



OBJECTIVE

This policy aims to ensure Busy Bees employees understand their duty of care to supervise children being educated and cared for at all times whilst at the Service, and on excursions. This duty of care comes with any position or role within our early childhood Service.

Busy Bees have a responsibility to maintain a safe and secure environment adhering to National Regulations. Supervision, together with thoughtful design and arrangement of care environments, assists in the prevention and severity of injury to children.

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

SCOPE

Management, Children, Employees, Visitors, Volunteers and Families

POLICY

Busy Bees encourage the protection and safety of the children in our care and take this responsibility seriously. Our duty of care towards children exists at all times and one part of this duty of care is that the approved provider, nominated supervisor, responsible person and employees are each responsible for ensuring that children are supervised at all times they are in the service's care.

While educator to child ratios alone do not determine adequate supervision, our Services will provide and maintain the legislative educator to child ratio requirements to promote supervision of all children in the Service at all times. Minimum ratio requirements are state specific and details can be found on the ACECQA website.

Supervision is critical to the safety of children and helps to protect them from hazards or harm that may arise in their play and daily routines. Adequate supervision means that an employee can respond immediately, including when a child is distressed or in a hazardous situation. Supervising children involves more than keeping an eye on each child and within sight and/or hearing. It also encompasses knowing the individual children in the group, the group dynamics and being aware of 'where' 'what' and 'who' someone is in the Service.

A range of factors that determine supervision requirements will be used across Busy Bees Services when developing Supervision Plans and Risk Assessments such as: the number, age and abilities of children; the number and positioning of employees/adults; and the activities and environments children are engaging in i.e. visibility and accessibility to area's posing potential viewing restrictions.

All Educators working directly with children will know at all times how many children they are caring and responsible for, and they will communicate to their colleagues effectively and immediately when leaving a room or care environment, ensuring messages are clear and accurate. Records of Educators working directly with children will be maintained by way of the employee schedules and timesheets, and completing Working Directly with Children Records.





Every Busy Bees child will be monitored actively and diligently. This will be supported by employees knowing where children are within all indoor, outdoor and playground environments, conducting ongoing head counts and completing ratio registers to ensure that all children are accounted for, bringing children together for water breaks, and through engagement with children. Where installed, Convex Mirrors will also provide additional assistance for employees in supporting supervision at the highest level.

At times where additional employees may be required to supervise and support children with additional needs, assist with planned events or through transitional stages etc., schedules will be developed accordingly to reflect the Service needs.

Adequate supervision will be provided when children are transported in a vehicle as per the Busy Bees Transportation policy and procedures.

Where there is an identified need to provide varied supervision requirements within a Service, an individual Service specific policy will be provided in conjunction with this policy. The document will stipulate the provisions required for the Service that must be implemented and followed by all employees, and will be identified with the same policy name and include '(Service Name)' in the title.

Effective supervision requires employees to be actively involved with children, teamwork and constant communication. Educators cannot merely 'stand back and watch' they must be interacting in children's play as appropriate to the individual situation.

Notification to the Regulatory Authority

The Regulatory Authority must be notified within 24 hours if a child:

- Appears to be missing or cannot be accounted for
- Appears to have been taken or removed from the service premises in a way that breaches the National Regulations, or
- Is mistakenly locked in or locked out of the education and care service premises

Families will be notified of any serious incident involving their child as soon as practicable but within 24 hours.

ENSURE SERVICE SPECIFIC DOCUMENTS ARE ATTACHED TO THIS POLICY AT ALL TIMES.

RELATED DOCUMENTS

Supervision affects all areas of quality education and care and should be considered as high priority at all times. Delivery and Collection of Children Policy, Managing Emergencies and Evacuations Policy, Code of Conduct Policy, Nappy Change and Toileting Policy, Safe Environment Policy, Sleep and Rest Policy, Incident, Injury, Trauma and Illness Policy, Medication Policy, Service Specific documents, Transportation Policy, Transporting Children Risk Assessment Template, and Transportation Checklist.



LAST REVIEWED	7/03/2022	Policies are reviewed per the policy evaluation cycle	VERSION	4	PAGE	2 OF 3
DOCUMENT NUMBER	QA2.2	This document is uncontrolled when printed and may be varied, replaced or terminated without notice.				



GOVERNANCE

National Law and National Regulations

Section 51(1)(a) 165 167 169 189

Regulation 85 86 87 90 91 97 98 99 100 101 102B 102C 115 120 122 123 126 132 133 134 160 161 162 166 168 176 177 178 264

National Quality Standard

Quality Area 2 Standard 2.2 Element 2.2.1, 2.2.2, 2.2.3

REFERENCES

Education and Care Services National Regulations

ACECQA Supervision Information Sheet

ACECQA Educator to Child Ratio

Supervision of Children – Victorian Government Fact Sheet

National Quality Standard

VERSION CONTROL

Version	Date	Owner	Responsibility	Change Description
1	01/07/2019	Chief Operating Officer	Policy Development Officer	Replace all previous supervision policy versions
2	30/10/2019	Chief Operating Officer	Policy Development Officer	Included Risk Assessment reference
3	01/06/2021	Chief Operating Officer	Policy Development Officer	Policy Reviewed
4	07/03/2022	Chief Operating Officer	Policy Development Officer	Inclusion of supervision for safe transportation.

