



Providing Adequate Supervision Procedure

This procedure should be read in conjunction with the 'Safe Environment Policy'.

Staffing Considerations

1. Either a Nominated Supervisor or Responsible Person must be on-site at all times whilst the service is caring for children. They are ultimately responsible for ensuring that supervision is being appropriately provided for the children in our care.
2. Rosters will be carefully planned to ensure that Educator to child ratio requirements are observed and Educators are always available to respond to children. For example, Staff driving buses, in the kitchen or otherwise engaged in administration duties will not be included in the minimum staffing ratios.
3. Supervision will be a regular agenda item in staff meetings to discuss ways Educators can effectively supervise to protect children from harm or hazard.
4. Management will roster experienced Educators who are familiar with the service's facilities, building and procedures and know the children and families, to open and close the service.

Active Supervision

1. When Educators are on the floor, they are responsible for the direct supervision of children.
2. In situations that present additional risk, a risk assessment will be conducted to guide the level of supervision needed.
3. Educators will adopt the following strategies to ensure children are adequately supervised:
 - always face the children and position themselves to allow maximum observation of the area in which children are playing
 - use their professional judgement to adjust their levels of supervision depending on the area, the skills, age mix, dynamics, and size of the group of children
 - actively engage with children to support their learning while regularly scanning around the space to observe all children in the area
 - be alerted to sounds that indicate a problem, need for intervention or assistance
 - exchange information with colleagues to ensure there are no areas being accessed by children without supervision
 - plan activities, with consideration to the children's age and abilities, to ensure there are sufficient Educators to engage in play and attend children's needs
 - arrange the environment, ie furniture, equipment and activities to ensure that lines of sight can be easily maintained
 - ensure no areas are left accessible to children who are unsupervised, ie locking rooms not in use
 - be vigilant during children's departure from the service and aware of the people who have authority to collect children



Excursions

1. The excursion risk assessment will determine the ratio of Educators needed to effectively supervise children at all times.
2. Children and Educators will wear a centre shirt to make them more easily recognisable.
3. Children may be split up into small groups and one or two Educators assigned to each group to maximise supervision.

PROCEDURE VERSION AND REVISION INFORMATION

Authorised by GENERAL MANAGER

Current version 2

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