



**Capturing Kids' Minds**  
*Building Brainpower*

## SUPERVISION POLICY

Supervision is an integral part of the whole care and education experience. *“At its most basic level, supervision helps to protect children from hazards or harm that may arise in their daily experiences in play, interactions with others, and daily routines.”* (Victoria Department of Education and Training, 2010, p.1). Effective supervision allows educators to actively engage in play and leisure opportunities that are meaningful to children and support their wellbeing, development and learning.

### NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each Child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
100	Risk assessment must be conducted before an excursion
101	Conduct of risk assessment for excursions
102	Authorisation for excursions
115	Premises designed to facilitate supervision
120	Educators who are under 18 to be supervised
121	Application of Division 3
122	Educators must be working directly with children to be included in ratios

123 (1) (d)	Educator to child rations-Centre based services
166	Children not to be alone with visitors
168	Education and care service must have policies and procedures
176	Time to notify certain circumstances to Regulatory Authorities
CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW	
165	Offence to inadequately supervise children
<b>S.167</b>	<b>Offence relating to protection of children from harm and hazards</b>
<b>S.174</b>	<b>Offence to fail to notify certain information to Regulatory Authority</b>

**RELATED POLICIES**

Administration of Medication Policy Arrival and Departure Policy Code of Conduct Policy Cyber Safety Policy <b>Emergency Evacuation Policy</b> Handwashing Policy Incident, Injury, Trauma and Illness Policy	Incident, Injury, Trauma and Illness Policy Mobile Device Usage Policy Physical Environment Policy Road Safety Policy Staffing Arrangements Policy Transportation Policy Water Safety Policy
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**PURPOSE**

Out of School Hours Care educators have a duty of care to ensure children are supervised at all times, maintaining a safe and secure environment adhering to Education and Care National Law and National Regulations. Supervision for children in OSHC requires educators to cater for a wide range of ages and abilities and requires flexibility and organisation to ensure thoughtful design and arrangement of children’s environments, assists in the prevention and severity of injury to children. Effective supervision of children provides educators with the opportunity to support and build on younger children’s play experiences whilst supporting older children’s independence.

Educators will actively supervise children, identifying risks and taking all necessary steps to prevent or minimise injury in a range of situations including, transitioning children between school and the OSHC service and whilst transporting children to and from the OSHC Service. Effective supervision of children provides educators with the opportunity to support and build on children’s play experiences.

## SCOPE

This policy applies to Management and Educators of the OSHC Service.

## IMPLEMENTATION

### MANAGEMENT WILL ENSURE:

- that the premises and facilities are designed and maintained to facilitate supervision of children at all times while maintaining the rights and dignity of all children
- regulatory authorities are notified of any serious incident or complaints alleging the safety, health or wellbeing of children has been compromised within 24 hours of the incident or the time that the person becomes aware of the incident or complaint. This includes if an ambulance was called in response (not as a precaution) to the incident, situation or event.
- ensure that parents are notified as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the OSHC Service or whilst under the care of the OSHC Service. Details of the incident/situation are to be recorded on the *Incident, Injury, Trauma and Illness Record*.
- educators under eighteen years of age may work at an OSHC Service only if they are adequately supervised by an educator over the age of 18 at all times and are not left alone
- minimum educator qualification requirements are recognised and adhered to according to legislative requirements
- the OSHC Service maintains the required educator-to-child ratio for children over preschool age- 1:15

### MANAGEMENT AND/OR THE NOMINATED SUPERVISOR WILL:

- ensure that all educators are aware of where children are at all times and monitor the environment closely
- ensure educators are able to respond to any situation immediately, particularly if a child is distressed or in a hazardous situation
- develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are in attendance at the OSHC Service including:
  - visiting and returning from children's toilets
  - transported to and from the OSHC Service premises (see: *Transportation Policy*)
  - transported in a vehicle/bus as part of an excursion
  - transitioned between the OSHC Service and school grounds and
  - during excursions and outings (including Vacation Care)
- ensure flexibility of supervision to provide for educators to supervise individual children or small groups of children

