



SUPERVISING CHILDREN POLICY

(BP)

Mandatory – Quality Area 2

CSRegs (Vic) Div10, Div11, Part 4, Div 2, Part 5

POLICY

Supervision is a key aspect of ensuring that children's safety is protected. Educators must be alert to and aware of risks and hazards and the potential for accidents and injury throughout the service and not just in their immediate area.

Approved Provider to ensure Nominated Supervisor all Educators have the knowledge of educator:child ratio's CSRegs89-90 as per Outlets Co-operative Neighbourhood House LTD approved service (Vic) registration. 1:4 <36mnths 1:11>36mnths CS Reg 90 (1) (2)

Approved Provider to ensure new Legislations and regulations be acknowledged and implemented as to Child Safe standards and Environment till formally adopted.

That staff have understanding of restrictions and new legislations as to various risks and risk implications:- being personal devices restrictions in early childhood services.

SCOPE

This policy applies to Committee of Management, Approved Provider/CEO, Nominated Supervisor, Day-to-day Supervisor, Childcare Educators, Placements, Students and Volunteers and all those responsible for the care of the children, parent and guardians

PROCEDURE

All Educators must ensure they provide adequate supervision of all children. (**Refer to Interactions with children Policy, Delivery and Collection Policy and Children's Health and Safety*)

Supervision 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.

Ensure that only service issues devices are use for images and videos while providing Early Child Education and Care under uses as prescribed in the SRE-National Model Code and authorised by Approved Provider/MoC refer to Child Safe_Taking Images and/or Videos Policy.

Outlets Co-operative Neighbourhood House LTD is 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.

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:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

Key points when supervising:

- Listen beyond your immediate position (do not just rely on sight)
 - What can you hear whilst supervising?
- Having peripheral vision
 - Know what is happening *behind you and*
- Consider where the best place is to position yourself to see majority of the group

NB: Staff must adequately supervise (attending to) babies and toddlers when they are eating and drinking



RESOURCES

Parent information Handbook
Outlets Co-operative Neighbourhood House LTD - Childcare Business Plan
Child Care Provider Handbook
Child Safe Policies
Child Safe Commitments
Child Safe Standards
Child Safe Environment
Collection and Delivery of Children Policy
Interactions with Children Policy
Staffing Policy (CSReg88)

Children's Services Regulations (Vic) 32/2020 Part 4, Div 2, Part 5.
Children's Services Act 1996
National Quality Standard, Quality Area 2: Children's Health and Safety
Early Childhood Education and Care National Law
Statement of Regulatory Expectations – National Model Code

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD

REVIEW DATE

Policy Review This policy will be reviewed annually unless there are any regulatory or legislative requirements and/or any feedback from staff, parents and the community.

UPDATED DATE: 17/9/2025