



CHILDREN'S SERVICES Supervision Policy

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1. Introduction

Supervision is a key aspect of ensuring that children's safety is protected in Children's Services operated by Coast Community Connections LTD environments. Educators will supervise children at all times (including while they are asleep) having regard to their ages, physical and intellectual development and to the activities in which they are engaged. An individual child or groups of children will not be left unsupervised either indoors or outdoors at anytime. The National Law sets out a range of higher order offences including failing to adequately supervise children.

2. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD) and our employees. This applies to Early Childhood Programs, Occasional Care, Out Of School Hours Care and Vacation Care programs and Services.

3. Policy

3.1 The interactive supervision of the children (seeing &/or hearing) is a key component in providing quality child care and promoting the safety and well being of children in care.

3.2 The adequacy of supervision should be determined by a range of factors, including:

- 3.2.1 Number, ages and abilities of children
- 3.2.2 Positioning of an Educator
- 3.2.3 Each child's current activity
- 3.2.4 Areas where children are playing, in particular the visibility and accessibility of these areas
- 3.2.5 Risks in the environment and experiences provided to children
- 3.2.6 The Educators' knowledge of each child and each group of children

3.3 The nature of the supervision will vary depending on the age of the child. A child should not be left unattended, particularly when eating, bathing or while on a high surface (eg. nappy changing, high chairs).

4 Procedures and Implementation

- 4.1 Individual children or groups of children will not be left unsupervised either indoors or outdoors at any time.
- 4.2 The Child staff ratios will be maintained at all times. These ratios are in accordance with the relevant Education and Care Services National Regulations
- 4.3 Sleeping children should be regularly monitored during sleep time. Sleeping children should always be within sight and hearing distance so that Educators can assess the child's breathing and colour of their skin to ensure their safety and wellbeing.
- 4.4 Equipment, furniture and activities should be arranged to ensure effective supervision while also allowing children to access private and quiet spaces.
- 4.5 When Children have access to both indoor and outdoor areas at the same time, at least one Educator will be supervising in each area and Educators will communicate with each other before changes in supervision occur.
- 4.6 Educators will ensure that supervision arrangements are flexible to allow supervision of individuals or small groups of children, such as children while sleeping or when both indoor and outdoor experiences are offered to children
- 4.7 Adequate supervision means that an Educator can respond immediately, including when a child is distressed or in a hazardous situation.
- 4.8 Effective supervision requires Educators to be actively involved with children. It is a requirement of this policy that Educators do more than merely 'stand back and watch'. Educators will not be expected to perform other duties that could impede on their ability to actively supervise all children.
- 4.9 During a nappy change, a child should never be left alone on the change table or changing surface and physical contact should always be maintained with the child.
- 4.10 Toileting facilities should be able to be conveniently accessed by children from both the indoor and outdoor spaces of the education and care service premises.
- 4.11 The sign in and our sheet as well as all areas in the Service will be check at the end of each day by two Educators, to ensure that all children have been collected by an authorised person.

Other related policies and procedures

- Sleeping children
- Excursions
- Visitors
- Missing children
- Indoor/outdoor Environment

Forms and Records

Educator sign in and out forms