



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## SUPERVISION POLICY

### **Introduction:**

Children must be adequately supervised at all times that they are being educated and cared for both at the service and on excursions. Supervision can prevent and reduce accidents through early detection of potential hazards and an awareness of the children, and their activities. The education and care service must prioritise regular assessment of their supervision practices in order to increase educator's awareness of their duty of care and to continuously improve supervision procedures

### **Aim:**

The education and care service maintain a safe and secure environment where children are free to explore and learn more about their world. Educators are familiar with regulatory requirements and standards regarding supervision. The education and care service encourages educators to evaluate their supervisory practices and implement plans that increase their awareness of the layout, risk management and supervisory choices within the education and care environment. Educators are familiar with the Child Safe Standards and issues concerning Child Protection factors.

### **Implementation:**

#### **The Approved Provider will:**

- Ensure that the premises are designed and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children.
- Ensure that the age and supervision requirements for educators and volunteers are maintained at all times. Any educators who are under 18 years of age volunteers may work at the centre-based service provided they do not work alone and are adequately supervised at all times by an educator who is over 18 years of age.
- Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for, appears to have been taken or removed from the premises, or has mistakenly been locked in or out of the education and care services premises.

#### **The Nominated Supervisor will:**

- Carefully plan rosters that ensure continuity of care and adequate supervision at all times when 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.
- Ensure that risk assessments are written and regularly reviewed to consider potential risks in the indoor/outdoor environments including supervision to protect children from harm and with a focus on of Child Protection concerns.

#### **Educators will:**

- Inform new and relief educators about supervision arrangements and what is required of them in relation to supervising children.
- Regularly review the supervision plan and strategies to evaluate the effectiveness of the plan and its implementation by educators.
- Regularly review school visits to ensure all children are accounted for at all times.

- Seek to ensure that two educators are present / within view when working with children and when supporting children with toileting / hygiene routines.
- Arrange the education and care environment to maximise the ability of educators to supervise all areas accessible to children. Particular focus will be on gates, bathrooms and nappy change facilities, the fence line and doors during arrival and departure times.
- Be aware of the importance of communicating with each other about their location within the environment.
- Ensure that correct child: educator ratios are maintained throughout the education and care environment. All children will be in sight or hearing of educators at all times. No child will be left alone at any time including, while eating or at nappy change, toileting times and excursions including visits to the school.
- Supervise children during rest periods. Children will be positioned and supervised according to the *Safe Sleep & Rest Times Policy*. Sleeping children checks are documented and maintained.
- Ensure that hazardous equipment, machinery, and chemicals are inaccessible to children.
- Ensure that supervision arrangements are respectful and that interactions with children are meaningful. Educators will encourage children's independence while respecting individual abilities and needs.
- Scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and the children's play.
- Implement consistent supervision strategies and not perform other duties while responsible for the supervision of children.
- Ensure a child is always visible by more than 1 Educator to prevent risk of harm by an adult.

**Children's safety will be the priority of all educators when supervising children. Our staff are committed to maintaining a Child Safe environment.**

### Evaluation

Interactions with children are respectful and meaningful and challenge each child's skills and awareness of the world. Risks are assessed and managed so that the environment can be safe, educative and stimulating. Children's activity, interactions and play are planned for and monitored by educators with consistent strategies to minimise potential dangers to children. Supervision involves more than being physically present. It requires vigilance, thought and active observation and accountability of all children in all situations when under the care of Narnia.

Our policy guides staff (paid and volunteer) on how to behave when interacting and supervising children in Narnia. It focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children's participation

#### LINKS TO:

<b>THE NATIONAL QUALITY STANDARD</b>	Standard 2.2: Each child is protected. Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>LEGISLATIVE REQUIREMENTS NATIONAL LAW</b>	Section 165: Offence to inadequately supervise children. Section 167: Offence relating to protection of children from harm and hazards Section 174: Offence to fail to notify certain information to Regulatory Authority
<b>NATIONAL REGULATIONS Regulation</b>	101 (2)(f): Supervision during excursions. Regulation 115: Premises designed to facilitate supervision. Regulation 123 outlines Educator to child ratios. Regulation 151 Record of educators working directly with children. Regulation 168(2)(h): Policies and procedures are required in relation to providing a child safe environment. Regulation 176: Timeframes for notifying certain information to the Regulatory Authority.
<b>CHILD SAFE STANDARDS</b>	Standards are embedded into our organisational leadership, governance and culture.