 **Wattle Grove Long Day Care Centre**

**Burdekin Court, Wattle Grove**

**ABN 68 056 805 371**

Postal Address:8 – 10 Burdekin Court

WATTLE GROVE NSW 2173

**Phone: 02 9825-4700**

**SUPERVISION OF CHILDREN POLICY 2022**

Updates in Yellow

**Links Education and Care Services National Regulations 2011, National Quality Standard 2011**

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| Regs | 85 | Staff members and family day care educators not to be affected by drug or alcohol |
|  | 99 | Children leaving the education and care service premises |
|  | 100 | Risk assessment must be conducted before excursion |
|  | 101 | Conduct of risk assessment for excursion |
|  | 102 | Authorisation for excursion |
|  | 115 | Premises designed to facilitate supervision |
|  | 120 | Educators who are under 18 to be supervised |
|  | 158 | Children’s attendance records to be kept by approved provider |
|  | 168 | Education and care services must have policies and procedures |
|  | 176 | Time to notify certain information to Regulatory Authority |

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| QA | 2.1.1 | Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation |
|  | 2.1.2 | Effective illness and injury management and hygiene practices are promoted and implemented |
|  | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |
|  | 2.2.2 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented |
|  | 3.1.2 | Premises, furniture and equipment are safe, clean and well maintained |
|  | 4.2.1 | Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills |
|  | 4.2.2 | Professional standards guide practice, interactions and relationships |
|  | 6.1.1 | Families are supported from enrolment to be involved in the service and contribute to service decisions |
|  | 6.1.2 | The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing |
|  | 6.1.3 | Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing |

#### Purpose

The Approved Provider/ Nominated Supervisor must ensure that children at Wattle Grove Long Day Care Centre are adequately supervised, having regard to their ages and ratio requirements set out in the National Regulations **(National Regulation 122, 123, 271)**.

All educators under the age of 18 will be supervised at all times when working with the children **(National Regulation 120)**.

**Strategies**

**Strategies and practices**

* The design and layout of the Service, including the entrance, perimeter fence and gates, have been approved under the Building Code of Australia and meet all other regulatory requirements. They enable visual supervision of children at all times without compromising the children’s dignity and rights.
* The Nominated Supervisor ensures that educators consider supervisory line-of-sight whenever they arrange the furniture and equipment in the indoor and outdoor play spaces.
* Educators conduct daily safety checks of the building, equipment and general environment, and take any corrective actions necessary (e.g. remove unsafe item) and /or inform the Nominated Supervisor of any matter requiring attention so that a risk assessment can be undertaken). Refer to the Service’s *Safe Play Spaces Policy*.
* All educators employed at the Service possess qualifications which meet or exceed the regulations (e.g. academic, first aid, CPR, asthma and anaphylaxis, working with children check).
* Educator-to-child ratios comply with regulatory requirements at all times. Educators under 18 years are always supervised. Students and volunteers are never alone with an individual child or group of children. Similarly, a carer working with a child under the Inclusion Support Funding Agreement is not given responsibility for other children.
* Children are effectively supervised at all times. The supervision takes into account the number of children, their ages and abilities, the group composition and dynamics, the area of play, and the activity (e.g. water play). Educators are actively involved in children’s play so are able to anticipate hazardous situations and to respond to children who become distressed for any reason. Educators inform other team members if they need to leave the area for any reason (e.g. collect a resource, go to the bathroom). Educators’ rest pauses are taken when it is safe to do so.
* During staff meetings, educators discuss each other’s experience, knowledge and skills, and the need to support one another to ensure that children are effectively supervised especially during shift changes. Additional educators are employed if the Nominated Supervisor deems it necessary for effective supervision.
* The Service has systems which ensure that all children are accounted for at all times. However, in the unlikely event that a child cannot be accounted for, the Nominated Supervisor is notified immediately. Refer to the Service’s *Delivery and Collection of Children Policy*.
* Any excursions or routine outing is conducted according to the Service’s *Excursion Policy.* A detailed assessment, including a visit to the proposed site, is conducted and documented, and the result communicated to parents before seeking written parental permission. Only those children who have written permission are included in the excursion. Educator-to-child ratios are maintained and include educators with current first-aid and CPR qualifications, and asthma and anaphylaxis training.
* On arrival each day, parents are asked to communicate any information about their child that will assist the educators to ensure their child’s wellbeing and to support consistency between the child’s experiences at home and at the Service. For the same reasons, parents collecting their child are encouraged to ask educators about their child’s day.
* Every child in care in the Service is signed in on arrival and signed out on departure. On arrival and departure, the accompanying adult must print their full name, enter the time and sign the Attendance Record Sheet. Educators check this sheet once the majority of children have arrived and note any children who are present but not signed in.
* In the event of an emergency evacuation or lockdown, the Attendance Record Sheet is used to ensure all children at the Service are accounted for. Refer to the Service’s *Evacuation and Lockdown Policy*.
* A child is only released into the care of a parent or an authorized nominee listed in the enrolment form, or to an adult who has been given written authorization by the parent or authorised nominee. Photo ID is necessary. In the event of an adult without photo ID seeking to collect a child, the Nominated Supervisor will contact the child’s parents to confirm the person’s identity (e.g. by asking the parent who is collecting their child today and asking them to describe the person). Educators have access to the details of all people authorised to collect children. These details are updated every six months or at any time a parent provides new information.
* A child is never released to anyone under the age of 16.
* Families need to provide the Service with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child. These are kept on the child’s file, and immediately accessible.
* All visitors are to complete the Students, Volunteers and Visitors Sign-in Sheet. Details to be provided are the date, printed name, address and telephone number, brief reason for visiting, time in and time out, and to sign. All staff sign the time book. Refer to the Service’s *Students, Volunteers and Visitors Policy.*
* Sleeping children are supervised in accordance with the Service’s *Sleep and Rest Policy*. Sleeping children are always within sight and hearing distance of an educator. The viewing window to the cot room is kept clear of obstruction. Educators enter the sleep room every 10 minutes to closely check each sleeping infant’s breathing and colour and initial the Sleep and Rest Register. Unwell children are checked more frequently.
* Educators follow the Service’sNappy Change Procedure when changing nappies. Physical contact is always maintained when a child is on the change table. Refer to the Service’s *Nappy Change and Toileting Policy*.
* At the end of each day, educators check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the Service closes. In the unlikely event of a child being mistakenly locked in the Service, the Regulatory Authority would be notified within 24 hours.

