

Child Safe Supervision Policy



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Warning - Ensure you are using the latest version of this policy.			
DCC Network/All Organisation Information/DCC Policies/Quality Area 2 – Children’s Health & Safety			

1. Policy Statement

Children need safe and secure environments to thrive in their life and learning. Effective supervision is integral to creating environments that are safe and responsive to the needs of all children. River Region Early Education has a commitment to provide premises designed to facilitate supervision and to ensure effective and active supervision that:

- is relevant to the ages and stages of development of children,
- protects children from hazards or harm that may arise from their play, daily routines, transitions, excursions, and transportation, and
- allows educators to engage in meaningful interactions with children.

2. Rationale

The Education and Care Services National Regulations require approved providers to ensure that premises are designed to facilitate supervision, that children are adequately supervised, including during excursions and transportation provided by or arranged by the service, and that the Regulatory Authority is notified of serious breaches. This policy provides guidance for all employees of requirements related to risk assessment and identification of hazards, educator to child ratios, supervision planning, and notifications.

Guidelines relating to supervision are also included in the following policies:

- NQS2.9 Excursion Policy
- NQS3.2 Physical Environment Policy
- NQS2.15 Sleep and Rest Policy
- NQS2.23 Safe Transport and Arrival Policy
- NQS2.6 Child Safety and Protection Policy

3. Scope

This policy applies to all employees, including part-time, full-time, and casual employees, volunteers, trainees, and students.

4. Responsibilities

It is the responsibility of the Board as Approved Provider to ensure that:

- Premises are designed to facilitate supervision,
- Policies and procedures are in place in relation to providing a child safe environment, and
- The Regulatory Authority is notified of serious incidents and complaints alleging the safety, health or wellbeing of children has been compromised.

It is the responsibility of the General Manager to ensure that:

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- Indoor and outdoor premises facilitate supervision and children are unable to access unsupervised and unsafe areas of the service,
- Each service conducts risk assessments that include hazards related to supervision,
- Nominated Supervisors are supported to create, review, and implement supervision plans,
- There are enough suitably qualified educators to maintain or exceed regulatory requirements regarding educator to child ratios,
- The orientation of educators includes training and/or information about active supervision, and
- Notification is made to the Regulatory Authority and the Board within required timeframes where a serious incident occurs, or a complaint is made alleging the safety, health or wellbeing of children has been compromised.

It is the responsibility of Nominated Supervisors to:

- Ensure the education and care environment is arranged to maximise the ability of educators to supervise all areas accessible to children, particularly gates, fence lines and doors during arrival and departure times,
- Ensure children are unable to access unsupervised and unsafe areas of the service,
- Undertake risk assessments on an annual basis or as needed to identify potential hazards related to supervision and create a supervision plan with strategies for both indoor and outdoor environments to assist educators to effectively supervise children,
- Carefully plan rosters to ensure that educators are always available to respond to children and required educator to child ratios are met or exceeded,
- Ensure educators are supported to count and document the number of children in a defined space or zone as they arrive and leave and during transitions from one space to another,
- Support educators to understand the requirements of active supervision and their individual accountability to ensure children are protected from harm and hazard, and
- Notify the General Manager as soon as possible where a serious incident occurs, or a complaint is made alleging the safety, health or wellbeing of children has been compromised.

It is the responsibility of educators to:

- Have a sound understanding of their duty of care and responsibility in ensuring children are within a safe environment,
- Ensure that every child is adequately and actively supervised at all times by an educator who is aged 18 years or over and, where possible, at least two educators are within vision when supporting children with toileting/hygiene routines,
- Ensure that no child is ever left alone with a visitor or unauthorised person,
- Check and follow work rosters and supervision plans and notify the relevant Room Leader, Responsible Person, or Nominated Supervisor as soon as possible if they are unable to fulfil their responsibilities,
- Count and document the number of children in a defined space or zone as they enter or leave and when children are transitioning from one space to another,
- Remain in sight and sound of all children for whom they are responsible,
- Scan, listen and regularly look around the area to observe all children in the environment, particularly at times of transition or higher risk,