- **respect children's age and developing independence and need for privacy when providing supervision for children in the OSHC setting**
- conduct risk assessments and plan ongoing supervision taking into consideration the layout of the premises and grounds, any higher risk activities, the presence of any animals, the location of activities and the location of bathroom facilities. The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.
- develop, maintain and regularly review a supervision plan and strategies for both the indoor and outdoor areas, which will support educators to position themselves effectively to allow them to observe the maximum area possible
- ensure educators avoid activities or actions that will distract them from supervision, such as speaking to other educators for long periods of time, taking personal phone calls, checking mobile phones or smart watches or administrative tasks
- ensure educators are aware if they need to move away from children, another educator is to replace them
- ensure educators are positioned allowing them to watch the maximum area possible
- ensure educators move around the environment to observe the maximum area and to avoid standing with their back to children or talking with other educators
- adopt accepted best practice, ensuring no staff member is left alone with a child to support child protection protocols
- ensure that a Risk Assessment and a Management Plan is carried out before an authorisation is requested for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.

#### **EDUCATORS WILL:**

- have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment
- communicate and collaborate with others to ensure the effective supervision of children within the OSHC Service
- adhere to a supervision plan and strategies for both the indoor and outdoor environment, assisting colleagues to position themselves in order to effectively supervise children's play. The supervision plan will include the floor plan of the OSHC Service and include the location of activity areas and the **closest bathroom facilities for boys and girls**
- **respect children's age and need for independence when actively supervising children in the OSHC setting- (younger children will require closer supervision than older children)**

- **implement vigilant supervision strategies for hygiene requirements including:**
  - regular handwashing
  - cough and sneeze routines- using disposable tissues and handwashing
- inform new and relief educators about supervision arrangements, outlining their supervision responsibilities
- regularly evaluate the efficiency of the supervision plan and update as required
- ensure any educators under the age of 18 years old are never left alone with children
- ensure that at least one other educator is within sight when working with children or if it is necessary to assist a child to change their clothes
- arrange the environment to balance supervision of children's needs depending on age, ability and activities
- emphasis for supervision will be on open playgrounds, risky play opportunities and doors during arrival and departure times
- maintain correct ratios adhering to the Education and Care National Regulations throughout the education and care environment
- ensure that all children are in sight or hearing of educators at all times
- ensure that children are supervised by an educator or accompanied by an older child when going to the bathroom at the OSHC Service
- ensure that hazardous equipment and chemicals are inaccessible to children
- scan the environment during interacting with individuals or small groups
- continuously scan and look around the area to observe all the children in the vicinity.
- implement correct supervision strategies and not perform other duties while responsible for the supervision of children
- listen closely to children whilst supervising areas that may not be in a direct line of sight noticing changes in volume or tone of voice
- plan for a mixture of activities to allow for appropriate supervision of groups of children.

**Consideration will be given to the design and arrangement of children's environments to support active supervision by:**

- using supervision skills to recognise areas of risk therefore reducing the potential for injury or incident to children and adults
- providing direct, constant and proximal monitoring to children undertaking activities that involve some risk and recognising when the ratio of educators to children needs to be increased- (e.g.: carpentry, water activities, climbing)

- guiding educators to make decisions about when children’s play and games need to be interrupted and redirected
- supporting educators with specific strategies such as positioning, peripheral vision and monitoring children’s arrival and departure from the OSHC Service
- providing consistent supervision strategies when the OSHC Service requires relief educators.

**SOURCE**

Australian Children’s Education & Care Quality Authority. (2014).  
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 Frith, J., Kambouris, N., & O’Grady, O. (2003). *Health & safety in children’s centres: Model policies & practices* (2nd ed).  
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**REVIEW**

POLICY REVIEWED	APRIL 2021	NEXT REVIEW DATE	APRIL 2022
MODIFICATIONS	<ul style="list-style-type: none"> <li>• policy review- minor edits</li> <li>• inclusion of respect children’s age difference and need for independence in OSHC settings</li> <li>• sources checked for currency</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
APRIL 2020	<ul style="list-style-type: none"> <li>• rearranged some points for better flow</li> <li>• additional information added in some sections related to OSHC</li> <li>• supervision for handwashing added</li> </ul>	APRIL 2021	
APRIL 2019	New policy created for OSHC	APRIL 2020	