



## LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE SUPERVISION OF ENROLLED CHILDREN

### **POLICY STATEMENT**

The Liwara Catholic Outside School Hours Care service will endeavour to protect the health, safety and well-being of enrolled children attending our service by ensuring the environment is maintained in a suitable manner and children are adequately supervised at all times.

Educator to child ratios will be maintained as per the requirements of the *Education and Care Services National Regulations 2012* whenever the service is caring for enrolled children. Additional educators or volunteers will be rostered when a need for additional supervision is identified.

Active supervision strategies will be employed to ensure all children's health, safety and wellbeing is maintained at all times during the hours of service operation. Supervision strategies will depend upon the age of the children and the activities in which they are involved in. However adequate supervision means that they will be within sight or sound of an educator at all times.

### **RATIONALE**

*Each child is a precious and sacred gift from God who has the right to participate in our program in a safe manner. Supervision procedures optimise the safety and well-being of our enrolled children and safeguard educators as they execute their duty of care to children and families. Quality Area 5 of the National Quality Standard highlights the importance of relationships with children so supervision at our service does not just involve keeping children physically safe but also involves warm, responsive interaction between educators and children.*

Under section 165 of the *Education and Care Services National Law (WA) Act 2012* it is an offence to inadequately supervise children.

### **ACTIVE SUPERVISION**

Active supervision is essential for creating an environment that is safe and responsive to children's individual and group needs. Good supervision will assist in reducing any potential accidents or incidents and also allows staff to interact meaningfully with the children. Our active supervision strategies will enhance children's learning and development by supporting play experiences as required, assisting in the development of positive relationships and informing ongoing assessment and future planning.

Our levels and types of supervision will be adapted according to:

- group size;
- experience of educators and their knowledge of the children in their care;
- individual characteristics, developmental level and age of the children;
- types of activities occurring and the children's previous experience of the activity;
- potential hazards within the environment;
- time of day.

### **STRATEGIES FOR POLICY IMPLEMENTATION**

The nominated supervisor will ensure rosters are created to ensure the service maintains, at a minimum, the educator to child ratios and qualifications defined in the *Education and Care Services National Regulations 2012* at all times the service is caring for enrolled children.

Despite minimum staffing requirements outlined in the *Education and Care Services National Regulations 2012*, the nominated supervisor will ensure that a minimum of two educators are rostered on duty at all times children are in attendance at the service or on an excursion from the service.

Each educator included as part of educator ratios will work directly with enrolled children for the times they are rostered. When a rostered educator is required to perform duties away from children that educator will be replaced by another suitably qualified educator to ensure ratios are met and adequate supervision is provided.

Additional educators or volunteers will be utilised when educators planning activities identify a need for additional supervision such as for challenging activities or excursions.

The physical environment will be arranged to support the active supervision of children. Educators, including relief staff, will be fully inducted in their duty of care responsibilities to children and understand how this duty relates to the supervision of children.

When educators are on duty they are responsible for the supervision of the children in their care.

This requires that each child is within sight and/or hearing of an educator at all times.

In accordance to the *Education and care Services National Regulations 2012* no educators under 18 years of age will be left supervising children without the presence of another staff member (over 18 years of age).

**Educators will adopt the following strategies to facilitate the adequate supervision of children:**

- always face children and position themselves in the physical environment to allow for maximum observation of the area they are responsible for supervising;
- keeping an eye on large groups of children by scanning and regularly looking around the area;
- being alert to sounds that may indicate a problem or need for intervention or assistance;
- anticipating what may happen next when watching children’s play, and being prepared to intervene when there is a potential danger;
- being in close proximity to children to supervise high risk activities such as woodwork or cooking;
- identifying planned activities that require additional educators or volunteers to support safe delivery;
- regularly inspecting the environment to check for hazards;
- be vigilant during children’s departure from the service and being aware of the people authorised to collect the child.
- educators on duty will not undertake cleaning or administrative duties except where this involves undertaking minor incidental duties such as marking the role for a care session or carrying out minor cleaning duties arising directly from the care of an enrolled child.
- experienced educators who are familiar with the children, the services facilities and procedures will be rostered to open and close the service.
- when educators are finishing their shift they will ensure colleagues who are closing the service are aware of which children are still in care and of any information to be shared with the person collecting the child.
- the nominated supervisor and educators will regularly evaluate supervisory practices for effectiveness.

**References**

Australian Children’s Education and Care Quality Authority (2012), *Education and Care Services National Law (WA) Act 2012*, ACECQA, NSW

Australian Children’s Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*, ACECQA, NSW.

Australian Children’s Education and Care Quality Authority (2011), *The Guide to the National Quality Standard* (Quality Area 2, 3 and 5), ACECQA, NSW.

<b>Review History</b>		
Previous Review	Year of Review	Next Review
November, 2014	November, 2016	November, 2019