**Additional safe practices for babies**

* To be vigilant in regularly checking sleeping babies, and in recording the times babies were checked.
* To ensure students adhere to the Service’s policies concerning babies.

**Indoors**

Supervising Educators/Staff should give their attention to the children and not to other duties.

When children are resting or sleeping they will be supervised at all times having regard to their age and ratio requirements. Educators/staff ensuring that sleeping infants are closely monitored and that all sleeping children are within hearing range. During hand washing and/or toilet times children will be supervised in the bathroom area. Toddlers and children undergoing toilet training will not be left unsupervised in the bathroom.

Rooms should be set up in a way that enables educators from all angles to effectively supervise children wherever they might stand or sit with children. Where there are areas to hide – educators must be nearby to have visual of all children in that area.

**Outdoors**

When supervising outdoors, Educators/staff will position themselves to maximise their view of as much play area as possible. One Educator/staff member should be positioned alongside the climbing equipment as often as possible. Where there is any water activity provided, one educator/staff member will supervise this area at all times. Except for brief discussions or concerns regarding children or matters relating to the service, Educators/staff will not congregate outside.

Ratio requirements to be met in NSW are as follows:

* Children under 2 years of age must have a 1:4 ratio
* Children 2-3 years of age must have a 1:5 ratio
* Children 3-5 years of age must have a 1:10 ratio
* Children over preschool/school age is a 1:15 ratio

Mixed age groups are allowed in the service as long as the lower ratio is maintained. Occasionally an older child may visit a lower ratio room such as a 3 year old going into the 2-3 room. In this case the 2-3 ratio of 1:5 is maintained.

#### Responsibilities of the Approved Provider

The Approved Provider must ensure that children at the Education and Care Service are adequately supervised. They must ensure that educators/staff are only counted in ratios if they are working directly with children and have or work towards an approved early childhood qualification **(National Regulation 13, 122, 126 (b))**.

Anyone who is supervising children should be:

* Sympathetic to the welfare of children
* Have adequate knowledge, understanding and experience of children so as to be capable of meeting their needs
* Able to adequately care for and understand where supervision is required
* Of suitable age, health and personality to care for children
* Of good character
* Have received suitable training in the proper care of children

The Approved Provider must have regard to the size and composition of groups in which children are being educated and cared for by the service.

The Approved Provider must ensure that no member of staff who is supervising children both supervises children and performs other duties at the same time if those duties would adversely affect the quality of supervision.

* Minimum Educator qualification requirements are recognised and adhered to according to legislative requirements.
* The Service maintains the required educator-to-child ratio working directly with children at all times, based on the ages and number of children being educated and cared for at the Service.

