

# Bendigo Regional YMCA Children's Services – Supervision Of Children Policy

## Mandatory – Quality Area 2

<b>Policy Number</b>	<b>CS 2.20</b>	<b>Version</b>	<b>1</b>
<b>Drafted by</b>	CSM	<b>Approved by CEO on</b>	15.01.2018
<b>Responsible Person</b>	CSM	<b>Scheduled Review date</b>	15.01.2019

### 1. OBJECTIVE

This policy will outline how BRYMCA will provide adequate supervision to all children being educated and cared for at BRYMCA Children's Services.

### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, bus drivers, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities.

### 3. POLICY

Supervision is essential in ensuring that children's safety is protected in the service environment.

Supervision is an integral part of the care and education of children and requires staff members to make ongoing assessments of the child and the activities in which they are engaged. Active supervision assists in the development of positive relationships between educators, children and their families, and informs ongoing assessment and future planning. Adequate supervision requires teamwork and good communication between educators.

BRYMCA is committed to:

- Providing adequate supervision of all children enrolled and attending our programs
- Ensuring all children are directly and actively supervised by educators employed by BRYMCA
- Maintaining a duty of care (refer to *Definitions*) to all children at YMCA centres

### 4. RESPONSIBILITIES

**BRYMCA is responsible for:**

- Ensuring that the prescribed educator-to child ratios are met at all times and that educators have required qualifications
- counting only those educators who are working directly with children at the service in the educator-to-child ratios
- ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
- ensuring that children being educated and cared for by the service are adequately supervised at all times they are in the care of that service

- managing the risks of abuse or harm to each child, including fulfilling duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm.
- ensuring supervision standards are maintained during educator breaks
- identifying high-risk activities, including excursions, through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult to child ratios above regulatory requirements
- evaluating supervision practices regularly in consultation with Educators
- developing procedures to inform casual staff about the supervision strategies outlined in this policy
- notifying the Regulatory Authority (DET) within 24 hours of:
  - a serious incident (refer to *Definitions*) occurring at the service, including when a child appears to be missing or cannot be accounted for (*Education and Care Services National Law Act 2010: Section 174(2)(a), Education and Care Services National Regulations 2011: Regulations 12, 176(2)(a)*)
  - a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached (*Education and Care Services National Law Act 2010: Section 174(2)(b), Education and Care Services National Regulations 2011: Regulations 175(2)(c), 176(2)(b)*)
- informing parents/guardians, volunteers and students at the service about the *Supervision of Children Policy* and the ways that they can adhere to its procedures
- notifying parents/guardians of a serious incident involving their child as soon as possible, but not more than 24 hours after the occurrence
- reporting notifiable incidents to WorkSafe Victoria

**All Educators, Room Leaders. OSHC Supervisors are responsible for:**

- providing adequate supervision at all times
- communicating with other educators regularly to ensure adequate supervision at all times
- considering the design and arrangement of the service environment to support active supervision.
- providing safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards
- arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces
- being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the service and not just within their own immediate area, and using supervision skills to reduce or prevent incident or injury to children and adults
- following procedures to ensure that all children are accounted for, including referring to attendance records at various times throughout the day
- adjusting supervision strategies to suit the service environment, educator skills; and age mix, dynamics and size of the group of children being supervised and the activities being undertaken
- managing the risks of abuse or harm to each child, including fulfilling duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- deciding when to interrupt and redirect children's play to ensure safety at all times
- identifying opportunities to support and extend children's learning while also recognising their need to play without adult intervention
- conducting daily safety checks of the environment to assess safety and to remove hazards
- providing direct and constant supervision when a child is near water or near a road

- conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised
- notifying the BRYMCA in the event of a serious incident occurring at the service or of a complaint being made alleging that the health, safety or wellbeing of a child has been compromised
- assisting the BRYMCA to evaluate supervision practices regularly
- supervising children’s daily departure from the service and being aware of the person who has authority to collect the children

## 5. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Family Law Act 1975 (Cth), as amended 2011*
- *Child Safe Standards*
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*

## 6. DEFINITIONS

The terms defined in this section relate specifically to this policy.

<p><b>Adequate Supervision</b></p>	<p>(In relation to this policy) entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> <li>number, age and abilities of children</li> <li>number and positioning of educators</li> <li>current activity of each child</li> <li>areas in which the children are engaged in an activity (visibility and accessibility)</li> <li>developmental profile of each child and of the group of children</li> <li>experience, knowledge and skill of each educator</li> <li>need for educators to move between areas (effective communication strategies).</li> </ul>
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<b>Attendance Record</b>	Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator
<b>Duty of care</b>	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all foreseeable risk of injury.
<b>Hazard</b>	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
<b>Incident, Injury, Trauma and Illness Record</b>	Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service
<b>Notifiable Incident</b>	An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences.

## 7. ROLES AND RESPONSIBILITIES

<b>Department/Area</b>	<b>Role/Responsibility</b>
Educators, Bus Drivers, Supervisors, Directors and Coordinators	<ul style="list-style-type: none"> <li>Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy</li> <li>All Educators and Bus Drivers are responsible for the daily implementation of the policy when directly supervising children.</li> </ul>
Community Services Manager	<ul style="list-style-type: none"> <li>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</li> <li>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.</li> </ul>
CEO	<ul style="list-style-type: none"> <li>Policy Approval</li> </ul>

## **8. MONITORING, EVALUATION AND REVIEW**

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.