

Policy Title:	Supervision
Effective Date:	14 th December 2010, 11 th March 2014
Review Date:	As necessary by the Policy and Procedure Development Policy

POLICY STATEMENT

Inner City Care will provide adequate supervision for the children attending the Centre and on excursions to maintain their health, safety and protection in the environment. Supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of the children and their activities. Inner City Care will prioritise regular assessment of educators' supervision practices in order to increase awareness of their duty of care and to continuously improve supervision procedures.

BACKGROUND AND CONTEXT

The outdoor area is uniquely shaped and the large pillars cause many blind spots and hidden areas in the outdoor area.

Access to the bathroom needs to be maintained whilst the children are outdoors, however this area is removed from the play space.

Policy developed as part of student action research project, Centre staff and the Management Committee. Ratified in February 2007 and reviewed in December 2010 – no changes made. Reviewed in 2014 and changes made to ensure compliance to the National Quality Framework and Regulations and Law.

POLICY DETAIL/ BUSINESS RULES

Inner City Care will:

- Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for, appears to be taken or removed from the premises or has mistakenly been locked in or out of the Centre.
- Ensure that the age and supervision requirements for educators are maintained at all times. Any educators under 18 years of age may work at Centre provided they do not work alone and are adequately supervised at all times by an educator who is over 18 years of age.
- Will carefully plan rosters that ensure continuity of care and adequate supervision at all times children are being cared for and educated in the service and on excursions.
- Ensure that a risk assessment is carried out before an authorisation is sought for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.

Supervision Plan and Strategies:

- Children are never to be left alone and unsupervised. Children will be in sight or hearing of educators at all times.
- The educators will maintain supervision of children at all times, both indoors and outdoors.
- Educators must alert other educators if they are leaving a room or outdoor area that is currently occupied by children.

- Educators are not to leave the premises for any reason during their hours of duty except when relieved during their lunch break or arrangements have been made with the Director.
- Students, volunteers and visitors are not to be given responsibility for supervision at any time, though they may assist.
- Educators or other adults visiting or working in the Centre must be visible to others in the activities they perform with children. Including:
 - visibility being maintained for private spaces, particularly where intimate care taking of children is required, eg. Nappy changing, bathing, putting children to sleep, etc.
 - keeping opportunities for educators and other adults to be alone with children to a minimum
 - maintaining the Centre's policy in relation to who is allowed to take a child from the Centre
 - ensure that intimate care taking tasks are undertaken only by Inner City Care educators, supervised students or volunteers (following the acceptance of their Working with Children Check) and the child's own parents/guardians.

Outside

- Educators must communicate their ability to supervise the area being used to other educators who may need to adjust their position to ensure all of the outdoor area is being supervised.
- When outdoors, educators are to position themselves far enough apart so that all areas of the outdoor environment are visible and that any climbing equipment is closely supervised.
- When tidying up, educators should ensure children are included in packing away so they are still closely supervised.
- Educators will utilise strategically placed convex mirrors to see around corners and behind pillars in the outdoor area.
- Educators will engage the children in the outdoor environment by interacting with them so as to minimise illicit play and hiding in unseen areas.
- Water play will be closely monitored by an educator who must remain in reach of the water vessel at all times while it is in use.
- Additions to the outdoor environment such as plants, equipment and other materials will be rigorously checked for hazards and their use closely monitored when used by different age groups or children with additional needs.
- At all times during outdoor play in the recommended months, children and educators will be wearing 30+ Broad Spectrum water resistant sunscreen, applied to all exposed parts of the body.
- At all times during outdoor play in the recommended months, children and educators will be encouraged to wear hats, sleeved t-shirts and sun glasses if possible.

Cubby House

- Educators will remain aware of the usage of the cubby house at all times.
- When infants are present an educator will be within reaching distance.
- Educators will position themselves to adequately supervise underneath the cubby house, particularly the tunnel.

- Educators will complete a check when setting up the outdoor area and throughout the day to ensure that no toys or equipment are left in the fall zone of the stairs or the slide.

Indoors

- When children are on the change table or in the bath an educator must at all times have one hand on the child in a firm and controlled manner.
- Educators are to be aware of where the children are in the room and maintain the ability to see or hear children in the environment at all times.
- During routine or caring times (nappy changing, warming bottles, putting children to sleep) educators will remain aware of the ratios and notify other educators before leaving the room to maintain adequate supervision.
- When children go to the bathroom an educator will maintain supervision through the windows or by positioning themselves near the door and will notify other educators in the room that they are doing so.

AUTHORITIES AND ACCOUNTABILITIES

The Centre Director is responsible for ensuring all ICC educators have training in this policy. All ICC educators are accountable for the implementation of this policy.

SOURCES

Community Childcare Cooperative sample policies
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
 ECA Code of Ethics (2006) Early Childhood Australia – www.eca.com.au
 Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.) – www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf

OTHER RELEVANT DOCUMENTATION

Children (Education and Care Services National Law Application) Act 2010
 Education and Care Services National Regulations
 Guide to the National Quality Standard (3) ACECQA (2011)
 Building Code of Australia re building requirements for new buildings/visibility of children's bathrooms
 Child Protection Policy and Procedure
 Collection of Children Policy
 Interactions with Children Policy
 Nappy Change Policy
 Excursion Policy
 Evacuation Policy
 Water Safety Policy
 Sleep and Rest time Policy
 Toileting Policy

APPROVAL

Approved by Management Committee	
Signature:	
Title:	Date:
Meeting number and date:	14 th December 2010 & 11 th March 2014
Resolution number:	
Policy Owner:	Inner City Care
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