

## 4.9 SUPERVISION (Child Safe Environment)

**Policy No:** 4.9

**Policy Adopted:** April 2013

**Version No:** 2 under Education and Care Services National Regulations under the Education and Care Services National Law

**Review Date:** September 2014

**PURPOSE** To protect children from potential harm and to ensure protective strategies are followed

**POLICY** Children receive ongoing supervision by their educator at all times; educators are to ensure protective strategies are implemented when supervising children

### PROCEDURES

#### 1. Supervision

- 1.1 educators must maintain visual and/or auditory supervision of each child in care at all times, including while the children sleep, while children toilet independently, while educator is engaged in personal needs i.e. toileting or attending to nappy changing
- 1.2 when auditory supervision is implemented, regular physical and visual checks must also be made. (refer to Sleeping/Rest policy).
- 1.3 children are not left in indoor/outdoor areas where the educator cannot maintain supervision and provide immediate assistance to children; educators closely supervise children who are engaged in high risk activities such as using outdoor climbing equipment, playing with water or on the change table.
- 1.4 educators must not perform other duties which could reduce their ability to supervise the children, including while children sleep
- 1.5 educators will ensure that appropriate supervision ratios are maintained on all excursions and or outings (refer to Excursions/Regular Outing/Transport Policy)
- 1.6 where parents authorise children to self administer medication, eg. Asthma, the educator must supervise the child whilst administering medication (refer to Medical Conditions Policy)
- 1.7 Any interaction between a child and pets must be directly supervised (refer to Pet / Livestock Policy)
- 1.8 educators closely supervise all children to prevent deliberately harming another child; (refer to Interactions with Children policy).

#### 2. Protective strategies

- 2.1 children's health, wellbeing and care needs are to be provided by the educator whilst children are in care: service staff and relief educator can assume these responsibilities during the provision of relief care if required,

(refer to Educator Support, Monitor and Supervision Policy).

- 2.2 in an emergency situation, educators attempt to arrange coordination unit or, if unable to be contacted in time, another registered educator to supervise the children; in the event neither of these can be arranged immediately, the educator uses their best judgement in making suitable immediate arrangements for the supervision of the children and ensures continued attempts are made to notify the coordination unit and enable their assistance
- 2.3 visitors staying at the educator's home are introduced to FDC children's parents and sign the visitors book; visitors do not attend to any children's routine, refer to 2.1
- 2.4 no child who is of or above 7 years of age sleeps in the same room as another child of the opposite sex who is not a relative; no child above 2 years of age sleeps in the same room in which an adult is sleeping; no child under 2 years of age sleeps in the same room in which an adult is sleeping unless there is written consent from the child's parent

**Source:**

- Education and care Services National Regulation—101
- National Quality Standards—Quality Area 2—Standard 2.3

**Forms:**