

Adequate Supervision Procedures

This policy should be read in conjunction with:

- Zuccoli Preschool Risk Management plan for School Site Visits
- Supervision Map
- Zuccoli Preschool Risk Management plan for Outdoor Play

1. INTRODUCTION:

"Children need safe and secure environments to thrive in their life and learning. Effective supervision is integral to creating environments that are safe and responsive to the needs of all children. It also helps to protect children from hazards or harm that may arise from their play and daily routines. Effective supervision also allows educators to engage in meaningful interactions with children".

- extract from ACEQA Information Sheet - Active Supervision: Ensuring safety and promoting learning (QA2)

Zuccoli Preschool aims to ensure the provision of high-quality care based on best practice principles. Educators have a duty of care to actively care for, interact with and adequately supervise the children in their care at all times in all areas of the preschool environment.

2. RELATED LEGISLATION AND STANDARDS

Education and Care Services National Law Act 2010:

Section 165: Offence to inadequately supervise children.

Section 167: Offence relating to protection of children from harm and hazards

Section 174: Offence to fail to notify certain information to Regulatory Authority

Education and Care Services National Regulations 2011

Regulation 101 (2)(f): Supervision during excursions.

Regulation 115: Premises designed to facilitate supervision.

Regulation 168(2)(h): Policies and procedures are required in relation to providing a child safe environment.

Regulation 176: Timeframes for notifying certain information to the Regulatory Authority

National Quality Standard 2.2: Each child is protected. **Element 2.2.1:** At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Early Years Learning Framework 1.1, 3.2

Additional Reading

ACEQA Information Sheet - Active Supervision: Ensuring safety and promoting learning (QA2)

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3. RESPONSIBILITIES

Nominated Supervisor:

- Supports the educators to provide a safe, engaging learning environment that offers the best opportunities for learning.
- Provides correct staffing levels and ensure relief staff are employed when staff are absent.
- Aims for consistency of care by securing regular relief/release staff whenever possible.

Teacher In Charge:

- Ensure all staff, including relief and release staff, are aware of supervision expectations.

Educators:

- Participate in an orientation that includes information about Workplace Health and Safety obligations and responsibilities, including the importance of supervision and vigilance.
- Must be alert and aware of risks and hazards and the potential for accidents and injury both within the preschool building and grounds and throughout the school.
- Ensure that correct staff to child ratios of 1:11 are maintained and communicate with each other often about their movement around the room and yard.
- Provide effective 'active supervision' by being conscious of the physical environment and being attuned to the needs of individual children.
- Will ensure children are never left unattended whilst eating or drinking.

Families:

- Will ensure staff are aware of when their child has arrived at preschool and communicate any issues or important information from home.
- Will inform staff if collecting their child outside of normal departure time. Children will only be released into the care of an authorised person, as per authorisation form signed by parent/guardian.

Implementation:

Active Supervision

Indoors:

- During indoor investigations the ratio of 1:11 is maintained. Educators spread themselves around the classroom to ensure children have access to adult help, assistance and interactions at all times.

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- Educators are to scan or regularly look around the area to observe all children in the environment.
- When leaving the classroom, for example to use the bathroom, assist with toileting, perform first aid or gather additional resources, staff will notify other educators nearby to ensure the area they were supervising continues to have appropriate supervision.
- When children are packing away educators will provide encouragement and feedback to help the children understand their role in looking after the room and equipment as well as each other.
- Children are not permitted to enter gated kitchen area, internal storeroom or laundry/cleaner's cupboard as potentially hazardous equipment such as cleaning chemicals, kettle, stove, oven, and heavy equipment stored above head level are located in these areas and create an unacceptable risk of injury.
- Laundry/Cleaners cupboard is to be kept locked at all times.
- Any furniture, equipment or toys that are faulty or dangerous are to be removed or tagged for repair.

Outdoors:

Risky play is play that provides opportunities for challenge, testing limits, exploring boundaries and learning about injury risk (Sandseter, 2007; Little & Wyver, 2008). This type of play is crucial to a child's development so it's important that educators don't prevent children from engaging in risky experiences and activities. Active supervision requires educators to observing children's play, anticipate what may occur next, assist children as difficulties arise and intervene when there is a potential danger to children. At times educators will need to evaluate individual situations to determine the potential risks and benefits for children's safety and wellbeing and adjust level of supervision accordingly.

- During outdoor investigations the ratio of 1:11 is maintained at all times. Educators spread themselves around the outdoor yard to ensure children have access to adult help, assistance and interactions at all times.
- Educators are to scan or regularly look around the area to observe all children in the environment. Educators are to listening carefully to children and note any changes of tone or volume in their voice to assist in supervising children who may not be in direct vision.
- Educators are to move around and conduct regular checks of areas in the playground that are visually obscured by buildings or vegetation. A map of the playground identifying these areas is attached. They include:
 - Blind spot at corner of Preschool Room 2
 - 'Bush Area' at back of playground
 - Drain running alongside preschool fence
 - Storeroom entrance at the side of Preschool Room 1
- If an educator needs to leave the outdoor area to use the bathroom, perform first aid, assist with toileting or to gather additional resources, they will notify other staff nearby to ensure the area they were supervising has appropriate supervision.

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- The shed roller door is to be kept closed unless staff member is present. When children are packing away or choosing equipment from the shed a staff member must be present to store the equipment or get it out. Children are not permitted to enter the shed due to risk of injury from heavy equipment.
- Posters displaying outdoor safety rules are displayed on the wall above the bubblers. These include photos as well as words so children and relief staff can be directed to them as reminders of safe practices in the playground.
- Educators are to check, tag and remove any outdoor equipment that is faulty or dangerous.
- When moving from outdoor area back into the classroom a head count is to be conducted to ensure all children are present before going inside.

