

Policy title	2.10 Supervision of Children
Policy type	Management
Group	Family and Children

Rationale

Effective supervision of children is one of the most important priorities in education and care services. All Moonee Valley City Council services and staff must meet the requirements of the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011* to ensure a safe and secure learning environment is provided at all times.

The purpose of this Policy is to ensure that children are actively supervised at all times while at a Council education and care service. This is in accordance with sections 165 and 169 (1) and (3) of the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* and *Children's Services Act 1996*, section 27.

Policy statement

Moonee Valley City Council is committed to ensuring that:

- all staff actively supervise children at all times to ensure their safety
- all education and care services (including toilets and nappy change facilities) are designed and maintained in a way that facilitates the supervision of children at all times that they are being educated and cared for by the service, having regard to the need to maintain the rights and dignity of the children
- educator/contractor to child ratio is maintained in accordance with legislation at all times

Supervision means constantly observing and relating to individual children and groups of children, which contributes to their safety, health and wellbeing. Through active supervision, educators/contractors get to know each child and develop essential

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understandings about them in the social setting of the education and care service. When children are being supervised adequately, there will be evidence of strong, mutually respectful relationships between educators/contractors and children. Adequate supervision requires teamwork and constant communication among all educators/contractors.

For all services, the adequacy of supervision is determined by a range of factors including the following:

- number of children
- ages of children
- abilities of children
- numbers and positioning of adults
- each child's current activity (eg. physical activities, art activities and playing with others) and the visibility and accessibility of these activity areas
- adults' knowledge of each child and each group of children
- experience, knowledge and skill of each educator/contractor
- need for educators/contractors to move between areas

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Action	Approved Provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
An authorised person signs their child in and out of the education and care service and family day care service premises each day.	✓	✓	✓	✓	r.99 r.15-159 r.158-159 r.161	s.165 s.167 s.169 s.175	r.31-33 r.72 r.75 s.26 s.32B
Ensure that the education and care premises are designed and maintained to facilitate supervision of children at all times. This includes the design and maintenance of toilets and nappy change facilities, which must acknowledge and respect the rights and dignity of the children.	✓	✓			r.103 r.115-117	s.167	r.95-99 s.26 s.29
Ensure educator/contractor to child ratio is maintained at all times.	✓	✓	✓		r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A
Ensure there are two educators on duty at the commencement and end of the day.		✓	✓		r.360-365	s.165 s.167 s.169	r.50 s.26 s.27 s.29A
The following practices are to be followed to ensure adequate supervision. As soon as a child is noticed to be missing, suspected of leaving a service centre or family day care premises unaccompanied: <ul style="list-style-type: none"> immediately conduct a search (indoors 	✓	✓	✓		r.176 r.360-365 r.168-172	s.165 s.167 s.169	r.50 r.53 r.90-91 s.26 s.27

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<p>and outdoors) to check if the child is still in the centre or on the premises.</p> <ul style="list-style-type: none"> in the case of a centre-based service, search the immediate area of the fence perimeter, surrounding streets, parks and properties. if either of these searches does not locate the child, immediately contact, in order: 1) Coordinator Childcare or Manager Family and Children's Services; 2) the police; and 3) the parents/guardians, or emergency contact on the child's Enrolment Form. while waiting for police and parents/guardians to arrive, staff are to prepare an accurate description of the child including photograph, age, clothing and any distinguishing features. ensure that other children in the centre remain safe and calm. 							s.29A
Prepare and send a report to the regulatory authority, the Victorian Department of Education and Training, within 24 hours of the incident.	✓	✓			r.176	s.174	r.90 s.29C
Report to the Commonwealth Department of Education and Training within 48 hours (also refer to Policy 2.6 Incident, Injury, Trauma and Illness).	✓	✓			r.176	S.174	r.90 s.29C
Design rosters that ensure that every child at the service is adequately supervised while being cared and educated at the service and on excursions.		✓	✓		r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A
Consider aspects of supervision when setting up learning environments, both indoors and outdoors. Educators/contractors are to position		✓	✓		r.360-365	s.165 s.167	r.50 r.53

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themselves in a way to ensure maximum supervision of these areas at all times. Inform new and relief educators about supervision arrangements and what is required of them in relation to supervision.						s.169	s.26 s.27 s.29A
Communicate with each other regularly regarding educators' movements, particularly relating to positioning and ability to provide active and direct supervision when implementing indoor/outdoor programs.		✓	✓		r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A
All children are to be directly and actively supervised at all times.		✓	✓		r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A
Undertake regular head counts of children and reference these with the number of children signed in the attendance book.		✓	✓		r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A
Educators/contractors are to ensure that they are not engaged in carrying out other duties that compromise, or may compromise, the supervision of children.		✓	✓		r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A
Service/premises gates and entrance doorways are closed at all times to prevent children from leaving the centre/premises unaccompanied.		✓	✓	✓	r.103 r.360-365	s.165 s.167 s.169	s.26 s.27 s.29 s.29A
Protect children against known and potential risks to prevent possible injury and harm to them.	✓	✓	✓		r.103 r.168-172 r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29 s.29A
Ensure that a Risk Assessment is carried out before an authorisation is sought for an excursion. The Risk Assessment will consider and identify the number of adults required to	✓	✓	✓		r.100-101	s.165 s.167 s.169	r.73 r.77 r.84 s.26 s.27

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ensure continuous adequate supervision throughout the excursion.							s.29A
For family day care, where there is only one educator/contractor supervising, the educator/contractor must adequately and directly supervise all children under his/her care at all times, and not allow those children to be supervised by a person other than the educator/contractor (6.3.4 of the Family Day Care Educator Agreement).	✓	✓	✓		r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A
Ensure that children are not left alone with visitors in a family day care venue or premises, and that a record of visitors is maintained.	✓	✓	✓		r.163-166	s.165 s.167 s.169 s.170-171	r.50 r.53 s.26 s.27 s.29A
At the entrance to the service and on a day-to-day basis, the name of the Responsible Person or Primary Nominee or Certified Supervisor is displayed.	✓	✓	✓		r.173	s.161-164 s.172	r.40 s.30 s.32B
Be aware of the movement of other children near gates and doors when entering or exiting the service.			✓	✓	r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A
Supervise other children, including siblings, in their care while attending or assisting at the service.				✓	r.360-365	s.165 s.167 s.169	r.50 r.53 s.26 s.27 s.29A

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Resources and Useful Websites

This Policy and Procedures are aligned to the following National Quality Standard

www.acecqa.gov.au/national-quality-framework/the-national-quality-standard

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