**Happy Little Butterfly**

**Early Learning Centre**

**Supervision Policy**

**Aim**

“Adult supervision is a key factor in providing safe environments for children. Supervision, together with other risk minimisation strategies, can prevent or reduce the severity of injury to children” – extract from the NCAC website. Happy Little Butterfly believes children must be adequately supervised at all times that they are being educated and cared for both at the service and on excursions. The education and care service must prioritise regular assessment of their supervision practices in order to increase educator’s awareness of their duty of care and to continuously improve supervision procedures. Supervision is also an opportunity to actively engage with the children in the learning environment.

**Legislative Requirements**

Education and Care Services National Regulations 2017

Guide to the National Quality Standard 2017

National Quality Standard 2017

Work Health and Safety Act 2011

**Who is affected by this policy?**

Staff

Families

Children

Management

Visitors

**Implementation**

**The Nominated Supervisor and Approved Provider will ensure the service is, at all times:**

* Complying with the legislated educator-to-child ratios at all times (Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2017
* Counting only those educators who are working directly with children at the service in the educator to-child ratios
* Ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
* Ensuring that at least 2 educators are supervising children in the yard at all times during outdoor play

Ensuring at least educator is supervising areas containing climbing equipment when possible

* Ensuring that any water play is supervised by a staff member at all times
* Ensuring that staff are spread out and not congregating unnecessarily outdoors
* Ensuring that children being educated and cared for by the service are adequately supervised (refer to Definitions) at all times they are in the care of that service
* Consider the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan
* Identifying high-risk activities, including excursions through a risk management process, and implementing strategies to improve children’s safety e.g. increasing adult-to-child ratios above regulatory requirements
* Ensuring supervision standards are maintained during educator breaks, including during lunch breaks
* Providing safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards
* Providing staff rosters, and casual and relief staff lists
* Developing procedures to inform casual and relief staff about the supervision strategies outlined in this policy
* Evaluating supervision procedures regularly in consultation with the Nominated Supervisor, educators and management representatives.
* Liaising with site advisory committees with regard to action should suitable relief staff not be available

**Parents/guardians are responsible for:**

* Ensuring educators are aware that their children have arrived or departed
* Ensuring that doors and gates, including playground gates, are closed after entry or exit
* Being aware of the movement of other children near gates and doors when entering or exiting the service
* Enabling educators to supervise children at all times by making arrangements to speak with them outside program hours
* Supervising their own children before signing them into the program and after they have signed them out of the program
* Supervising other children in their care, including siblings, while attending or assisting at the service.

**Definitions:**

Adequate supervision: (In relation to this policy) supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used. Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

* number, age and abilities of children
* number and positioning of educators
* current activity of each child
* areas in which the children are engaged in an activity (visibility and accessibility)
* developmental profile of each child and of the group of children
* experience, knowledge and skill of each educator
* need for educators to move between areas (effective communication strategies)

**Sources**

Education and Care Services National Regulations 2017

Guide to the National Quality Standard 2017

National Quality Standard 2017

Work Health and Safety Act 2011

**Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Originated: January 2020 Date for next review: January 2021**