



Child Supervision Policy

Indoороopilly Montessori Children's House

Date: June 2004

Dates Reviewed: Mar 2006, Feb 2007, Oct 2007, Feb 2008, **Jan 2009**

Rationale

Childcare Workers have a duty of care to provide adequate supervision of children at all times.

Supervision is one of the key requirements in the prevention of accidents and injury throughout the centre. Childcare staff members require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accident or injury. New and relief staff should be informed of potential supervisory risks appropriate to the individual child in a confidential and sensitive way.

Approved child/staff ratios must be adhered to and extra staff provided for children with additional needs.

Aim

- ◆ To ensure the potential for accidents and injury to children is reduced
- ◆ To ensure staff are aware of the variables relating to supervision
- ◆ To ensure safety for children when participating in excursions
- ◆ To ensure that the staff have the capacity to evaluate supervisory practices and respond appropriately.

Implementation

Parents will:

- ◆ Personally deliver children to a staff member and ensure a staff member is informed when departing;
- ◆ Inform staff if a person, other than authorised, will be collecting the child. This can be done via a phone call to the office in the event of an emergency;
- ◆ Ensure the 'Authorised Person to Collect' information is up to date;
- ◆ Inform staff of any current or pending court orders affecting the child. Provide the centre with a photocopy of the court order to be kept with the child's enrolment form;
- ◆ Ensure they are familiar with the procedures to be followed when attending excursions with the group;
- ◆ Adhere to correct "Sign In and Out" procedures;
- ◆ Ensure that the front door and playground gates are closed after entry or exit;
- ◆ Ensure that only an adult pushes the release button on the front door.

Staff will:

- ◆ Ensure a staff member is close enough to children to intervene in the event of an issue occurring;

- ◆ Ensure that children are not left alone in the playground or in the room.
- ◆ Have clear sight lines to all children in the group at all times. They will place themselves in a position to 'supervise' as much of the 'whole group' as possible;
- ◆ Ensure that where multiple areas are available to children at the same time (indoor/outdoor activities) that such areas are appropriately supervised;
- ◆ Communicate effectively to other staff when they are moving from an area;
- ◆ Ensure children are only released only to authorised people;
- ◆ Ensure younger children's safety is not compromised in mixed age groups;
- ◆ Complete accident/incident forms for all injuries under their supervision and report them to the Director as soon as practicable;
- ◆ Be consistent in enforcing limit setting using centre's "Guided Choices" program;
- ◆ Ensure the water trough is supervised at all times and emptied after use.
- ◆ Do regular head counts of children in their care, especially when entering the playground and on leaving the playground, and on excursions;
- ◆ Be aware of the location of each child at all times;
- ◆ Ensure that supervision is **active** and **interactive** with children. It is not suitable for staff to stand and watch, or talk to other staff and parents. Staff will discuss with each other the best positions of supervision, especially in the playground, to avoid clustering in one spot;
- ◆ Ensure staff ratios are correct at all times to assist supervision;
- ◆ Not take hot drinks into the classroom or playground area.
- ◆ Encourage children who wish to use the bathroom, to inform a staff member who will accompany them.
- ◆ Question any strangers to the centre in a friendly way, e.g. "Hello, can I help you?" while observing the person's actions. Any concerns should be reported immediately to the Group Leader or Director;
- ◆ Ensure that the supervision of excursions adheres to Regulation Guidelines;
- ◆ Ensure that front door and playground gates are closed after entry and exit;
- ◆ Ensure that only an adult pushes the release button on the front door.

Management will:

- ◆ Ensure all areas are visible, accessible and free of potential hazards;
- ◆ Ensure all guidelines and legislation are adhered to;
- ◆ Ensure procedures are reviewed and adhered to
- ◆ Ensure new staff and relief staff members are fully informed of and clearly understand supervision procedures.

Staff Ratios

See attachment

Sources:

Early Years Training Group.
 A Practical Guide to Working with Children, Else, 2006
 Childcare Legislation 2003.

Principle 5.2; 5.3

Schedule 1 Groups in child care centres

Sections 22, 24 and 25

Ages of children in group	Qualified carer : child ratio	Maximum group size	Other limits or exceptions
Birth to 2 years	1 : 4	8	
Birth to 3 years, including at least 1 child aged 3 years	1 : 5	10	The group may not include more than 2 children aged birth to 1 year for each qualified carer
15 months to 3 years	1 : 5	10	
2 to 3 years	1 : 6	12	
2.5 to 3 years	1 : 8	16	
3 years to 6 years	1 : 12	24	
4 years to 6 years	1 : 13	25	
4 to 12 years, including at least 1 child of more than 6 years	1 : 12	No maximum	The group may not include more than 13 children aged 4 or 5 years.
Ages for which no other entry applies	1 : 7	21	<ol style="list-style-type: none"> 1. The group may not include more than 4 children aged birth to 1 year. 2. The group may not include more than 2 children aged birth to 1 year for each qualified carer. 3. If the group is in a centre based service with a licensed capacity of more than 30, the group may not include more than 10 children aged birth to 2 years.

From: Dept Families and Community : Child Care Legislation 2003.