

ARMIDALE OUT OF SCHOOL HOURS CARE

Supervision Procedure

Related documentation Policy/policies:	Excursions Policy, Water Safety Policy,
Regulation/s/ Standards:	Education and Care Services National Regulations 99, 100, 101 National Quality Standard 2.2.1
Related procedures:	Rest, Relaxation and Sleep
References:	Kidsafe NSW, Child Accident Prevention Foundation of Australia, NSW Family Day Care Association
Date effective	November 2023
Date for review	November 2025
Purpose	Armidale Out of school Hours Care will use its best endeavours to always ensure the safety and wellbeing of all children when they are in care and to reduce the possibility of accidents and injuries
Responsibility/applies	Directors, Management, Nominated Supervisor and Educators

Key information

- Children in care must receive ongoing supervision by Educator at all times.
- Supervision of children is an active practice that helps to protect children from harm or hazards that may arise during play, activities, or routines.
- Educators should always know where each child is, monitor their activities and be in a position to respond if necessary.
- The Responsible Person will undertake a head count of children in care every fifteen minutes when care is being provided.

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.
- Arrange furniture, equipment, and activities so as best to enable effective supervision.
- During high risk activities, such as water play or use of outdoor climbing equipment, exercise a high level of supervision.

Supervision of Resting Children

- Educators must ensure resting children remain within eye and ear shot, to see and hear sleeping children.
- Educators are to physically check resting children every 10 minutes.

Supervision on Excursions:

- Vigilant supervision must be maintained, and the children's safety considered at all times.
- Regular head counts will be conducted at regular intervals throughout the duration of the excursion.

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.