

Only Early Learning Centre



Supervision Policy

Centre Policy Number 25

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Aim

Only Early Learning Centre will ensure that all children are adequately supervised at all times that they are being Educated and Cared for by the service. Only Early Learning Centre aims to provide a high standard of supervision to every child in attendance at the Education and Care Service. Adequate supervision of children takes into consideration the safety and welfare of every child. Active supervision is to be used by all educators at the centre whilst supervising spontaneous and structured play and experiences.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

Educator to Child Ratios

For centre-based Early Education and Care Services, Educator to Child Ratios describe the minimum number of educators required to care for or educate children. Ratios must be maintained at all times when a service is operating. To be included in the ratio, educators must be working directly with children, meaning they are physically present with and directly engaged in providing education and care to the children. The current Educator to Child Ratios in New South Wales are:

0-24 months old = 1:4

24 months-3 years = 1:5

3 years-6 years = 1:10

Where educators are taking planned breaks throughout the day, they will not be counted in ratios during this time. Where educators are on the premises, but undertaking administrative or programming tasks, they will not be included in ratios during this time.

At all times that the service is in operation, there will always be at least two educators present.

At no time will students or volunteers be in the ratios upheld by the service.

Adequate Supervision

In addition to meeting ratio requirements, adequate supervision must be maintained at all times that a service is providing education and care to children. Adequate supervision requirements will be determined by educators and Management at Only Early Learning Centre, taking into account the following:

- The number of children present in each environment

- The age range of the children
- The individual abilities of the children
- The number and positioning of educators
- The current experiences that the children are engaged in
- Educators knowledge of each child
- The experience and knowledge of the educators
- The potential need for educators to move between environments
- Educators will be in a position to respond to children in a timely manner if necessary

Active Supervision

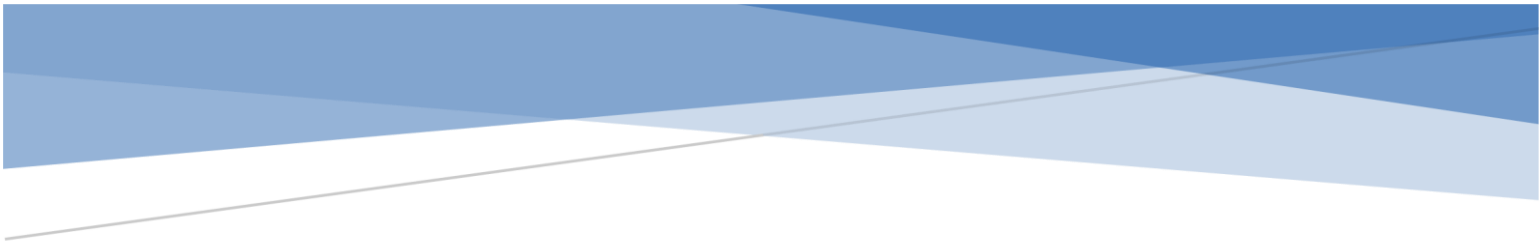
Educators at Only Early Learning Centre will implement and carry out effective Active Supervision at all times when supervising children. The following aspects of active supervision will be implemented by educators and monitored by Management:

- Carefully planning rosters to ensure that an appropriate number of educators are available
- Flexible supervision arrangements
- Close observation of children to provide support and to extend on experiences
- Actively engaging with children to support their learning
- Scanning the area to observe all children
- Avoid standing with back to the children
- Listening and noting any change in tone or volume
- Evaluating potential risks or accidents
- Anticipating what may occur next
- Position equipment to allow for effective supervision of all areas
- Effective positioning of educators throughout the environment
- Establishing clear boundaries for the children
- When directly interacting with and supervising children, educators will not give their attention to other duties
- When directly interacting with and supervising children, educators will not discuss matters that do not directly relate to the education and care of the children, unless deemed necessary

Maintaining Accountability for Children

Only Early Learning Centre will ensure that all children are accounted for at all times when in attendance at the service. The following strategies will be implemented to ensure this:

- Head counts will be completed each time children are transitioning from one environment to another, and at routine periods during the day
- Children are counted by matching name to face
- Educators are expected to be aware of the number of children within their care at all times
- Educators will be aware of and note any children who leave the group at any time to move into another area of the centre



Sources

National Quality Standards 2018

Standard 2.3: Each child is protected.

Element 2.3.1: Children are adequately supervised at all times.

Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Education and Care Services National Regulations 2011

Regulation 115: Premises designed to facilitate supervision.

Regulation 168(2)(h): Policies and procedures are required in relation to providing a child safe environment.

Regulation 176: Timeframes for notifying certain information to the Regulatory Authority

Education and Care Services National Law Act 2010

Section 165: Offence to inadequately supervise children.

Section 167: Offence relating to protection of children from harm and hazards

Section 174: Offence to fail to notify certain information to Regulatory Authority

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury **Date:** 4th March 2020

Approved By: Kelly Williams

Date for Next Review: 4th March 2021