

ARMIDALE FAMILY DAY CARE

Supervision Procedure

Related documentation Policy/policies:	Excursions Policy, Water Safety Policy, Educational Program and practice Policy
Regulations/ 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	April 2025
Date for review	April 2028
Purpose	Armidale Family Day 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, both Educators' environment and when on excursions.
Responsibility/applies	Directors, Management, Nominated Supervisor, Coordinators 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.

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.
- Closely supervise interactions with animals, if they are involved in a specific activity.

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 a nappy change table or mat.

Supervision of sleeping Children

- Educators must ensure sleeping children remain within eye and ear shot, to see and hear sleeping children.
- Educators are to physically check sleeping children every 10 minutes and record these checks on sleep monitoring checklist.
- 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.
- Regular head counts will be conducted at regular intervals throughout the duration of the excursion.
- An excursion risk assessment must be completed and handed to the Coordination Team before all routine and non-routine excursions take place; (refer to the Exclusion Policy for supervision guidelines whilst on nature play excursions)

Supervision at Play Sessions:

- Educators are responsible for the children they bring to play sessions at all times.
- Educators and staff need to be aware and active in the safety and supervision of the entire group of AFDC children.
- Educators and staff need to ensure that all areas of the play session and 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 positioning of educators
- Each child's current activity
- Areas where children are playing, in particular the visibility and accessibility of these areas.
- Risk in the environment and experiences provided to the children, and
- The educator's knowledge of each child and age of the children