



## Supervision of Children Policy

### **Aim:**

This supervision policy is important not only for children, families and staff, but relates to every person who enters the service's premises.

Aim: To ensure the safety, health and wellbeing of all individuals at the service at all times. As a result Maryland Care & Early Education will abide by the following procedures to ensure that all children are supervised appropriately.

Our service defines active supervision as a combination of listening and watching to ensure the health and safety of all children. It's about promoting, supporting, extending and challenging children's learning and development at the same time being aware of the environment and it's potential risks, time of day and managing small and large groups of children.

### **Legislative requirements / Sources:**

Children's and young person's care and protection act 1998  
Education and Care Service National Regulation- Regulation 101: Conduct of risk assessment for excursion, Regulation 105: Furniture, materials and equipment.  
OH & S Act 2000  
National Quality Standard- Area 2 & Area 4

### **Implementation:**

Maryland Care & Early Education Centre are committed to

- Complying with the NSW Education and Care Services National regulations 2017 adult/child ratios.
- Ensuring that children are supervised at all times.
- Considering the design and arrangement of the children's environment to foster active supervision and ensure the health and safety of everyone at the service.
- Ensuring that at least two staff members are on the premises at all times for the safety of both staff and children.
- Guiding staff to position themselves both indoors and outdoors appropriately in order to maintain maximum supervision of all children at all times of the day. All staff need to be scanning the environment and be aware of what is happening around them . All staff are responsible for ensuring that they are supervising their area appropriately and communicate effectively with other staff e.g. leaving the room, packing away, toilet breaks.

- Guiding staff to make decisions about when children’s play needs to be interrupted and redirected.
- Supporting staff and their care giving strategies through providing relevant and up to date information on current practice.
- Providing consistent supervision strategies when the service requires relief staff. Permanent staff will model appropriate strategies for casuals.
- Acknowledging and understanding when supervision is required for high risk experiences e.g water play, scissor activities, meal times, excursions
- Students, volunteers and other persons not employed by Maryland Care & Early Education Centre will not be used as a staff member and therefore will not be left unsupervised with children.
- Workers, contractors and visitors to the centre will not be left unsupervised or left with the children by themselves. They are required to sign in and out in the visitors register.
- W H & S policies, in accordance with the guidelines, will be followed to maintain the health and safety of all children
- A working with children check will apply to staff that have contact with and are responsible for the supervision of children.
- Completing a lock up checklist at the completion of late shift to ensure that no children are left unsupervised at the centre after closing time. This involves checking the cots for sleeping children, scanning indoor and outdoor play spaces and ensuring that all children signed in on the attendance register have been signed out.

<b>Review:</b>
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This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy is available in other languages upon request.

Last Review: February 2018

Next Review: February 2020