

TITLE:

SUPERVISION

Policy/policies	Excursions Policy Water Safety Policy Educational Program and Practice Policy
Regulation/s/ Standards	National Regulations 100, 101 NQS 2.3
Other procedures	Nappy Changing/Toilet Training Procedure Pet Management Procedure Safe Sleeping Procedure
References:	Kidsafe Child Accident Prevention Foundation of Australia. NSW Family Day Care Association
Date effective	February 2017
Date for review	August 2018
Purpose	To ensure the safety of all children and to reduce the possibility of accidents and injuries whilst in family daycare environments.
Responsibility	Educators, Educator Assistants, Relief Care Educators and staff

Key information

- ***Children in care must receive ongoing supervision by their Educator at all times.***
- ***Educators must ensure protective strategies are implemented when supervising children.***
- ***Principles of Supervision***
 1. ***Knowing: Be aware of where children are and the number of children you are supervising. This also involves being aware of activities and equipment which require special supervision. Eg safety near animals, water or turn taking.***
 2. ***Listening: Be alert for unusual sounds, crying or silence (a good indicator that something unusual may be happening).***
 3. ***Positioning self: Make sure you position yourself to get the best possible view of the whole environment.***
 4. ***Scanning: watching and being aware of all activities happening in the play area, and looking around regularly, especially while on excursions, and noting where other adults are situated at play session or on a group excursion.***

Procedure

General Supervision

- Educators must ensure that the children in their care are supervised at all times.
- While outside educators must be able to see and/or hear the children at all times
- Educators must not perform other duties that may distract them while supervising children in their care.
- While bathing a child or changing their nappy, the Educator must fully supervise and maintain physical contact with the child. No child should be left alone in the bath or on the nappy change mat.
- Equipment, furniture and activities should be arranged to enable effective supervision, whilst also allowing children access to private and quiet spaces.
- If animals are involved in a specific activity, educators must be closely supervising at all times.
- During high risk activities such as water play, using outdoor climbing equipment or being on the change table, children must be carefully supervised.

Supervision of Sleeping Children

- Educators must ensure sleeping children remain within hearing range and are visually checked every 15-20 minutes.
- After the child has been checked, it must be documented on child's sleep chart.
- Baby monitors may be used but not solely relied upon.

Supervision on Excursions

- While on excursions, vigilant supervision must be maintained and the children's safety considered at all times.
- An excursion risk assessment must be completed and handed to the Coordination Unit before all routine and non-routine excursions take place.

Supervision at Play Session

- Educators are responsible for the children they bring to play session.
- Educators and staff need to be aware of the safety of the entire group of children and to call upon assistance if required while at play session.
- Educators and staff are to ensure that all areas of the play session environment are supervised at all times.