

ARMIDALE & DISTRICT FAMILY DAY CARE

Supervision Procedure

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| Related documentation Policy/policies: | Excursions Policy, Water Safety Policy, Educational Program and Practice Policy |
| Regulation/s/ Standards: | Education and Care Services National Regulations 99, 100, 101 National Quality Standard 2.2.1 |
| Related procedures: | Nappy Changing/Toilet Training, Pet Management, Safe Sleeping. |
| References: | Kidsafe NSW, Child Accident Prevention Foundation of Australia, NSW Family Day Care Association |
| Date effective | July 2021 |
| Date for review | July 2023 |
| Purpose | AFDC will use its best endeavours to ensure the safety and wellbeing of all children at all times when they are in care and to reduce the possibility of accidents and injuries, both in Educators' environments and whilst on excursions. |
| Responsibility/applies | Directors, Management, Nominated Supervisor, Coordinators, Educators and Educators Assistants. |

Key information:

- Children in care must receive ongoing supervision by their Educator at all times.
- Supervision of children is an active practice that helps protect to children from harm or hazards that may arise during play, activities or routine.
- Educators should always know where each child is, monitor their activities and be in a position to respond if necessary.

Principles of Supervision :

Educators should:

- Always know where each child is, monitor their activities and be in a position to respond if necessary.
- Listen for unusual sounds, crying or silence.
- Position themselves so as to get the best possible view of the entire environment.
- Scan the activities and interactions in the play area regularly, particularly when on excursions.
- Arrange furniture, equipment and activities so as best to enable effective supervision.
- Closely supervise interactions with animals, if they are involved in a specific activity.

- During high risk activities, such as water play or use of outdoor climbing equipment, exercise a high level of supervision.

While bathing a child or nappy changing, Educators must:

- Fully supervise and maintain physical contact with the child.
- Never leave a child alone in a bath or on a nappy change table or mat.

Supervision of Sleeping Children

- Educators must ensure sleeping children remain within eye and ear shot, too see and hear sleeping children.
- Educators are to physically check sleeping children every 10 minutes
- Educators are to check for the rise and fall of the sleeping child's chest and check their skin and lip colour
- Accurately complete the child's sleep chart after checking on the child.
- Baby monitors may be used in addition to physical 10 minute checks, though must not be solely relied upon.

Supervision 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 at all times;
- Educators and staff need to be aware of the safety of the entire group of AFDC children, and all partners need to be available to be called on for assistance to maintain supervision;
- Educators and staff need to ensure that all areas of the play session environment are supervised at all times.

Considerations to be included when determining if supervision is adequate are:

- The number, age and ability of the children;
- The number and positioning of educators;
- Each child's current activity;
- Areas where children are playing, in particular the visibility and accessibility of these areas;
- Risks in the environment and experiences provided to the children, and
- The educator's knowledge of each child and age group of children.