

Supervision

Policy Statement: East Marden Primary School OSHC believes that 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, and enables educators to engage in meaningful interactions with children.

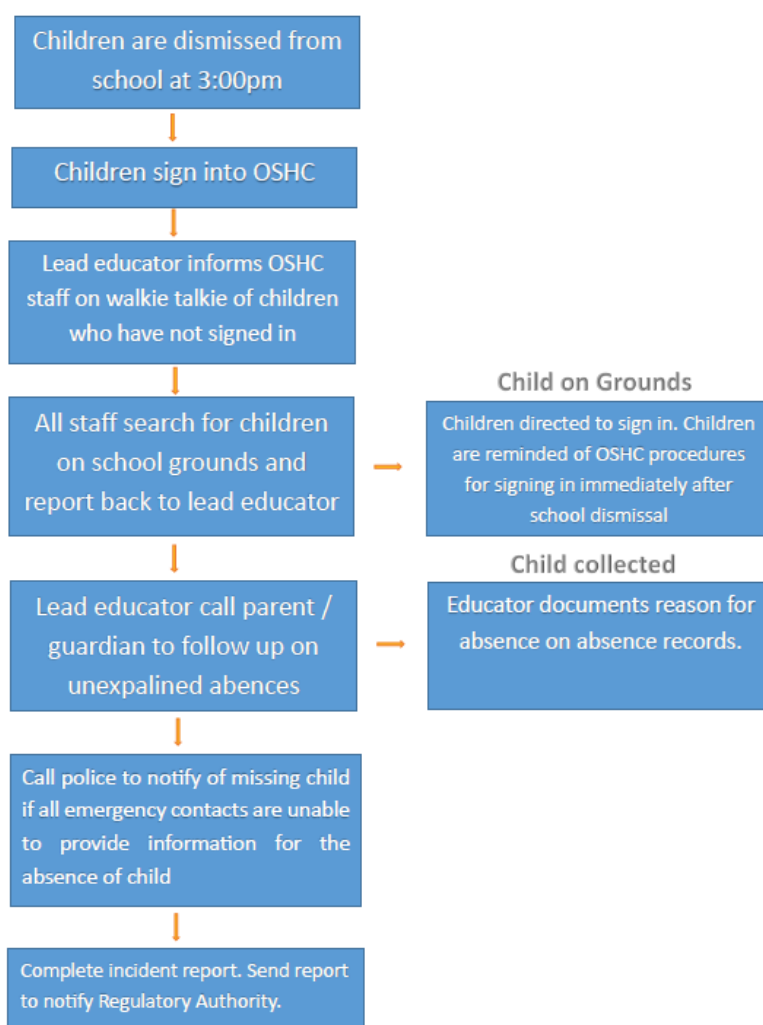
Policies and Procedures

- The service will ensure that the educator : child ratio according to the National Quality Framework (NQF) is maintained at all times based on the ages and number of children being educated and care for.
- In determining the services operational educator : child ratio, the following will be considered:
 - Children with additional needs
 - Age and abilities of children
 - Group dynamics between children
 - Previous experience of accompanying staff
- Educators will undertake a daily inspection of indoor and outdoor environments and remove hazards that may pose a risk to the safety of educators and children as part of the services risk assessment procedures.
- Educators will ensure that children booked into care are signed in/ out and accounted for. Unexplained absences will result in contacting parent / guardians and may involve police support as per Absence Flow Chart.
- Parents will be reminded of service policies relating to procedures and requirements for signing in / out of care to ensure that children in care matches attendance records.
- Educators will position themselves to actively manage and supervise blind spots in areas at risk of children absconding. Educators will provide active supervision and maintain duty of care of all children attending the service.
- Educators will educate, inform and enforce to children the environment boundaries of the service.
- Educators will communicate on walkie-talkie radios during transitions, children moving from one environment to another, and when additional support for supervision is required.

- Educators will promote children's learning and development by being present, alert and aware of risks and hazards in the environment and the potential for accidents and injury.
- Educators will implement dynamic risk assessments during active supervision to identify and remove hazards where necessary. Significant hazards will be reported to the Director and the WHS officer for evaluation and risk minimisation.
- The service's sun protection policy will be implemented when the UV rating is 3 and above. Educators will direct children to engage in shaded areas.
- Should a child require medication in the event of an emergency, the usual service procedures regarding medication will be followed. Educators will ensure that all medication and medical plans are readily available. Educators will ensure that medication is administered as per medical plan.



ABSENCE FLOW CHART



LINKS TO THE NATIONAL QUALITY STANDARD

The importance of actively supervising children to promote children's health, safety and learning is reflected in Quality Area 2 of the National Quality Standard (NQS), in particular:

Standard 2.2: Each child is protected. Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

LEGISLATIVE REQUIREMENTS

National Law

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

NATIONAL REGULATIONS

Regulation 101(2)(f): Supervision during excursions.

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.

Regulation 102C(2)(g): Supervision during transportation.

Regulation 102E*: Children embarking a means of transport - centre based service

Regulation 102F*: Children disembarking a means of transport - centre based service

Regulation 168(2)(ga): Policies and procedures are required in relation to transportation.

Last Reviewed: April 2023

Next Review: April 2026