

Acorn Child Care Centres

Policies and Procedures



5

2.22 Supervision

Background

Effective supervision is critical to the safety and wellbeing of children while they are being educated and cared for at

early education and care services, including while on planned excursions. The requirements of effective supervision are

detailed in the Early Education and Care National Regulations 2011 and the Guide to the National Quality Standard 2011.

They address matters such as the number of educators, their qualifications and experience, their level of involvement

with the children, regular checks of the physical environment and risk analysis, and the need for communication

between team members.

Policy statement

This Policy details how the Service ensures children are effectively supervised at all times.

Strategies and practices

- ☑ The design and layout of the Service, including the entrance, perimeter fence and gates, have been approved
- under the Building Code of Australia and meet all other regulatory requirements. They enable visual supervision
- of children at all times without compromising the children's dignity and rights. QA 3.1.1
- ☑ Educators conduct daily safety checks of the building, equipment and general environment, and take any
- corrective actions necessary (e.g. remove unsafe item) and /or inform the Nominated Supervisor of any matter
- requiring attention so that a risk assessment can be undertaken). Refer to the Service's Safe Play Spaces Policy.
- QA 2.3.2
- ☑ All educators employed at the Service possess qualifications which meet or exceed the regulations (e.g.
- academic, first aid, CPR, asthma and anaphylaxis, working with children check). QA 2.1.4, 4.2.1, 7.1.5
- ☑ Educator-to-child ratios comply with regulatory requirements at all times. Educators under 18 years are always
- supervised. Students and volunteers are never alone with an individual child or group of children. Similarly, a
- carer working with a child under the Inclusion Support Funding Agreement is not given responsibility for other

Acorn Child Care Centres

Policies and Procedures



5

- children. QA 4.1.1
- ☒ Children are effectively supervised at all times. The supervision takes into account the number of children, their
- ages and abilities, the group composition and dynamics, the area of play, and the activity (e.g. water play).
- Educators are actively involved in children's play so are able to anticipate hazardous situations and to respond to
- children who become distressed for any reason. Educators inform other team members if they need to leave the
- area for any reason (e.g. collect a resource, go to the bathroom). Educators' rest pauses are taken when it is safe
- to do so. QA 2.3.1, 4.2.2

Playtimes:

o Staff will position themselves in areas of the room or playground which allow for maximum supervision.

o Age appropriate activities should be placed in areas which maximise supervision and utilise shade (outside).

o When outside staff will position themselves in areas of high activity with at least one staff member a wandering supervisor.

Bathrooms:

o Staff will communicate verbally to ensure that all toileting times are fully supervised so that children

toilet and hand wash effectively and that the bathroom is used for its intended purpose only.

Mealtimes:

o Staff will utilise the servery window to the kitchen to maximise supervision of mealtimes.

- During staff meetings, educators discuss each other's experience, knowledge and skills, and the need to support one another to ensure that children are effectively supervised especially during shift changes. Additional
- educators are employed if the Nominated Supervisor deems it necessary for effective supervision. QA 2.3.1, 4.2.2
- The Service has systems which ensure that all children are accounted for at all times. However, in the unlikely

event that a child cannot be accounted for, the Nominated Supervisor is notified immediately. Refer to the

Service's Delivery and Collection of Children Policy. QA 2.3.2

- ☒ Any excursions or routine outing is conducted according to the Service's Excursion Policy. A detailed assessment,

Acorn Child Care Centres

Policies and Procedures



5

- including a visit to the proposed site, is conducted and documented, and the result communicated to parents before seeking written parental permission. Only those children who have written permission are included in the excursion. Educator-to-child ratios are maintained, and include educators with current first-aid and CPR
- qualifications, and asthma and anaphylaxis training. QA 2.3.1, 2.3.2, 4.1.1
- On arrival each day, parents are asked to communicate any information about their child that will assist the
- educators to ensure their child's wellbeing and to support consistency between the child's experiences at home and at the Service. For the same reasons, parents collecting their child are encouraged to ask educators about their child's day. QA 6.1.2, 6.1.3, 6.2.1
- Every child in care in the Service is signed in on arrival, and signed out on departure, using the Kiosk facility on the iPads. If the iPads are not functioning children are signed in/out manually on the form provided. Educators check this sheet once the majority of children have arrived and note any children who are present but not signed in and mark any children in non-attendance absent. QA 2.3.2
- In the event of an emergency evacuation or lockdown, the Kiosk and rolls are used to ensure all children at the Service are accounted for. Refer to the Service's Evacuation and Lockdown Policy. QA 2.3.2, 2.3.3
- A child is only released into the care of a parent or an authorised nominee listed in the enrolment form, or to an adult who has been given written authorisation by the parent or authorised nominee. Photo ID is necessary. In the event of an adult without photo ID seeking to collect a child, the Nominated Supervisor will contact the child's parents to confirm the person's identity (e.g. by asking the parent who is collecting their child today, and asking them to describe the person). Educators have access to the details of all people authorised to collect children. These details are updated every twelve months or at any time a parent provides new information. QA 2.3.2
- A child is never released to anyone under the age of 18. QA 2.3.2
- Families need to provide the Service with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child. These are kept on the child's file, and immediately accessible. QA2.3.2
- All visitors are to complete the Students, Volunteers and Visitors Sign-in Sheet. Details to be provided are the date, printed name, company, time in and time out, and to sign. Refer to the Service's Students, Volunteers and Visitors Policy. QA 2.3.2
- Sleeping children are supervised in accordance with the Service's Sleep and Rest Policy. Sleeping children are always within sight and hearing distance of an educator. The viewing window to the cot room is kept clear of obstruction. Educators enter the sleep room every 10 minutes to closely check each sleeping infant's breathing and colour, and initial the Sleep and Rest Register. Unwell children are checked more frequently. QA 2.1.2, 2.3.1
- Educators follow the Service's Nappy Change Procedure when changing nappies. Physical contact is always maintained when a child is on the change table. Refer to the Service's Nappy Change and Toileting Policy. QA 2.3.1, 2.3.2
- At the end of each day, educators check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the Service closes. In the

Acorn Child Care Centres

Policies and Procedures



5

unlikely event of a child being mistakenly locked in the Service, the Regulatory Authority would be notified within 24 hours. QA 2.3.1

Additional safe practices for babies

- To be vigilant in regularly checking sleeping babies, and in recording the times babies were checked. To ensure students adhere to the Service’s policies concerning babies.

Responsibilities of parents

- To sign their child/ren into Kiosk on arrival and.
- To ensure the name and contact details of the authorised nominee(s) listed in the enrolment are current.
- To provide the Service with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child.

Links to other policies

- Delivery and Collection of Children Policy
- Educator Professionalism and Ethics Policy
- Evacuation and Lockdown Policy
- Excursion Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Children Policy
- Nappy Change and Toileting Policy
- Safe Child Spaces Policy
- Sleep and Rest Policy
- Staffing Policy
- Students, Volunteers and Visitors Policy

Sources

- Education and Care Services National Regulations 2011.
- Guide to National Quality Standard 2011.

Further reading and useful websites

- Kidsafe – <http://www.kidsafe.com.au/>
- Tansey, S. (2005). Supervision in children’s services. http://ncac.acecqa.gov.au/educator-resources/pcfarticles/Supervision_in_Children's_Services_Sept05.pdf accessed 24 November 2013

13/12/2016							
28/02/2019							

Next review Date: 28/02/2020