

4.08 SUPERVISION

Purpose Statement

Education and Care Services have a duty of care to provide children and families with a safe and healthy environment. Supervision is an important practice within a Family Day Care setting to protect the health and wellbeing of children and promote, support and challenge a child's learning and development.

Scope

This policy applies to educators, contractors, children and families.

Definitions

Active supervision: is a combination of listening to and watching children play, being aware of the environment and its potential risks, the weather conditions, the time of day and managing small and large groups of children whilst challenging a child development.

Policy Statement

TO ENSURE THE ACTIVE SUPERVISION OF CHILDREN BY UPHOLDING EDUCATOR/CHILD RATIOS AND MONITORING ALL PROGRAM ACTIVITIES.

Procedures

General

1. Educators have a legal duty of care to provide active supervision at all times while children are in care. Consequently, they must be fully aware of each child's whereabouts and alert to their needs at all times.
2. Educators must give consideration to the design and arrangement of children's environments to support active supervision. For example, organise play based activities in a central position and do not scatter throughout different rooms.
3. Children are not to be left unattended at any time. Independent play, within an approved safe area, is to be within the sight and/or hearing of the educator.
4. Educators must closely supervise children in their care, while still allowing them opportunities for exploration and supporting appropriate risk taking within safe boundaries.
5. Increased supervision is required when children are involved in high risk activities (ie an excursion near a water hazard or an outing amongst crowds).
6. Educators must directly supervise children during meal times.
7. Children are not to be left unsupervised in a car for any reason.

Educator/Child Ratios

1. Educators can provide approved care for **four pre-school aged children** and an additional **three school aged children**, totalling **seven children at any one time**. The educator's own children and



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other children in the premises count towards the limit of seven if they are under the age of 13 and there is no other adult caring for these children.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004
- Working with Children Act 2005

Related Policies & Links

- *Excursions and Outings* procedure
- *Allowable Numbers* procedure