

## Supervision Policy

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| <b>Published</b>   | <b>April 2021</b>   |
| <b>Review Date</b> | <b>January 2023</b>   |
| <b>Sources</b>     | Education and Care Services National Regulations, October 2020<br>Education and Care Services National Law, February 2018<br>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017<br>Guide to the National Quality Framework, January 2020<br>The Children's Hospital at Westmead <a href="http://www.chw.edu.au">www.chw.edu.au</a> (retrieved 30.10.10)<br>Kidsafe (NSW), Homesafety Factsheet (retrieved 30.10.10)<br>ACEQCQA, Quality Area 2, Active Supervision: Ensuring Safety and Promoting Learning, February 2018 |

### 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 at all times
- 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
- The need for increased supervision when children are involved in high risk activities e.g. an excursion near a significant water hazard is acknowledged and understood

### Definitions:

#### Active Supervision:

To provide effective supervision, Educators need to be conscious of the physical environment and attuned to the needs of individual children.

- **Arrange the Environment**  
Arrange the environment so that open sight lines are created to make supervision easy
- **Position Educators**  
Plan where Educators are placed so that they can see and hear all of the children, move around to gain the best view possible of children
- **Scan and Account**  
Continually scan the environment so Educators know where everyone is and what they are doing
- **Listen**  
Actively listen enables Educators to immediately identify signs of potential danger and opportunities for learning
- **Anticipate Children's Behaviour**

Use knowledge of each child to predict what they might do,, knowing what to expect means Educators are better able to protect children from the risk of harm

- **Engage and Extend**

Use knowledge about each child to plan experiences that engage their curiosity and wonder

**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
- Ensure that all Educators employed by the service understand their roles and responsibilities in regards to the supervision of children

**In Relation to Educators:**

- Abide by their obligations under the Education and Care Services National Regulations and the National Quality Standard in relation to supervision
- Understand what “Active Supervision” in OSHC means
- Openly communicate and collaborate with team members to ensure children are supervised effectively
- 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
- Organise the environment to balance supervision and children’s growing need for privacy and autonomy
- Where services have toilet and bathroom facilities outside of the room being used for OSHC, refer to the Toileting Policy for more information on ensuring supervision is maintained
- Develop in conjunction with the children Indoor and Outdoor Supervision Plans that outline the best placement of staff when supervising these areas
- Regularly review Indoor and Outdoor Supervision Plans to ensure they are meeting the supervision requirements of the service
- 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   |
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| November 2016 | Scheduled Policy Review – No changes made  |
| October 2018  | Scheduled Policy Review – Added in Indoor & Outdoor Supervision Plans, Toileting procedure, Active Supervision |
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