

Montessori Works

Background

Effective supervision is critical to the safety and wellbeing of children while they are being educated and cared for at early education and care services, including while on planned excursions. The requirements of effective supervision are detailed in the Early Education and Care National Regulations 2011 and the Guide to the National Quality Standard 2011. They address matters such as the number of educators, their qualifications and experience, their level of involvement with the children, regular checks of the physical environment and risk analysis, and the need for communication between team members.

Policy statement

This Policy details how the Service ensures children are effectively supervised at all times.

Strategies and practices

- The design and layout of the Service, including the entrance, perimeter fence and gates, have been approved under the Building Code of Australia and meet all other regulatory requirements. They enable visual supervision of children at all times without compromising the children's dignity and rights.
- The Nominated Supervisor ensures that educators consider supervisory line-of-sight whenever they arrange the furniture and equipment in the indoor and outdoor play spaces.
- Educators conduct daily safety checks of the building, equipment and general environment, and take any corrective actions necessary (e.g. remove unsafe item) and /or inform the Nominated Supervisor of any matter requiring attention so that a risk assessment can be undertaken). Refer to the Service's *Safe Play Spaces Policy*.
- All educators employed at the Service possess qualifications which meet or exceed the regulations (e.g. academic, first aid, CPR, asthma and anaphylaxis, working with children check).
- Educator-to-child ratios comply with regulatory requirements at all times. Educators under 18 years are always supervised. Students and volunteers are never alone with an individual child or group of children. Similarly, a carer working with a child under the Inclusion Support Funding Agreement is not given responsibility for other children.
- Children are effectively supervised at all times. The supervision takes into account the number of children, their ages and abilities, the group composition and dynamics, the area of play, and the activity (e.g. water play). Educators are actively involved in children's play so are able to anticipate hazardous situations and to respond to children who become distressed for any reason. Educators inform other team members if they need to leave the area for any reason (e.g. collect a resource, go to the bathroom). Educators' rest pauses are taken when it is safe to do so.

Supervision

- During staff meetings, educators discuss each other's experience, knowledge and skills, and the need to support one another to ensure that children are effectively supervised especially during shift changes. Additional educators are employed if the Nominated Supervisor deems it necessary for effective supervision.
- The Service has systems which ensure that all children are accounted for at all times. However, in the unlikely event that a child cannot be accounted for, the Nominated Supervisor is notified immediately. Refer to the Service's *Delivery and Collection of Children Policy*.
- Any excursions or routine outing is conducted according to the Service's *Excursion Policy*. A detailed assessment, including a visit to the proposed site, is conducted and documented, and the result communicated to parents before seeking written parental permission. Only those children who have written permission are included in the excursion. Educator-to-child ratios are maintained and include educators with current first-aid and CPR qualifications, and asthma and anaphylaxis training.
- On arrival each day, parents are asked to communicate any information about their child that will assist the educators to ensure their child's wellbeing and to support consistency between the child's experiences at home and at the Service. For the same reasons, parents collecting their child are encouraged to ask educators about their child's day.
- Every child in care in the Service is signed in on arrival and signed out on departure. On arrival and departure, the accompanying adult must print their full name, enter the time and sign the Attendance Record Sheet. Educators check this sheet once the majority of children have arrived and note any children who are present but not signed in.
- In the event of an emergency evacuation or lockdown, the Attendance Record Sheet is used to ensure all children at the Service are accounted for. Refer to the Service's *Evacuation and Lockdown Policy*.
- A child is only released into the care of a parent or an authorised nominee listed in the enrolment form, or to an adult who has been given written authorisation by the parent or authorised nominee. Photo ID is necessary. In the event of an adult without photo ID seeking to collect a child, the Nominated Supervisor will contact the child's parents to confirm the person's identity (e.g. by asking the parent who is collecting their child today and asking them to describe the person). Educators have access to the details of all people authorised to collect children. These details are updated every six months or at any time a parent provides new information.
- A child is never released to anyone under the age of 16.
- Families need to provide the Service with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child. These are kept on the child's file, and immediately accessible.
- All visitors are to complete the Students, Volunteers and Visitors Sign-in Sheet. Details to be provided are the date, printed name, address and telephone number, brief reason for visiting, time in and time out, and to sign. All staff sign the time book. Refer to the Service's *Students, Volunteers and Visitors Policy*.

Supervision

- Sleeping children are supervised in accordance with the Service's *Sleep and Rest Policy*. Sleeping children are always within sight and hearing distance of an educator. The viewing window to the cot room is kept clear of obstruction. Educators enter the sleep room every 10 minutes to closely check each sleeping infant's breathing and colour and initial the Sleep and Rest Register. Unwell children are checked more frequently.
- Educators follow the Service's Nappy Change Procedure when changing nappies. Physical contact is always maintained when a child is on the change table. Refer to the Service's *Nappy Change and Toileting Policy*.
- At the end of each day, educators check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the Service closes. In the unlikely event of a child being mistakenly locked in the Service, the Regulatory Authority would be notified within 24 hours.

Additional safe practices for babies

- To be vigilant in regularly checking sleeping babies, and in recording the times babies were checked.
- To ensure students adhere to the Service's policies concerning babies.

Responsibilities of parents

- To sign the Attendance Record on arrival and departure of the child.
- To ensure the name and contact details of the authorised nominee(s) listed in the enrolment are current.
- To provide the Service with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child.

Procedures and forms

- Nappy Change Procedure
- Sleep and Rest Register
- Students, Volunteers and Visitors Sign-in Sheet

Links to other policies

- Delivery and Collection of Children Policy
- Educator Professionalism and Ethics Policy
- Evacuation and Lockdown Policy
- Excursion Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Children Policy
- Nappy Change and Toileting Policy
- Safe Child Spaces Policy
- Sleep and Rest Policy

Supervision

- Staffing Policy
- Students, Volunteers and Visitors Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	85	Staff members and family day care educators not to be affected by drug or alcohol
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion
	115	Premises designed to facilitate supervision
	120	Educators who are under 18 to be supervised
	158	Children's attendance records to be kept by approved provider
	168	Education and care services must have policies and procedures
	176	Time to notify certain information to Regulatory Authority

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained
	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
	4.2.2	Professional standards guide practice, interactions and relationships
	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions
	6.1.2	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
	6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing

Sources

- Education and Care Services National Regulations 2011
- Guide to the National Quality Framework 2018 (September 2020 Update): Section 4 – Operational Requirements <https://www.acecqa.gov.au/sites/default/files/2020-09/Guide-to-the-NQF-September-2020.pdf> accessed 30 December 2020

Further reading and useful websites *(Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)*

- Kidsafe – <http://www.kidsafe.com.au/> accessed 30 December 2020
- Tansey, S. (2005). *Supervision in children's services*. [file:///C:/Users/info/Downloads/NCAC+Fact+Sheet+3+Safety+in+Children's+Services%20\(2\).pdf](file:///C:/Users/info/Downloads/NCAC+Fact+Sheet+3+Safety+in+Children's+Services%20(2).pdf) accessed 30 December 2020

Supervision

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	6 September 2019	Dr Brenda Abbey (Author)	Updated references.	
3	29 November 2020	Dr Brenda Abbey (Author)	Updated references.	
4	30 December 2020	Dr Brenda Abbey (Author)	Updated references. Added section relating to arrangement of furniture and equipment.	
5	August 2022	Susan Chahwan	Adapted ACA NSW policy	