



## Workplace Health & Safety- 9.8

# Supervision of Children Policy

<i>Legislation:</i>	Child Care Act and Regulations 2003 Workplace Health & Safety Act 1995 Workplace Health & Safety Regulation 1997
<i>Sources:</i>	Workplace Health and Safety -Risk Management Advisory Standard 2000 CCYPCG Risk Management - training officer...Andrew 3239 3754 Dept Communities - Community Support Officer...Catherine 4799 7110 Qld Council of Social services (QCOSS) Childcare Management and Training and Support unit...Frances 3832 1266 Townsville City Council-Environmental Health Services 4727 9003 Early Years Training Group - Childcare Management System - June 2007

**POLICY STATEMENT:** Village Kids Childrens Centres will strive to ensure that all children to be fully supervised while in the care of staff at Village Kids Childrens Centres and will be aware of the variables relating to supervision. Through procedures and practices, the centre will ensure that the potential for accidents and injury is reduced within the service as well as for children participating in excursions.

**RATIONALE:** Supervision is perhaps one of the key requirements in the prevention of accidents and injury throughout the centre and should be active and interactive. Staff must be alert to possible dangers within the centre and ensure that they can see or hear all children at all times. To do this, staff require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accident or injury. New and relief staff should be informed of potential supervisory risks according to each individual child in a confidential and sensitive way.

### IMPLEMENTATION:

#### Village Kids Centres will:

- All staff will have an Orientation that includes information about Workplace Health and Safety obligations and responsibilities, including the importance of supervision and vigilance.
- The Centre Director will ensure that sufficient staff are on duty to comply with licensing requirements in regard to qualifications of staff and staff: child ratios.
- Staff teams will set up their room environments with consideration to the practicalities of supervising all children and areas (visibility, accessibility, potential hazards).
- Staff will position themselves in the indoor and outdoor environments with consideration for the activities being offered, the mix of children and staff and to allow the greatest vision of the whole area. Staff must position themselves to see children - do not sit with backs to the children.
- Children will be within sight or hearing of staff members at all times during the day.
- Staff will focus on active interactions with the children and refrain from congregating together to hold personal conversations that take their concentration away from their primary responsibility of ensuring the safety of the children in their care. Staff will discuss best position points of supervision to avoid this clustering.
- Include supervision positions for staff when planning the outdoor environment and ensure that staff remain in their designated areas.
- When multiple areas are available to children at the same time, (indoor/ outdoor activities), all

areas are supervised.

- Do regular head counts on children in their care (especially on entering or departing areas - ie playground or when closing their room/centre down for the day) - be aware of every child at all times.
- Children will never be unattended on the change table or while eating or drinking, including from bottles.
- Staff will communicate effectively by inform other staff if they are leaving an area for any reason.
- Staff will encourage children to inform staff member when they are leaving an area to use the bathroom.
- The family will inform staff when a child has arrived for the day.
- Staff will be informed by the family or nominated person, when a child is departing for the day. Children will only be released into the care of an authorised person, as per enrolment forms.
- Question strangers in a friendly and helpful manner eg " Hello, can I help you?" and assist through the authorised person's collection process - ie check id and name, etc.
- The Director and Management will support staff through regularly providing opportunities for staff to evaluate and provide feedback on supervisory practices through staff meetings, staff room discussions and displays and at other times as required.
- Plans will be developed and reviewed for improving facilities and correcting problems if effective supervision is difficult due to design or change in grounds or buildings.

**Families will:**

- Hand over children to a staff member on arrival and ensure a staff member is informed when departing.
- Inform staff if someone else other than those who are authorised to will be collecting the child.
- Ensure the 'authorised person to collect' information is up to date.
- Inform staff of any current or pending court orders affecting the child and provide the centre with a photocopy of the court order to be kept with the child's enrolment forms.
- Adhere to correct sign in and out procedures.
- Ensure all gates and doors are closed after entry or exit.
- Notify the centre is arrangements to collect school age children for after-school care are changed.
- Receive the "Excursion Information Sheet" when volunteering to attend excursions with a group.

**EVALUATION AND REVIEW:**

This policy will be reviewed at least annually. Family and staff and other relevant community feedback will be considered in the review process. The effectiveness of the practices and strategies used within this policy will be evaluated through a process involving direct verbal and written feedback from families and staff obtained through surveys, communication books, feedback sheets, parent committee meetings and informal daily exchange. Changes in legislation, regulations, QIAS and standards will also be considered. Any changes to this policy will be communicated to families and staff verbally, and in writing through centre display boards and newsletters.

# Considerations in Effective Supervision

## When supervising, staff should take account of:

- Number of children
- Number of staff
- Experience, knowledge and skill of each staff member
- Age / stage development of each child
- Current activities of each child - running, climbing, eating , drinking
- Equipment involved in setting - fort, water, blocks etc
- Characteristics of each child and each group of children
- Accident and emergency procedures
- Characteristics of setting - potential hazards, visibility, accessibility
- Spaces available - indoor, outdoor, during excursions

Source: Kidsafe NSW, [www.kidsafensw.org](http://www.kidsafensw.org), 27/04/07

: Early Years Training Group - Childcare Management System (undated)