utilising shared spaces (such as primary school staff at services located on school sites).

All educators are responsible for:

- providing adequate supervision (refer to Definitions) at all times

- being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the service and not just within their own immediate area,
- using supervision skills to reduce or prevent incident or injury to children and adults
- managing the risks of abuse or harm to each child, including fulfilling duty of care (refer to Definitions) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- developing procedures to ensure that all children are accounted for, including by referring to attendance records (refer to Definitions) at various times throughout the day, both before and after outdoor activities. This also includes regular 'head counts' of the number of children in attendance against the attendance record. In the case of shared spaces, such as a service located on a school (or other) site, effective and regular communication is maintained with non-Glen Education staff to ensure safety of children.
- Glen Education sets high standards for supervision, that exceed the minimum standard, including adjusting supervision strategies to suit the service environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken
- maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or out of the care of the service and the parent/guardian or person delivering or collecting the child is responsible for supervising that child)
- effectively and regularly communicating with other educators, including those non-Glen Education staff that are utilising shared spaces, on a regular basis, to ensure adequate supervision at all times.
- informing parents/guardians, volunteers and non-Glen Education staff, such as teaching staff in a shared environment, about the Supervision of Children Policy and the ways that they can adhere to its procedures
- ensuring doors and gates are closed at all times to prevent children from leaving the service unaccompanied or from accessing unsupervised/unsafe areas of the service. Supervision of entry and exit areas are heightened at peak times of the day, to provide additional high levels of supervision.
- deciding when to interrupt and redirect children's play to ensure safety at all times
- identifying opportunities to support and extend children's learning and ability to assess risk safely, while also recognising their need to play without adult intervention
- conducting thorough daily safety checks of the environment to assess and document safety and to remove hazards
- arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces
- providing direct and constant supervision when a child is near water (refer to Water Safety Policy)
- conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised (refer to Excursions and Service Events Policy) and ensuring this has been approved by Glen Education management prior to the excursion
- notifying Glen Education in the event of a serious incident (refer to Definitions) occurring at the service or of a complaint being made alleging the health, safety or wellbeing of a child has been compromised
- assisting Glen Education and the Nominated Supervisor/Glen Education Leader to evaluate supervision practices regularly
- supervising children's daily departure from the service and being aware of the person who has authority to collect the child (refer to Delivery and Collection of Children Policy).

Parents/guardians are responsible for:

- ensuring educators are aware that their children have arrived or departed
- ensuring that doors and gates, including playground gates, are closed after entry or exit

- being aware of the movement of other children near gates and doors when entering or exiting the service
- enabling educators to supervise children at all times by making arrangements to speak with them outside program hours
- supervising their own children before signing them into the program and after they have signed them out of the program
- supervising other children in their care, including siblings, while attending or assisting at the service
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Volunteers, visitors, students, and other teaching staff (such as primary school staff in shared locations), while at the service, are responsible for following this policy and its procedures.

Approvals and Revision

| Date | Version | Author | Revision Description |
|---------|---------|---------------------------|---|
| Q3 2012 | 1.00 | Glen Education Management | New Policy |
| Q2 2022 | 5.00 | Glen Education Management | Policy updated due to rebranding May 2022 |
| Q1 2024 | 6.00 | Glen Education Management | Annual Review |