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| AGE GROUP | EDUCATOR TO CHILD RATIO |
| For children from Birth to 24 months of age | 1:4 |
| For children aged 24 months and less than 36 months of age | 1:5 |
| For children aged 36 months of age or over | 1:10 |
| For primary school aged children | 1:15 |

The above table contains educator to child ratio requirements for Centre based services in NSW

#### Responsibilities of the Nominated Supervisor

* The Nominated Supervisor will ensure that the Education and Care Services National Regulation, Children (Education and Care Services National Law Application) Act and the National Quality Standards in relation to the supervision of children are adhered to at all times.
* All Educators, permanent and relief staff, will be made aware of this policy regarding adequate and responsible supervision of children during their staff induction.
* Staff shifts and routines will at all times provide for enough staff to be available for the adequate supervision of children.
* In any situation where adequate supervision of children is compromised, any educator/staff member on tea or lunch breaks must be prepared to be called on duty.
* Ensure that all Educators are aware of all children and their environment
* Ensure Educators are aware if they need to move away from the children, another Educator is to replace them.
* Develop, maintain and regularly review a supervision plan and strategies for both the indoor and outdoor areas.
* Adopt accepted best practice; ensuring no staff member is left alone with a child to support child protection protocols.
* Ensure that a Risk Assessment and Management Plan is carried out before an authorisation is requested for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.
* Ensure that parents are notified as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the Service. Details of the incident/situation are to be recorded on the Incident, Injury, Trauma and Illness Record.
* Ensure that if the incident, situation or event presents imminent or severe risk to the health, safety, and/or wellbeing of the child or if an ambulance was called in response (not as a precaution) the regulatory authority will be notified within 24 hours.

#### Responsibilities of the Educators

* All educators will follow and implement the supervision plans that the Nominated Supervisor or other responsible person has created.
* If there are any concerns raised amongst educators regarding supervision or areas of concern, please share with the Nominated Supervisor.
* Have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment.
* Ensure any educators under the age of 18 years old are never left alone with children.
* Ensure that no child is left alone while eating or at nappy change and toileting times.
* Supervise children during rest time in accordance with the Sleep and Rest Time Policy.
* Ensure that hazardous equipment and chemicals are inaccessible to children.
* Continuously scan and look around the area to observe all the children in the vicinity.

#### Responsibilities of the Families

* Families are encouraged to share any concerns they may have in regards to the supervision of their child or other children in the service. Additionally, please share any concerns you might have about ratios not being upheld at all times.
* Ensure children are dressed wearing appropriate clothing, including footware appropriate for climbing/running/riding.

Ensuring children do not wear jewellery/religious jewellery that can hinder their safety. (entrapment, suffocation)

#### Related Statutory Obligations & Considerations

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| **Australian Children’s Education and Care Quality Authority (ACECQA)** | http://www.acecqa.gov.au/ |
| **Children (Education and Care Services) National Law (NSW) 104a** | https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full |
| **Department of Education** | http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care |
| **Early Years Learning Framework (EYLF)** | http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging\_being\_and\_becoming\_the\_early\_years\_learning\_framework\_for\_australia.pdf |
| **Education and Care Services National Regulations** | http://www.legislation.nsw.gov.au/#/view/regulation/2011/653 |
| **National Quality Framework (NQF)** | http://acecqa.gov.au/national-quality-framework/ |
| **United Nations Convention on the rights of the child** | https://www.unicef.org.au/ |

**Related Telephone Numbers**

* Early Childhood Directorate - 1800 619 113
* ACECQA - 1300 422 327
* Kidsafe - 9845 0890

**Links to service documents:**

* Supervision plan
* Risky play risk assessment
* Questionnaire on Risk play form
* Equipment checks to daily checklist.

#### Amendment History

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| --- | --- | --- |
| **Version** | **Amendment** | **Date** |
| Previous Kids Club generated policy | Previous policy name; Supervision policy  Adaptation of ACA policy  Review -added links to QS, sources. Links and family’s responsibility | May 2018  September 2020  May 2022 |

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

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| Date: | May 2022 |
| Version: | 01/2020 |
| Last Amended By: | Julia Koti, Kelly Hirst, Olivia Savanah |
| Next Review: | May 2024 |
| Position: | Approved Provider/Director |

**Sources**

1. Education and Care Services National Regulations 2011
2. Guide to the National Quality Framework 2018 (September 2020 Update): Section 4 – Operational Requirements <https://www.acecqa.gov.au/sites/default/files/2020-09/Guide-to-the-NQF-September-2020.pdf> accessed 30 December 2020

Acknowledgement to ACA policy team Dr Brenda Abbey

* Kidsafe- Playground safety information Facts sheets sourced 23rd May 20222