

Supervision of Children

Purpose

ECMS has a supervision procedure that meets Education and Care Services National regulations 2011 and ensures that children are adequately supervised at all times by qualified Educators and there is adherence to the maintenance of the legal child/staff ratios

ECMS Educators have a duty of care to actively care for, interact with and supervise the children in their care at all times whether they are indoors, outdoors, sleeping, using the toilets or on excursions. Every child in ECMS services will be in the care of an educator and that person is responsible for the safety and wellbeing of that child during the time they spend in ECMS care. Children will be supervised constantly, actively, positively, respectfully and diligently.

Principle

Active and Purposeful Interaction Care and Supervision

The care and education offered at ECMS services involves meaningful, purposeful and careful interactions with children at all times. Every experience is a potential learning experience from nappy changing to reading. Children will be encouraged to explore, be curious and make decisions about what they do. Children will be supervised at all times, both inside and outside. They will be encouraged to use and explore the variety of spaces available to them and have a context and understanding of where they are, where the centre is in relation to the rest of the community. Constant supervision and the whereabouts of children at all times is critical part of the educator's duty of care.

Procedures

Educators will:

- Monitor indoor and outdoor environments daily for hazards
- Arrange the environment to facilitate choices for children and ensure that their whereabouts is known to educators at all times
- Ensure that they are available and focused on the needs of the children at all times and be responsive and mindful in their care and supervision of children
- Be mindful of children's whereabouts, if they are out of sight (e.g. in a cubby or behind a tree or hiding), educators are aware of where they are at all times
- Be especially mindful of risks when children are engaged in activities such as cooking and play that is in or near water
- Be in close proximity to the children at all times to enable prompt intervention to prevent injuries e.g. on climbing equipment
- To intervene when necessary to manage any inappropriate behaviour in order to safeguard the children from psychological or physical harm
- Ensure that there is a balance of activities to allow for appropriate supervision and to ensure that educators resources are not stretched
- Build relationships with children and develop an understanding of their needs in terms of supervision, assistance and developmental stage and milestones
- Regularly account for each child especially at transition times, after a break, when moving indoors from outdoors and moving from one room to another

- Ensure children are accompanied by an adult at all times
- Nominated Supervisor to regularly check sign in/out book is completed correctly
- Be aware of the people who have the authority to collect children and will only ever release children into the care of authorised people
- Ensure that conversations with families, visitors and staff are conducted at times when supervision practices are not compromised
- Ensure that parents are informed of the importance of shutting gates and doors, ensuring that they do not let any children other than their own out of the building or grounds
- Ensure particular care is taken to develop procedures that ensure children are adequately supervised during peak pick up and drop off times
- Ensure that when visitors or students are present at the service they are always supervised by ECMS staff

Educator's Communication:

Educators will work together as a team and foster open and supportive communication whilst caring for children. ECMS Educators will:

- Inform each other before they leave an area they are supervising and inform each other when they return
- Seek support and advice from each other when supervising the children
- Remind each other of service practices
- Continuously assess and review care and supervision practices of children to meet each individual child's needs.

Educator Rosters:

The ECMS Educator's roster and routines are designed to maximise the consistency of interaction, care and supervision of children by ensuring that:

- Child/Educators ratios are maintained at all times
- Educators are available to meet and farewell children and families
- Educator standards are maintained during break times
- Educators will inform their colleagues if and when they leave rooms
- Programs and experiences are well supported by active supervision by ECMS Educators
- Children are well cared and supervised at all times with particular attention to personal care i.e.
 - Toileting
 - Nappy Changing
 - Eating and Drinking
 - Sleep/Rest Periods

In addition when planning excursions ECMS will only run an excursion if there is adequate staffing for the presenting needs of the children. This may mean higher child staff ratios at times.

Policy Created Date	July 2014, Reviewed September 2016
Policy Review Date	September 2018
Sources and Further Reading	Education and Care Services National Regulations 2011 Regs - 101,115, 176,,168 Education and Care Services National Law Act 2010 Section - 165-167,174
Related to NQS Q.A	1, 2, 3, 4, 5, 6, 7