

## **Supervision Policy**

### **Policy Statement**

Effective supervision is critical to the safety of children. The service design has prioritised visual supervision. Only suitably qualified, experienced and competent educators are employed, and meaningful communication between educators and parents ensures the children's wellbeing.

### **Links Education and Care Centres National Regulations 2018, National Quality Standard 2018**

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Regs	82	Staff members and family day care educators not to be effected by drug or alcohol
	99	Children leaving the education and care service premises
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursions`
	115	Premises designed to facilitate supervision
	120	Educators who are under 18 to be supervised
	158	Children's attendance records to be kept by approved provider
	168	Education and care services must have policies and procedures
	176	Time to notify certain information to Regulatory Authority

NQS 3.1.1 Outdoor and indoor spaces buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

4.1.1 The organization of educators across the service supports children's learning and development.

### **Procedures**

- The design and layout of the Centre, 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.
- 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).
- All Educators employed at the centre possess qualifications which meet or exceed the regulations(e.g academic, first aid, CPR, asthma and anaphylaxis, working with children)
- Educator-to-child ratios comply to safe 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.
- 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.

- Children will be encouraged to use all designated areas of Fun 4 U with adequate educators in place to ensure all children are viewed at all times and to avoid overcrowding in areas but also keeping the group together.
- A designated supervision plan is displayed where Educators are able to view it to ensure that all staff are aware of where they should be whilst supervising the children.
- During staff meetings, educators use the opportunity to discuss any supervision issues. Additional educators are employed if the Nominated Supervisor deems it necessary for effective supervision.
- 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, and we go into lockdown until the child is found.
- Any excursions or routine outing is conducted according to the Service's *Excursion Policy and only during vacation care*. A detailed assessment, 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. Safe Educator-to-child ratios are maintained and include educators with current first-aid and CPR qualifications, and asthma and anaphylaxis training.
- 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.
- Every child in care in the Centre is signed in on arrival, and signed out on departure through the OWINA app. On arrival and departure the accompanying adult must sign the child in at the online portal. Educators check the online sign in, once the majority of children have arrived and note any children who are present but not signed in.
- It is the responsibility of the Educators to sign the children out on departure to school after morning care through the OWINA app. It is the Educators responsibility to also sign the children in on arrival after school on the OWINA app. Educators are to check the school for any child that has not arrived. If a child attended school but have not arrived parents are contacted to confirm whether the child had made alternative plans after school.
- In the event of an emergency evacuation or lockdown, the ipad can be taken and used to ensure all children at the Centre are accounted for through a headcount.
- 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.
- A child is never released to anyone under the age of 16, unless parent has given written consent.

- 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 to be uploaded on the child's file in the OWNA app, and immediately accessible.
- All visitors are to complete the [Students, Volunteers and Visitors Sign-in Sheet](#). Details to be provided are the date, printed name, address and telephone number, brief reason for visiting, time in and time out, and to sign.
- At the end of each day, educators check all of the premises including outdoors and indoors to ensure that no child remains on the premises after the Centre closes. In the unlikely event of a child being mistakenly locked in the Centre, the Regulatory Authority would be notified within 24 hours through the serious incident notification available through the NQA It system.

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