

Supervision is an integral part of the early childhood education experience. At its most basic level, supervision helps to protect children from hazards or harm that may arise in their daily experiences in play, interactions with others, and daily routines.

Educators have a duty of care to ensure children are supervised at all times, maintaining a safe and secure environment adhering to National Regulations. Supervision, together with thoughtful design and arrangement of children's environments, assist in the prevention and severity of injury to children.

Educators will actively supervise children, identifying risks and take all necessary steps to prevent or minimise injury. Effective supervision also provides educators with the opportunity to support and build on children's play experiences.

Management will ensure:

- The premises and facilities are designed and maintained to facilitate supervision of children at all times while maintaining the rights and dignity of all children.
- An IRMS report is notified within 12 hours of any serious incident occurring.
- Minimum educator qualification requirements are recognised and adhered to according to legislative requirements. At our Centre we work with a minimum 1:10 ratio.

Management and/or Nominated Supervisor will:

- Ensure that all educators are aware of all children and their environment
- Ensure educators avoid activities or actions that will distract them from supervision, such as speaking to other educators for long periods of time, taking personal phone calls, using mobile phones or administrative/non-contact tasks
- Ensure educators are aware if they need to move away from the children, another educator is to replace them.
- Ensure educators **move around the environment** to ensure the best view of the area and to avoid standing or sitting with their back to children
- Develop risk assessments for excursions to ensure adequate supervision of all children. The risk assessment will consider and identify the number of adults required (minimum 1:6) to ensure continuous adequate supervision throughout the excursion.
- Ensure parents are notified if their child is unwell and needs to go home or is involved in a serious accident at the Centre. Details of the incident to be recorded on the Incident, Injury, Trauma, and Illness record. The Director will follow up with parents within 24 hours of the serious incident regarding the child's health status.
- Ensure if an incident 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) an IRMS report is lodged within 12 hours.

Educators will:

- Have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment.
- Implement correct supervision strategies and **not perform other duties while responsible for the supervision of children**. When sweeping paths, wiping down tables, etc. a child or children should be engaged with the educator thereby involving them in a learning experience.

- Support less experienced educators by redirecting them as needed to effectively supervise children's play.
- Inform new and relief educators about supervision arrangements, outlining their supervision responsibilities and redirect them as needed
- Arrange the environment to maximise the ability of educators to supervise all areas accessible to children. Emphasis will be on gates, the fence line and doors during arrival and departure times.
- Ensure that careful thought and planning goes in to the set up of the learning environment to ensure adequate supervision of children.
- Communicate with each other about their location within the environment (eg notify if leaving the area to go to the toilet or other purpose).
- Maintain correct ratios
- Do ongoing risk assessments about who/where the support of an educator is most needed
- Ensure all children are within sight and hearing of educators
- Ensure every child is supervised whilst eating and drinking
- Supervise children who are sleeping/resting
- Ensure hazardous equipment and chemicals are inaccessible to children
- Scan the environment while interacting with individuals or small groups
- Continuously scan the play space to observe all children in the vicinity
- Listen closely to children whilst supervising areas that may not be in a direct line of sight
- Supervise children closely at water play experiences
- Ensure that when the drum has sounded and group times are beginning that all children have come inside. Know how many children are present and do head counts when children come inside.
- Position themselves to have maximum view of all children within the area

Consideration will be given to the design and arrangement of children's environments to support active supervision by:

- Using supervision skills to recognise areas of risk therefore reducing the potential for injury or incident to children and adults
- Guiding educators to make decisions about when children's play needs to be interrupted and redirected
- Providing consistent supervision strategies when the Centre requires relief educators
- Providing direct and constant monitoring to children undertaking activities that involve some risk and recognising when the ratio of educators to children may need to be increased.

Sources:

Early Childhood Australia Code of Ethics (2016)

Guide to the Education and Care Service National Law and the Education and Care Service National Regulations (2023)

Guide to the National Quality Standard (2018)

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