

Supervision Policy

Published	November 2016
Review Date	May 2018
Sources	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>The Children's Hospital at Westmead www.chw.edu.au (retrieved 30.10.10)</p> <p>Kidsafe (NSW), Homesafety Factsheet (retrieved 30.10.10)</p>

Aim:

To ensure that all Educators and Co-ordination Unit staff are aware of the importance of supervision in Out of School Hours Care to reduce the risk of harm to the children.

Explanation:

Country Kids Club Out of School Hours Care is committed to complying with the Education and Care Services National Regulations to ensure:

- Adult /child ratios are maintained
- Children are supervised at all times
- Consideration is given to the design and arrangement of children's environments to support active supervision
- Supervision is used to reduce or prevent injury to children and adults
- To acknowledge and understand the need for increased supervision when children are involved in high risk activities e.g. an excursion near a significant water hazard

Responsibilities:

In relation to the Nominated Supervisor:

Be aware of their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to supervision

- Country Kids Club will only employ Educators who meet the required selection criteria
- Country Kids Club will only employ Educators who maintain a general understanding of the Education and Care National Regulations
- Country Kids Club will develop and maintain policies and procedures to ensure that Educators and Staff comply with the Education and Care Services National Regulations

In Relation To Educators:

- Abide by their obligations under the Education and Care Services National Regulations 2011 and the National Quality Standard 2011 in relation to supervision
- Educators must supervise children at all times, having regard to their ages and physical and intellectual development and to the activities in which they are engaged
- Educators must not pass the responsibility of the supervision of the child to any person other than a parent of the child or a person authorised by a parent to have the care of the child
- Educators must notify Country Kids Club prior to making any physical changes to the venue that may affect supervision
- Supervision management strategies need to be outlined for all excursions on the Excursion Safety and hazard Checklist and approved by Country Kids Club

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider & Co-ordination Unit Staff accessing current relevant information
- Approved Provider, Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
November 2016	Scheduled Policy Review – No changes made