

TITLE:	SUPERVISION
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Policy/policies	Excursions Policy Water Safety Policy Educational Program and Practice Policy
Regulation/s/ Standards	National Regulations 99, 100, 101 NQS 2.2.1
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	August 2018
Date for review	August 2020
Purpose	To ensure the safety of all children and to reduce the possibility of accidents and injuries in family daycare environments or whilst on excursions.
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: where children are, being aware of their activities within the care or excursion environment and their use of resources and equipment.***
 2. ***Listening: for unusual sounds, crying or silence (a good indicator that something unusual may be happening).***
 3. ***Positioning: Placing yourself in the environment to get the best possible view of the whole environment.***
 4. ***Scanning: activities and interactions in the play area regularly, especially on excursions.***

Procedure

General Supervision

- Educators must ensure that the children in their care are supervised at all times.
- 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/ table.
- 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.
- *Refer to the Excursion Policy for supervision guidelines whilst on nature play excursions.*

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 AFDC children. They need to call upon assistance to maintain supervision, if required.
- Educators and staff need to ensure that all areas of the play session environment are supervised at all times.
- *Refer to playsession flyer- Armidale Community Preschool guidelines.*