



# Supervision

Review Date: 28/11/2025

## Introduction

Children are adequately supervised at all times that they are being educated and cared for both at the preschool and on excursions.

Active supervision can prevent and reduce accidents through early detection of potential hazards, and an awareness of the location and actions of other adults and children.

Evans Head Pre-School Association Inc. will prioritise regular assessment of their supervision practices in order to increase educators' awareness of their duty of care and to continuously improve supervision procedures.

## Goals – What are we going to do?

The preschool maintains a safe and secure environment where children are free to explore and learn more about their world. The Nominated Supervisor and educators are familiar with regulatory requirements and standards regarding supervision. The preschool encourages educators to evaluate their supervisory practices and implement plans that increase their awareness of the layout, risk management and supervisory choices within the preschool environment and the community.

## Strategies - How will it be done?

### The Approved Provider will:

- Ensure that the premises are designed and maintained to facilitate supervision of children at all times while considering the need to maintain the rights and dignity of all children.
- Ensure that the age and supervision requirements for educators are maintained at all times. Any educators who are under eighteen years of age may work at the centre-based service, provided they do not work alone and are adequately supervised at all times by an educator who is over eighteen years of age.
- Notify the regulatory authority within 24 hours if a child appears to be missing, cannot be accounted for, appears to have been taken or removed from the premises, or has mistakenly been locked in or out of the preschool premises.

### The Nominated Supervisor will:

Supervision Policy

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Links to Education and Care Services National Regulations: 87, 100-102, 115, 120, 166, 168, 176

Links to National Quality Standards/Elements: 2.1.1, 2.1.2, 2.2.1, 2.2.3, 3.1.1, 3.1.2, 3.2.1, 3.2.2, 4.1.1, 4.1.2, 5.1.2, 5.2.2.

- Carefully plan rosters that ensure continuity of care and adequate supervision whenever children are being cared for and educated in the service and on excursions.
- 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 ensure continuous adequate supervision throughout the excursion.

### **Educators will:**

- Evaluate situations to determine potential risks and benefits to children's health, safety and wellbeing. Observing and anticipating what may happen next allows educators to assist children as difficulties arise and to intervene when there is potential danger.
- Use all their senses to supervise children and be aware of the environment, noting any changes in tone or volume of children's voices who may not be in direct sight.
- Document plans and strategies for both the indoor and outdoor areas. This will assist educators to position themselves effectively for supervising the children's play. They will take into consideration the layout of the premises and grounds, any higher risk activities, the presence of any animals, the location of activities and the location of bathroom facilities. This will be regularly evaluated and reviewed.
- Inform new and relief educators about supervision arrangements and what is required of them in relation to supervising children.
- Seek to ensure that two educators are within close proximity when supporting children with toileting/hygiene and meal time routines.
- Arrange the environment to maximise the ability of educators to supervise all areas accessible to children.
- Actively supervise children during arrival and departure times. Note who is entering and leaving the service, until the parent or arranged adult arrives to take over supervision by signing out their child. Particular focus will be on gates, the fence line and doors during arrival and departure times.
- Be aware of the importance of communicating with each other about their location within the environment.
- Ensure that correct child : educator ratios are maintained throughout the education and care environment.
- Ensure that supervision arrangements are respectful and that interactions with children are meaningful. Educators will encourage children's independence while respecting individual abilities and needs.

- Supervise children during rest periods. Children will be positioned and supervised according to the *Sleep & Rest Policy*.
- Ensure that hazardous equipment, machinery, and chemicals are inaccessible to children.
- Scan the environment while interacting with individuals or small groups. Educators will position themselves to maximise their view of the environment and the children's play.
- Expect and support children's innate risk taking whilst providing safe boundaries to protect from excessive/significant risk. Assist children to assess and plan to keep themselves safe.
- Implement active and consistent supervision strategies. Do not perform other duties which may compromise the supervision of children.
- Not leave educators under the age of 18, volunteers or students alone with children.
- Monitor "loose parts" within the learning space which may have become a risk through children's creative play and positioning.

**Safety will be the priority of all educators when supervising children.**

## Statutory Legislation & Considerations

Children (Education and Care Services) National Law (NSW) No. 1049

Education and Care Services National Regulations (2011.653)

Guide to the National Quality Framework ACECQA (2018)

Building Code of Australia re building requirements for new buildings/visibility of children's bathrooms

## Sources

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011

ECA Code of Ethics (2016) Early Childhood Australia - [www.eca.com.au](http://www.eca.com.au)

Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.)

[www.community.nsw.gov.au/docswr/assets/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf)

## Links to other policies

- Medical Conditions
- Interactions with Children
- Excursion
- Child Protection
- Emergencies and Evacuation
- Water Safety
- Sleep and Rest
- Toileting

## Evaluation

Educators are active participants in learning with children. Their interactions are respectful and meaningful and challenge each child's skills and awareness of the world.

Risks are assessed and managed so that the environment can be safe, educative and stimulating. Learning experiences are planned for and monitored by educators with consistent strategies to minimise potential dangers to children.

### Approved Provider Representative:

Name: ..... Narissa Cuskelly .....

Role: ..... President .....

Signature: .....

Date Adopted: ..... 28/11/2023 .....

REVIEW DATE: ..... 28 November 2025 .....

Policy Adopted	Approved Provider Representative	Review Date
01/12/2016	Naomi Simpson	01/12/2018
04/12/2018	Belinda Fayle	04/12/2020
07/07/2021	Kieran O'Reilly	07/07/2023
28/11/2023	Narissa Cuskelly	28/11/2025