

Supervision Policy

Published	December 2019
Review Date	October 2021
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>Family Day care Your Responsibilities pamphlet –NSW Dept of Human Services, Sept 2010</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 Family Day Care to reduce the risk of harm to the children.

Explanation:

Country Children's Early Learning Family Day 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/responsible Person:

- Be aware of their obligations under the current Education and Care Services National Regulations and the relevant National Quality Standard in relation to supervision
- Country Children's Early Learning Pty Ltd will only register Educators who meet the required selection criteria
- Country Children's Early Learning Pty Ltd will only maintain the registration of Educators who maintain a general understanding of the Education and Care National Regulations
- Country Children's Early Learning Pty Ltd will develop and maintain policies and procedures to ensure that Educators comply with the Education and Care Services National Regulations

In Relation To Educators:

- Abide by their obligations under the current Education and Care Services National Regulations and the relevant National Quality Standard in relation to supervision
- Educators must supervise children at all times, including while they are asleep, having regard to their ages and physical and intellectual development and to the activities in which they are engaged
- Educators must not perform other duties or work whilst Family Day Care Children are in their care
- 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 Children's Early Learning Pty Ltd prior to making any physical changes to their home environment 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 Children's Early Learning Pty Ltd
- Educators consider adequate supervision practices when required engaged in conversations with families or if required to use the telephone

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- 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
Jan 2011	Replaced Scheme with Nominated Supervisor
March 2012	Added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard
November 2013	Scheduled Policy Review – No changes made
May 2015	Scheduled Policy Review – No changes made
November 2016	Scheduled Policy Review – No changes made
June 2018	Update sources
July 2022	Added – Educators consider adequate supervision practices when required engaged in conversations with families or if required to use the telephone