

# EARLY YEARS POLICY

<b>Early Years Services Supervision of Children</b>	Policy No:	QA 2.15
	Document No:	D15/33004
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	9 February 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

## 1. Purpose

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.

## 2. Scope

Evidence of link to National Quality Standards: 2.3

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 2009

## 3. Application

This policy applies to all Early Years Services staff members and Family Day Care Educators.

## 4. 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 development<sup>1</sup>.'

### What does adequate supervision look like??

*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 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.*

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

<sup>2</sup> National Quality Framework Supervision Fact Sheet | Updated September 2013

## 5. 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

- 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 routine outing 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 Car 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.
- 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)

## 6. Records

Records shall be retained for at least the period shown below.

<b>Record</b>	<b>Retention/Disposal Responsibility</b>	<b>Retention Period</b>	<b>Location</b>
Early Years Risk Assessment Management Plan	Records	Dispose of 7 years after last attendance of child.	Off-Site

## 7. Attachments

Not applicable

## 8. 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  
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/>

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<b>Approval Date:</b>	01/04/2014	<b>Approved by:</b>	General Manager Culture and Community
<b>Amendment/Review 1:</b>	01/06/2015	<b>Approved by:</b>	Manager Aged and Family
<b>Amendment/Review 2:</b>	03/01/2018	<b>Approved by:</b>	Manager Aged and Family
<b>Amendment/Review 3:</b>	09/08/2019	<b>Approved by:</b>	Manager Community Strengthening

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