

ARMIDALE OUT OF SCHOOL HOURS CARE

Supervision Procedure

<p>Related documentation Policy/policies:</p> <p>Regulation/s/ Standards:</p> <p>Related procedures: References:</p>	<p>Excursions Policy, Water Safety Policy, Safe Use of Digital Technologies and Online Environments,</p> <p>Education and Care Services National Regulations 99, 100, 101 National Quality Standard 2,3,4,5,6,7</p> <p>Rest, Relaxation and Sleep, Photo and Camera</p> <p>Kidsafe NSW, Child Accident Prevention Foundation of Australia, NSW Family Day Care Association, ACEQCA</p>
Date effective	November 2025
Date for review	November 2028
Purpose	Armidale Out of School Hours Care 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
Responsibility/applies	Directors, Management, Nominated Supervisor and Educators

Key information

- Children in care must receive ongoing supervision by Educators at all times.
- Supervision of children is an active practice that helps protect to children from harm or hazards 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.
- 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.

- Ensure the safe, ethical and appropriate use of technologies and online environments while supervising. This supports the service's commitment to children's safety, wellbeing, and learning.
- Ensure that children do not have any personal electronic devices while in the care environment; this includes phones, iPads, tablets and smart watches that can take photos or record videos.

Supervision of Resting Children

- Educators must ensure resting children remain within eye and ear shot and be able to see and hear sleeping children.
- Educators are to physically check resting children every 10 minutes and record these checks.

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 before excursions take place;

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.