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- Maintain communication with team members about their location and responsibility within the environment to ensure effective supervision of children,
- Avoid standing with their backs to children while supervising, as well as undertaking tasks or conversations that might distract them from active supervision,
- Observe children's play and anticipate what may occur next to assist children as difficulties arise and to intervene when there is a potential danger to children,
- Adjust supervision levels for situations that present a higher risk of injury and to accommodate skills, age mix and group size,
- Talk with children about safety issues and correct use of equipment and the environment and, where appropriate, involve children in setting safety rules,
- Supervise children during rest time in accordance with NQS2.15 Sleep and Rest Policy,
- Supervise children during excursions in accordance with NQS2.9 Excursion Policy
- Supervise children near water in accordance with NQS3.2 Physical Environment Policy, and
- Notify the Nominated Supervisor and/or the General Manager immediately if a child is found to be unsupervised by an authorised person, appears to be missing or can't be accounted for, or is locked in or out of the premises.

5. Definitions

Authorised person – Under the Children (Education and Care Services) National Law NSW 2010:

- a person who holds a current working with children check, or
- a parent or family member of a child who is being educated and cared for by the education and care service, or
- an authorised nominee of a parent or family member of a child who is being educated and cared for by the education and care service, or
- in the case of an emergency, medical personnel, or emergency service personnel, or
- a person who is permitted under NSW working with children law to remain at the education and care service premises without holding a working with children check.

Serious incident – An incident identified by the Education and Care National Regulations (12) as a serious incident, that includes:

- a) the death of a child (while that child is being educated and cared for by an education and care service; or following an incident occurring while that child was being educated and cared for by an education and care service),
- b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital,
- c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital,
- d) any emergency for which emergency services attended,
- e) any circumstance where a child being educated and cared for by an education and care service appears to be missing or cannot be accounted for; or appears to have been taken or removed from the education and care service premises in a manner that contravenes

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these Regulations; or is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

6. Guidelines

a) Educator to child ratios

Regulations 121 – 123 and 272 of the Education and Care National Regulations define the minimum number of educators required to educate and care for children at a centre-based service and is calculated in accordance with the following ratios:

- for children from birth to 24 months of age - 1 educator to 4 children,
- for children over 24 months and less than 36 months of age - 1 educator to 5 children, and
- for children aged 36 months of age or over (not including children over preschool age) - 1 educator to 10 children (NSW only).

For a centre-based service:

- Ratios are calculated across the whole service (not by individual rooms).
- In a mixed age group of children, maintaining the ratio for each age range of children does not mean the educator to child ratio for the youngest age range must be applied to all children in an older age range.
- An educator who is caring for one age range of children can also be counted against another age range of children, as long as the ratio for each age range is maintained and adequate supervision is maintained at all times.

In calculating the minimum number of educators:

- Educators must be working directly with children at the service to be included in ratios,
- Educator includes an early childhood teacher or a suitably qualified person who is counted as an educator under regulation 123(3),
- Students and volunteers are not included,
- Educators under the age of 18 years are not to work alone or unsupervised by an educator who is 18 years or over,
- More than one educator will be present when children are in attendance where possible, and
- The numbers of children do not include a child, or two or more children from the same family, who are being cared for in an emergency for a period of not more than two (2) consecutive days and where the approved provider is satisfied on reasonable grounds that this will not affect the health, safety, and wellbeing of all the children attending the service.

For further information about educator qualifications, please refer to the *NQS4.38 Staffing Arrangements Policy*

b) Documenting ratios and educators working directly with children

To ensure that educator to child ratios are maintained at all times, educators are required to complete a record of the number of children in a room, space or zone where they have supervision responsibilities in the following instances:

- The educator arrives or departs the area, and
- Children are transitioning from one area to another.

