

Children's Health & Safety

# Supervision Policy.

## Our Vision.

To give every child **the best start in life.**

## Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

## Our Values.

- Care** We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued.
- Quality** We maintain the highest standards in care and safety and provide exceptional early years education.
- Service** We provide exceptional service and are integral to supporting parents bringing up children.
- Value** We provide outstanding value for our families.





Busy Bees Early Learning Australia has a responsibility to maintain a safe and secure environment for children to ensure they will thrive in their lives and learning adhering to National Regulations. Supervision, together with thoughtful design and arrangement of care environments, assists in the prevention and severity of injury to children.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 2 - Children's Health and Safety	
2.2 - Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency Management

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law - 165, 167, 174)
Part 4.1	Educational Program and Practice (Reg - 73, 74, 75, 76)
Part 4.2	Children's Health and Safety (Reg - 100, 101, 102, 102C, 102E, 102F)
Part 4.3	Physical Environment (Reg - 115)
Part 4.4	Staffing Arrangements (Reg - 120, 121, 122, 123, 126, 132, 133, 134)
Part 4.7	Governance and Leadership (Reg - 168, 176)

RELATED POLICIES	
Administration of Medication Policy	Health and Hygiene Policy
Bottle Preparation and Safety Policy	Incident, Injury, Trauma and Illness Policy
Child Safe and Physical Environment Policy	Nappy Change and Toileting Policy
Code of Conduct Policy	Transportation Policy
Delivery and Collection of Children Policy	Sleep and Rest Policy
Emergency and Evacuation Policy	Water Safety Policy

## PURPOSE

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

Employees will promote children's learning and development by creating physical and social environments that have a positive impact.

Employees 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

Children, Busy Bees Employees, Management, 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 always exists 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 always supervised while 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 always promote supervision of all children in the Service. Minimum ratio requirements are state specific, and details are provided on the ACECQA website.

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.

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

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

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.

## 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.

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.

## Working Directly with Children

All employees working directly with children must always know how many children they are caring and responsible for. 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.

## Supervision Plans

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.

**Supervision Engagement Stations** will be implemented. These are areas of the care environment that have been identified as high-risk supervision zones. These areas will be marked on the Service Supervision Plans and are accompanied by **Supervision Lanyards**.

## Transition of Children Across Environments

Supervision must be maintained when transitioning children from one care environment to another care environment. To ensure children are always accounted for, employees will conduct a head count of the children in their care and conduct a thorough sweep of the current area prior to transitioning to another area of the Service. An additional head count will be conducted upon arriving at their destination.

When transitioning children across levels in a multi-storey Service, employees will conduct head counts, check attendance rolls, and follow Transition of Children in Multi-Level Services procedures to ensure children are always supervised and accounted for.

## Service Specific Requirements

Where there is an identified need to provide varied supervision requirements within a Service, an individual Service specific policy and/or procedure will be provided in conjunction with this policy. The document will stipulate the provisions required for the specified Service that must be implemented and followed by all employees.

**Ensure any Service specific supervision documents are always attached to this policy.**

## SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions
2	14/11/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Inclusion of Multi-Level Transitions

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.