



Supervision Policy

Aim

To ensure that the supervision of children is a primary focus at all times, guaranteeing the safety and wellbeing of every child.

To build educators' capacity to supervise while engaging in meaningful and respectful interactions with children.

Implementation

The preschool has high expectations for all educators to engage in appropriate and supportive supervision methods at all times when working with the children. These include the following:

- At all times during normal operation, the ratios of educators to children will reflect, at a minimum, the required numbers of 1:10 for 3-6 year olds and 1:5 for 2-3 year olds.
- Wherever possible, we will offer above ratio levels of educators. We believe improved educator to child ratios are a major factor in providing a relaxed, high quality care environment for children where each child is able to receive more attention, whilst maintaining a safe learning environment. This allows us to devote more time to those important day to day routines such as nappy change, toileting, changing of clothes and transitioning of children, as well as providing an inclusive learning environment for children with additional needs. Enrolment of children aged 2-3 years is usually kept to a minimum (up to 5 at any one time) for the same reasons.
- Supervision is understood to mean that at all times children are within sight and/or can be heard by an educator.
- When moving from one environment to another, educators will double check that all the children have successfully transitioned and no-one has been left behind. Examples include moving indoors after outdoor playtime, or moving from the church to the outdoor setting.
- Educators will be aware of how many children and how many educators are in each space at any one time and will monitor changes as children arrive or depart the group or setting.
- When engaged with children in small group experiences educators are expected to scan the rest of the environment to maintain appropriate supervision.
- Educators are reminded to position themselves where they can scan the largest section of the environment when engaging with children. For example, back to a wall, in a corner etc.
- Educators are counted in ratios when directly working with the children, therefore educators are provided non-contact time or work-from-home hours to focus on tasks such as documentation and administrative tasks so as to not impact the ratios in the room or distract from care of the children. Non-contact time is recorded on the Staff Sign-in Record each day.
- Educators are always expected to communicate their whereabouts to ensure that any gaps in supervision can be taken up by another educator. This includes leaving the room to go on a break, support a child with their needs, engage in routine tasks, etc. It is important that educators receive confirmation they have been heard, before leaving the space.
- Educators will keep discussions to a minimum when engaged with the children. This not only promotes better supervision, but also allows educators to focus on their interactions with the children.



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- Educators are expected to be engaged with children during play in small groups while actively supervising, and not to be standing around the environment passively supervising. Body language while supervising should remain open and engaging e.g. no crossed arms, hands in pockets etc.
- Through the use of risk assessments and critical reflection educators will be able to identify the experiences and activities that require closer supervision and plan for these accordingly. These include water play, bathrooms, high obstacle courses, meal times, use of machinery and tools, use of resources that can present injury/incident opportunities, etc.
- An influx of incidents or injuries in a specific area or using specific equipment, will result in a discussion on why this is occurring and may lead to the supervision plan being amended. The Supervision Plan is displayed on locations throughout the preschool learning environment. The plan will be reviewed informally at each staff meeting and formally once a year. The supervision plan will be used to review educator practices in the area of supervision.
- Students and volunteers are never to be left alone with children as they are not included in ratios, and must always be accompanied by an employed educator.
- Any identified gaps in practice or need to change practice around supervision will be communicated to all educators via the Communication Diary, email or at staff meetings where the outcome will be documented in the meeting minutes.
- When leaving the premises for an excursion or during an evacuation, the supervision of all children remains a priority. There may be times on excursions that additional adults will be invited along to help maintain supervision, based on the risk assessment. Despite this additional support the volunteers will not have direct supervision responsibility.
- We acknowledge that there may be times that ratios may not be able to be maintained due to a serious incident outside of our control. During these times, to increase supervision of the children, they should be gathered into a central location and engaged in a group experience, such as reading a story or singing songs, to allow for ease of supervision at this time until such time as the ratios can be re-established.

Working Safely in the Indoor/ Outdoor Environment

Safety and supervision when engaging in an Indoor/ Outdoor program requires a higher degree of consideration on the part of each member of the educating team.

It is the responsibility of educators to ensure they are distributed throughout the learning environment to maintain safe spaces and effective learning environments for all children at all times. Communication between members of the educating team is key and educators are expected to make informed decisions about their location and engagement. Each educator is expected to monitor the space around them and to negotiate necessary changes to supervision with other team members in a professional manner eg This may require one team member to move from one space to another to maintain safe supervision.



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Supervision in relation to Child Safe practices (see also the SPCP Child Safe Practice policy).

Our supervision plan ensures that when using the inside and outside spaces simultaneously, educators are aware of the need for communication and placement that allows for all children to be safely monitored at all times, whilst also ensuring a Child Safe environment and the protection of both children and educators.

Although we use the indoor and outdoor environments simultaneously and on occasion the church space also, and often engage in small group learning, each educator who is working with children will be within sight and/or sound of at least one other educator at all times.

Source

Quality Area 2 Active supervision: ensuring safety and promoting learning (ACECQA, 2020)
<https://www.acecqa.gov.au/sites/default/files/2020-08/QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning.pdf>

(shared with members of the educating team during policy review process - Aug 2023.

Compliance evidence

Education and Care Services National Regulations (2018) 101, 115, 122, 123, 168,

National Quality Standard 1.2, 2.1, 2.2, 3.1, 4.1, 4.2, 5.1, 7.1

Date of last review: This is a new policy designed to reflect policy of supervision including of water activities (as per regs).

Date of current review: Dec 2023

Date of next review: Dec 2024.

Approved by: Lisa Collins (Director)/ Barbara Black (Treasurer).