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This record is kept in the *educators working directly with children record* in a format determined by the service. For more information about record-keeping requirements for staffing, see *NQS4.38 Staffing Arrangements Policy*.

c) Active supervision

Active supervision promotes a safe environment and prevents injuries in young children. It requires focused attention and intentional observation at all times. Educators use active supervision strategies to make sure children of all ages explore their environments safely.

- Using active supervision, educators position themselves so that they can observe all children — watching, counting, and listening.
- During transitions, they account for all children with name-to-face recognition by visually identifying each child.
- Educators also use their knowledge of each child's development and abilities to anticipate what they will do, then get involved and redirect them when necessary.
- This constant vigilance helps children learn safely.

d) Risk assessment and Supervision Plans

Each service conducts risk assessments, either annually or as per activity, that must include provisions for supervision and identify hazards specific to their service.

These risk assessments include:

- Sleep and Rest Risk Assessment as outlined in *NQS2.15 Sleep and Rest Policy*,
- Indoor and Outdoor Environment Risk Assessments as outlined in *NQS3.2 Physical Environment Policy*,
- Excursion Risk Assessment as outlined in *NQS2.9 Excursion Policy*,
- Transportation, departure, and arrival risk assessments as outlined in *NQS2.23 Safe Transport and Arrival Policy*.

Our guiding principles for risk assessment related to supervision are that they consider:

- the ages and stages of development of children and any additional needs,
- the indoor and outdoor physical environment that includes the visibility and accessibility of areas,
- transition periods during the day where children may be moving from one location or area to another,
- daily routines including, sleep and rest, eating, hand washing, nappy change and toileting, and
- higher risk and unfamiliar experiences including water activities.

Each service creates an annual Supervision Plan that may include:

- Indoor and outdoor floor plans that identify supervision zones, rooms or areas and the location of toilet/nappy change and sleep areas,
- A strategy around active supervision that accommodates flexibility for the differing and changing needs of individual children and groups and includes:
 - Setting up the environment,
 - Positioning educators,
 - Scanning and counting,
 - Listening,
 - Anticipating children's behaviours, and

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- Engaging and redirecting.

Supervision Plans can be created using *NQS2.24A Supervision Plan* template.

7. Procedure

For procedure related to creating staffing rosters, see *NQS4.38 Staffing Arrangements Policy*.

8. Relevant Legislation, Regulations and Standards

Legislation – Education and Care Services National Law	
165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
174	Offence to fail to notify certain information to the Regulatory Authority
Education and Care Services National Regulation	
12	Meaning of serious incident
115	Premises designed to facilitate supervision
120	Educators who are under 18 to be supervised
121-123	Minimum number of educators and family day care co-ordinators required
151	Record of educators working directly with children
168	Policies and procedures are required in relation to providing a child safe environment
176	Timeframes for notifying certain information to the Regulatory Authority
272	(NSW) Educator to child ratios – children aged 36 months or more but less than 6 years
National Quality Standards	
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Child Safe Standards	
7	Staff are equipped with the knowledge, skills and awareness to keep children safe, through continual education and training
8	Physical and online environments minimise the opportunity for abuse or other kinds of harm to occur
10	Policies and procedures document how the organisation is child safe
Early Years Learning Framework Learning Outcomes	
Early Years Learning Framework Principles	

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Early Years Learning Framework Practices	

9. Related Documents

Doc #	Attachments
NQS2.24A	Supervision Plan template

Doc #	Intersections with other key documents
NQS2.9	Excursion Policy
NQS3.2	Physical Environment Policy
NQS2.15	Sleep and Rest Policy
NQS2.23	Safe Transport and Arrival Policy
NQS2.6	Child Safety and Protection Policy
NQS4.38	Staffing Arrangements Policy

10. Document Control

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NQS2.24	Child Safe Supervision Policy	1	Oct 2023	Oct 2026
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