**Supervision procedure**

**Purpose**

Toowoomba Catholic Kindergartens and Care service (TCKC) ensure a safe and secure environment for all children at services and that adequate supervision of all enrolled children is maintained all of the time.

**To whom it applies**

This procedure applies to all TCKC staff, parents, children and visitors.

**Related policies and legislation**

* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011
* Education and Care Services National Amendment 2017
* Work Health & Safety Act 2011
* Work Health & Safety Regulation 2011
* Guide to National Quality Framework
* Family and Child Commission Act 2014
* ACECQA

<https://www.acecqa.gov.au/sites/default/files/2018-04/QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning_1.pdf>

* ECEC

<https://earlychildhood.qld.gov.au/news/educators/get-your-supervision-active-with-these-6-tips>

● KIDSAFE

[www.kidsafe.com.au](http://www.kidsafe.com.au)

**Definitions**

* 1. **Supervision**: 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. 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.

**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.

**Attendance Record:** 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 (Regulation 158(1)).

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and foreseeable risk of injury.

**Hazard:** 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.

**Incident, Injury, Trauma and Illness Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence.

**Serious incident:** An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Form as soon as possible and within 24 hours of the incident. The Regulatory Authority (ECEC) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183 and can be located on TCKC teams, NQS 2 or hard copy Policy and Procedure folder.

**Procedure**

**The Approved Provider (TCKC) is responsible for:**

1. complying with the legislated educator-to-child ratios, at all times, (Education and Care Services National Law Act 2010: Sections 169(1), Education and Care Services National Regulations 2011: Regulations 123, 355, 357, 360)
2. counting only those educators who are working directly with children at the service in the educator to-child ratios (Regulation 122)
3. ensuring a minimum of two educators (where appropriate) are rostered on duty, at all times, children are in attendance at the service
4. ensuring that children being educated and cared for by the service are adequately supervised (refer to definitions), at all times, they are in the care of that service (Education and Care Services National Law Act 2010: Section 165(1))
5. considering the design and arrangement of the service environment to support active supervision.
6. identify 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 (Regulation 101)
7. ensure supervision standards are maintained during educator breaks, including during lunch breaks
8. provide 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
9. provide staff rosters, and casual and relief staff lists
10. developing procedures to inform casual and relief staff about the supervision strategies outlined in this procedure
11. notify the Regulatory Authority (ECEC) within 24 hours of:
12. a serious incident
13. notifying parents/guardians of a serious incident involving their child as soon as possible, but not more than 24 hours after the occurrence
14. reporting notifiable incidents Queensland WHS

**The Nominated Supervisor is responsible for:**

1. ensuring that the prescribed educator-to-child ratios are met at all times and that educators have required qualifications (Education and Care Services National Law Act 2010: Sections 169(3)&(4), Education and Care Services National Regulations 2011: Regulations 123, 355, 357, 360)
2. counting only those educators who are working directly with children at the service in the educator to-child ratios (Regulation 122)
3. ensuring a minimum of two educators (where possible) are rostered on duty, at all times, children are in attendance at the service
4. ensuring that children being educated and cared for by the service are adequately supervised
5. considering the design and arrangement of the service environment to support active supervision
6. identify high-risk activities
7. ensuring supervision standards are maintained during educator breaks, including during lunch breaks
8. develop procedures to ensure that all children are accounted for,
9. maintain a duty of care always
10. communicate with other educators regularly to ensure adequate supervision
11. inform parents/carers and volunteers at the service about the Supervision Procedure
12. ensure doors and gates are closed always
13. conduct daily safety checks of the environment

**Parents/guardians are responsible for**:

1. ensuring educators are aware that their children have arrived or departed
2. ensuring that doors and gates, including playground gates, are closed after entry or exit
3. being aware of the movement of other children near gates and doors when entering or exiting the service
4. enabling educators to supervise children, at all times, by making arrangements to speak with them outside program hours if possible
5. supervising their own children before signing them into the program and after they have signed them out of the program
6. supervising other children in their care, including siblings, while attending or assisting at the service.

**Version control and change history**

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8/09/2020

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