Indoor/Outdoor

In the morning and afternoon sessions our program offers the flexibility of both indoor and outdoor experiences. The needs and interests of the children and specific planned activities will play a part in determining where particular Educators need to be. Extra vigilance and regular communication with co-workers is essential to ensure all areas are adequately supervised during these times.

School Grounds

- When leaving the preschool grounds to visit other areas of the school such as the library or assembly hall children are encouraged to walk in a line with one educator at the front and one at the back of the group.
- The daily sign in sheet and class evacuation bag containing basic first aid equipment, student medication and health care plans, and emergency contact phone numbers is to be carried by a staff member whenever the class leaves the preschool grounds.
- A head count is to be conducted before moving from one space to another within the school (the daily sign in sheet can be used to check that all students are present and accounted for).

Attachments: Supervision map of preschool playground

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Supervision Map



ZUCCOLI PRESCHOOL PLAYGROUND SUPERVISION MAP



The highlighted areas require regular visual checks

- during outdoor learning times
- prior to headcounts and transitioning inside



Best locations to supervise highlighted areas.



Convex mirror on fence

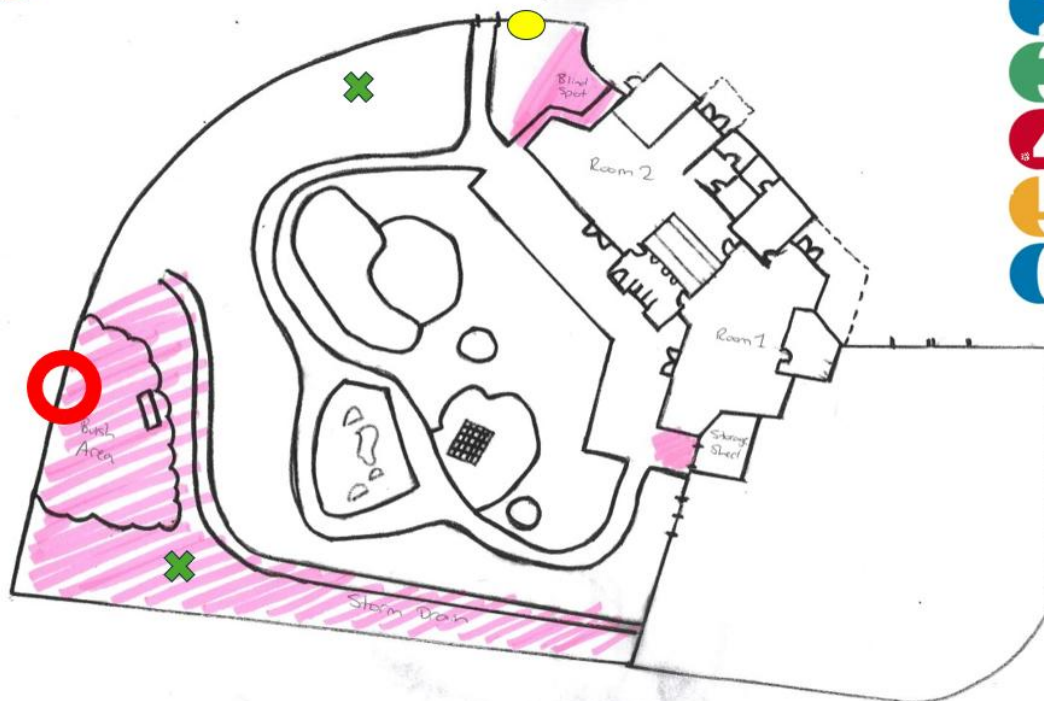


The ring shows the trees that have grown close to the fence and requires supervision.

Active supervision in 6 steps



- 1 Set up the environment** 
- 2 Position educators** 
- 3 Scan and count** 
- 4 Listen** 
- 5 Anticipate behaviour** 
- 6 Engage and redirect** 



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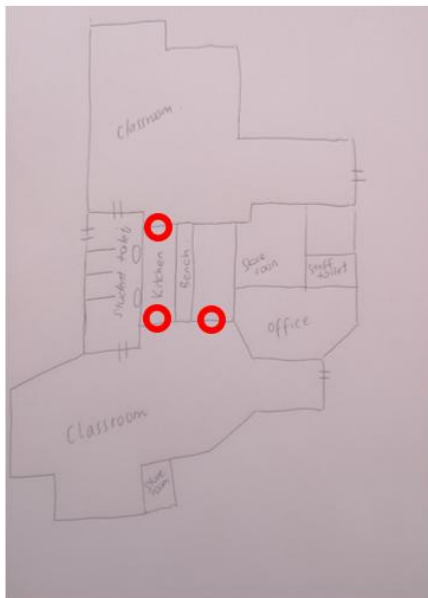
ZUCCOLI PRESCHOOL INDOOR SUPERVISION MAP

Due to recent build of the preschool space there are no blind spots for supervision, the areas are open plan and have been designed for this. Staff are mindful of the placement of furniture to not create blind spots.

There is however a high risk area identified due to loop fencing that has been installed as a barrier between classrooms and the kitchen. This fencing has been identified in the indoor risk assessment and strategies are in place.



The ring shows the locations of the gates.



Active supervision in 6 steps



- 1 **Set up the environment**
- 2 **Position educators**
- 3 **Scan and count**
- 4 **Listen**
- 5 **Anticipate behaviour**
- 6 **Engage and redirect**

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