

Early Years Services - QA2.15 Supervision of Children

TRIM Reference: D15/33004 Due for Review: 9 May 2022
Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's commitment that effective supervision is a key priority in the prevention of accidents and injury to children in the Early Years Services environment.

This policy aims to ensure:

- the safety, health & wellbeing of children when participating in Early Years Services activities, including excursions.
- the potential for accidents and injury to children is reduced.
- that educators and staff are aware of the variables relating to supervision.
- that children are fully supervised at all times.

Policy Principles

Evidence of link to National Quality Standards: [2-32.2.1](#)

Evidence of link to Early Childhood Services National Regulations: 101, 166, 168, 176

Evidence of link to Early Childhood Services National Law: 165, 167, 174

Victorian Children's Services Regulations [20092020](#)

Scope

This policy applies to all Surf Coast Shire Council's Early Years' Service staff members, volunteers, students and Family Day Care Educators.

Policy

- Child/Educator Ratios: The applicable required Child/Educator Ratios within each Early Years Service must be maintained at all times.
- On arrival at the Early Years' Service the nominated person bringing the child/ren into the education and care setting must sign the record of attendance sheet. Once signed-in the Educator assumes responsibility for the child. The family resumes responsibility for the child once the child has been signed-out of the Early Years' Service by a nominated person.
- Children are to be supervised in all areas of the service, by being in sight and/or hearing of staff/educators at all times, including during eating and drinking, toileting, sleep, rest and transition processes.
- Children are not to have access to unsupervised or unsafe areas of the service.
- The Early Years Service must plan for the supervision of children in indoor and outdoor areas. Close supervision in higher risk of injury situations (e.g. nappy change table or high chair) must take place.
- Staff/educators must exchange information between each other to ensure that there are no areas being accessed by children who are unsupervised.
- The Early Years' Service must inform new and/or relief staff/educators of the service supervision arrangements and what they are required to do in relation to supervision of children.
- Supervision arrangements are to be flexible enough to allow supervision of individual and small groups of children, such as children while sleeping and while both indoor and outdoor experiences are offered to children.
- The Early Years' Service must plan for excursions that includes risk assessments and considers supervision implications.

- At no time is a child to be left unsupervised in a vehicle.

Family Day Care

- [Educators go through a thorough induction process to ensure awareness of their child safety responsibilities, including reporting obligations.](#)
- Family Day Care Educators need to consider the potential risks in all environments, the age and stage of development of the children in their care, the size of the group, behaviors' and characteristics of the individual children.
- Family Day Care Educators must consider the design and layout of the children's environments to support active supervision.
- Family Day Care Educators are to make regular checks of sleeping children to assess the child's breathing and colour of their skin to ensure their safety and wellbeing.
- Telephones are to be located where educators can easily access them without leaving children unsupervised. If this is a mobile phone, it must be capable of making and receiving calls – that is not locked for outgoing calls or out of credit.
- The Education and Care Services National Regulations prescribe that Family Day Care educators and staff should identify and assess risks that an excursion or regular outing or regular transportation away from the Family Day Care premises may pose to the safety, health or wellbeing of any child. The assessment must specify how the identified risks will be managed and minimized, including supervision of children.
- Family Day Care Educators must have written authorisation from parents to take children out of the Family Day Care home/venue environment.

Coordinator Early Years must be notified immediately and DET within 24 hours if a child:

- appears to be missing or cannot be accounted for.
- **Needs emergency medical treatment as a result of injury or incident**
- appears to have been taken or removed from the service environment in a way that breaches the national Regulations, or
- is mistakenly locked in or locked out of the Service environment (NLA174)

Definitions

Adequate and Effective Supervision

The Surf Coast Shire Council Early Years Services define adequate supervision 'as the process of directing, planning, listening, watching and guiding children to ensure their safety in a way as to enable them to maintain independence to build on achievable challenges that support their learning and development¹.'

What does adequate supervision look like?²

Although the provision of adequate supervision depends somewhat on the children's ages and abilities, every child at the service should always be monitored actively and diligently. It means knowing where children are at all times. Children of different ages and abilities will need different levels of supervision.

Younger children will always need to be in sight of an adult whereas older children may not. In general, the younger the children are, the more they may need an adult to be physically present and close by to support and help them. Adequate supervision is therefore likely to be different in some ways for different services.

For example: in a center based service for young children, adequate supervision will mean that the children remain in close proximity to the adult who is supervising them. In contrast, in an outside school hours care service, in which children are older, knowing where each child is and ensuring that educators are in a position to respond may be considered adequate supervision.

In family day care, some children may be playing in different parts of the family day care home and some may be outside and therefore the educator will need to consider how these children will be supervised

¹ Ensure the Health & Safety of Children, Aussie Childcare Network website - retrieved 1/4/2014

² National Quality Framework Supervision Fact Sheet | Updated September 2018

and responded to. Whenever children are being cared for, educators will need to make decisions throughout the day about where they are best placed to adequately supervise each child. In a group of children of the same age there will be some children who need more supervision than others. .

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

- Occupational Health and Safety Policy
- D15/15724 Early Years Employment of Qualified Staff/Ratios Policy
- D15/35312 Early Years Child Safe Environment Policy
- D14/94973 Early Years Delivery and Collection of Children Policy
- D14/70705 Early Years Excursions Policy
- D14/70690 Early Years Sleep, Rest and Relaxation Policy
- D15/35300 Early Years Sun Protection Policy
- D15/38683 Early Years Water Safety Policy
- D14/105413 Early Years Incident, Injury, Trauma and Illness Policy
- D15/32929 Early Years Nappy Changing and Toileting Policy
- D17/116478 Child Safe Organisation Policy

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

- D14/28577 Family Day Care Supervision of Children Work Instructions
- D14/87971 Early Years Risk Assessment Management Plan

Other References

- Kidsafe: the Child Accident Prevention Foundation of Australia
- Education and Care Services National Law Act 2010
- Guide to Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- Guide to Education and Care Services National Regulations 2011
- ACECQA National; Quality Framework Resource Kit
- [Victorian Children Services Regulations 2020](#)
- Childcare Service Handbook (Department of Education)
- Victorian Early Learning & Development Framework
- Commission for Children and Young People website <https://ccyp.vic.gov.au/reportable-conduct-scheme/about-the-reportable-conduct-scheme/>

Document History

Version	Document History	Approved by – Date
1	<i>Approval</i>	General Manager Culture and Community – 01/04/2014
2	Amendment/Review	Manager Aged and Family – 01/06/2015
3	Amendment/Review	Manager Aged and Family – 03/01/2018
4	Amendment/Review	Manager Aged and Family – 09/08/2019
5	Amendment/Review	Manager Aged and Family – 09/11/2020