

Supervision of Children Policy

Date: Thursday, 27 May 1999 – Revised 14/06/06, Revised 27/04/10, Revised 27/07/12, Revised 14/08/14, reviewed 3/08/17, revised 16/04/19

Signed by Management Committee _____ **Date** _____

Aim:

To ensure that the safety and wellbeing of all children attending University Preschool & Childcare Centre is maintained at all times.

To ensure all Educators supervise children in a manner that will protect them from possible accusations of child abuse.

Related Policies:

Child Protection Policy,
Collection of Children Policy
Missing Child Procedure
Emergency First Aid Policy

Practice:

1. Children will be cared for within both the indoor and outdoor environments, in accordance with the *Education and Care Services National Regulations*, under the, *Education and Care Services National Law (ACT) Act 2011*, in groups of the following aged groups.

Gumnuts	Babies 0 - 1 year
Possums	Babies 1 - 2 years
Bilbies	Toddlers 2 – 2.5 years
Kookaburras	Toddlers 2.5 – 3 years
Echidnas	Preschool 3 – 4 years
Geckos	Preschool 4 – 5 years

In accordance with the *Education and Care Services National Regulations*, under the *Education and Care Services National Law (ACT) Act 2011*, the following Educator:Child ratios will be maintained, both inside and outside, at all times

Children aged 0 – 2 years, 1 staff member to every 4 children or part thereof
Children aged 2 - 3 years, 1 staff member to every 5 children or part thereof
Children aged 3 - 6 years, 1 staff member to every 11 children or part thereof

2. No Educator will be expected to perform other duties while supervising children that would impede their ability to supervise the children.
3. No staff will work while affected by alcohol or drugs (including prescription medication) that impairs their capacity to supervise or provide education and care to children.
4. Educators will ensure that access to the Centre is monitored at all times.
 - a) Staff will position themselves so that they are able to see who is entering or leaving the Centre. Anyone not known to staff will be approached, asked about the purpose of their visit and escorted to the Office.
 - b) The Nursery entrance door and the door to the Echidna sleep-room will be locked between 9am & 4.30pm to restrict unauthorised access to the Nursery and Echidna sleeping areas when they are in use.
 - c) Toddler and Preschool doors to be locked while children are in the sleep rooms.
 - d) All deliveries to the Centre will be directed to the back entrance. This entrance is to be kept locked with access gained by keypad combination or by ringing the door-bell.
5. Educators will ensure that both the indoor and outdoor environments are set-up so that children can be easily observed by staff at all times. Low cupboards and dividers will be used indoors to enable staff to see over.

6. Educators will ensure that they position themselves within the indoor and outdoor environments to ensure that all children are at all times within sight and/or hearing of at least one staff member, e.g., Staff in Preschool garden will place themselves in various areas of garden so that all garden area and toilet area are within sight of a staff member. Toddler staff will place themselves so they can observe what is happening inside the cubby house/stage.
7. When children have access to both indoor and outdoor areas at the same time, at least one Educator will be supervising in each area and Educators will communicate with each other before changes in supervision occur.
8. Water Safety - Staff will ensure that an Educator is present to supervise the children at all times where there is any inside or outside activity involving water. This includes programmed activities such as water play and water used for cleaning purposes. In addition to this, it is the responsibility of the supervising staff member to ensure that all water containers, e.g., water troughs, buckets, sinks, are emptied and/or turned upside down before the staff member leaves the area. Water tanks will be labelled 'Do not drink', and educators will discuss with children that this water is for the purpose of play and not for consumption.
9. Fire Pit / table candles – Staff will ensure that the correct educator:child ratio is present to supervise the children at all times where there is any inside or outside activity involving fire or flame. It is the responsibility of the supervising staff member to ensure that all fire and embers are completely extinguished before the staff member leaves the area. The ACT Emergency Services Agency (ESA) warnings for total fire ban days will be strictly adhered to.
10. Educators will ensure that 2 staff are present on the premises whenever children are being cared for by University Preschool & Childcare Centre and where possible they should be within sight or sound of each other.
11. Educators will ensure that no child is left in any part of the Centre where they are unable to be supervised.
12. Educators will ensure that no individual staff member is alone with a child or group of children in an area that is not in sight and/or sound of other staff within the Centre.
13. Educators will ensure that whenever a child sustains a suspected injury to the genital area that another staff member is present when they examine and administer first aid to that area. They will also ensure that the child's parents are contacted and advised as soon as possible and that an incident/accident report is completed in accordance with our Emergency First Aid Policy.
14. Educators will ensure that children are always supervised when they are on the change table and that the nappy change area is within view of other staff in the Centre.
15. Educators are required to actively monitor each other's handling and interactions with the children and report any concerns to the Director or Assistant Director. All reports should be in writing providing details of the time, date and what occurred.
16. Educators will ensure that they are aware of the procedures relating to the release of children and ensure that children are released only to authorised people (refer to Collection of Children Policy).

Source Material

Australian children's Education & Care Quality Authority, National Quality Framework. Retrieved from <https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-2-childrens-health-and-safety> on 14/6/19 .

Australian Children's Education and Care Authority (ACECQA) (2017) Quality Area 2, Active Supervision: Ensuring safety and promoting learning. Retrieved from: http://files.acecqa.gov.au/files/QualityInformationSheets/QualityArea2/ActiveSupervision_EnsuringSafetyAndPromotingLearning.pdf on 14/6/19

Australian Institute of Family Studies. (2018) Australian child protection legislation. CFCA Resource Sheet. Retrieved from <https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>, on 14/6/19

Education and Care Services National Regulation under the Education and Care Services National Law (ACT) Act 2011

Date for Review: July 2020

In the event that a child is found to be missing on the premises:

- If a staff member discovers that a child is missing they should alert the room leader immediately. The room leader should then ensure that the remainder of the group is safe and in the care of suitable staff before leaving to alert the Centre Director and begin a search of the premises for the missing child. Parents should be contacted and made aware of the situation and what is being done.
- Every point of entry/exit should be checked and if found unsecured, made safe to prevent further incidents.
- If all access points are found to be secure, the Room Leader and at least one other staff member should methodically check all accessible areas in the building, calling the child's name and moving obstacles in case the child is unconscious or unable to reply. This will continue until the child is found and assessed. If the child is found safe and well parents should be contacted and updated and the instance should be recorded and reported to the child's parents/carers at the end of the day. If the child is found to be unconscious, the emergency first aid procedure should be applied and parents contacted immediately and updated with what is happening. (see Emergency First Aid Policy)
- If the child is not found or if a door is found to have been left open, the Room Leader must seek assistance. The Room Leader will extend the search outside the premises whilst another staff member alerts emergency services and parents
- Searching will continue until either the child is found or the correct authorities take charge of the process.
- A full report of the incident will be made and forwarded to the appropriate regulatory bodies.
- Analysis of the report will ensure that the hazard leading up to the child's disappearance is eliminated.

In the event that a child is found missing when on an organised excursion:

- During centre excursions ratios as set under the ACT Childcare Services Standards, for excursions and by our "Excursion Policy" will be maintained.
- If at any point, a child is noted as missing, the senior staff member in charge of the excursion will immediately alert the centre, the emergency services and the child's parents/carers.
- The group will be taken to a safe assembly point and a suitable number of adults will begin to search until the child is found or the appropriate authorities take charge of the process.
- A full report of the incident will be made and forwarded to the appropriate regulatory bodies.
- Analysis of the report will ensure that the hazard leading up to the child's disappearance is eliminated.