


# Policy

## Early Years Policy – Supervision of Children

<b>Date of Adoption</b>	April 2013		
<b>Adoption Method</b>	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director Community
<b>Director Signature</b>	Signed by:  <small>A4566C08D5B4450...</small>		<b>Date</b> 25-11-2024
<b>Responsible Officer and Unit</b>	Samantha Waymouth, Coordinator Early Years Services		
<b>Nominated Review Period</b>	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other ( <i>please specify</i> )
<b>Last Endorsement Date</b>	October 2020		
<b>Next Endorsement Date</b>	November 2025		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

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## Purpose/Objective

This policy provides guidelines to ensure:

- the provision of a safe and secure environment for all children at Council's Early Years Services
- adequate supervision of enrolled children is maintained at all times.

## Scope

This policy applies to the staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Council's Early Years Services, including during offsite excursions and activities.

## Background/Reasons for Policy

Supervision is essential in ensuring that children's safety is protected in the service environment. Children have a right to be protected from potential hazards and dangers posed by products, plants, objects, animals and people in the immediate and wider environment.

Supervision is an integral part of the care and education of children and requires staff to make ongoing assessments of the child and the activities in which they are engaged. Active supervision assists in the development of positive relationships between educators, children and their families, and informs ongoing assessment and future planning. Adequate supervision requires teamwork and good communication between educators.

## Gender Impact Assessment

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this policy.

## Definitions

Term	Definition
Adequate supervision	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

	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>● number, age and abilities of children</li> <li>● number and positioning of educators</li> <li>● current activity of each child</li> <li>● areas in which the children are engaged in an activity (visibility and accessibility)</li> <li>● developmental profile of each child and of the group of children</li> <li>● experience, knowledge and skill of each educator</li> <li>● need for educators to move between areas (effective communication strategies).</li> </ul>
Attendance record	<p>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 (<i>Regulation 158(1)</i>). The attendance record is held on an online application called ZOHO – Sign In Sign Out as part of the Enrol Now platform.</p>
Duty of care	<p>A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.</p>

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	<p>Contains details of any incident, injury, trauma or illness that occurs while a 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. Details required include the:</p> <ul style="list-style-type: none"> <li>● name and age of the child</li> <li>● circumstances leading to the incident, injury, trauma or illness (including any symptoms)</li> <li>● time and date</li> <li>● details of action taken by the service including any medication administered, first aid provided or medical personnel contacted</li> <li>● details of any witnesses</li> <li>● names of any person the service notified or attempted to notify, and the time and date of this</li> <li>● signature of the person making the entry, and time and date of this.</li> </ul> <p>These details need to be kept for the period of time specified in Regulation 183. A sample Incident, Injury, Trauma and Illness Record is available on the Australian Children's Education and Care Quality Authority (ACECQA) website <a href="https://www.acecqa.gov.au/media/22726">https://www.acecqa.gov.au/media/22726</a>.</p>
Notifiable incident	An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to

	<p>WorkSafe Victoria, refer to their Guide to Incident Notification:  <a href="https://www.worksafe.vic.gov.au/resources/guide-incident-notification">https://www.worksafe.vic.gov.au/resources/guide-incident-notification</a></p>
Serious incident	<p>A serious incident (<i>Regulation 12</i>) is defined as any of the following:</p> <ul style="list-style-type: none"> <li>● the death of a child while being educated and cared for at the service or following an incident at the service</li> <li>● any incident involving serious injury or trauma while the child is being educated and cared for, which             <ul style="list-style-type: none"> <li>○ a reasonable person would consider required urgent medical attention from a registered medical practitioner; or</li> <li>○ the child attended or ought reasonably to have attended a hospital e.g. a broken limb*</li> </ul> </li> <li>● any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis*.</li> </ul> <p>*In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma is required to be notified, not other health matters.</p> <ul style="list-style-type: none"> <li>● any emergency<sup>^</sup> for which emergency services attended.</li> </ul> <p><sup>^</sup>This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution.</p> <ul style="list-style-type: none"> <li>● a child appears to be missing or cannot be accounted for at the service</li> </ul>

- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.

Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

If the approved provider is not aware that the incident was serious until sometime after the incident, they must notify the Regulatory Authority within 24 hours of becoming aware that the incident was serious.

Notifications of serious incidents should be made through the National Quality Agenda IT System portal (<https://www.acecqa.gov.au/resources/national-quality-agenda-it-system>). If this is not practicable, the notification can be made initially in whatever way is best in the circumstances

## References

- > Kidsafe: <https://kidsafe.com.au/>
- > Royal Children's Hospital: <https://www.vscn.org.au/listing/safety-centre-royal-childrens-hospital-melbourne/WorkSafe> Victoria: <https://www.worksafe.vic.gov.au/>
- > Australian Children's Education and Care Quality Authority (Oct 2024), Guide to the National Quality Standard: <https://www.acecqa.gov.au/national-quality-framework/guide-nqf>
- > Australian Children's Education and Care Quality Authority (Feb 2017), Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: <https://www.acecqa.gov.au/sites/default/files/2018-01/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf>

## Related Policies

- > Early Years Policy - Child Safe Environment and Wellbeing
- > Early Years Policy – Dealing with Medical Conditions
- > Early Years Policy - Excursions and Service Events
- > Early Years Policy - Incident, Injury, Trauma and Illness
- > Early Years Policy - Interactions with Children
- > Early Years Policy - Staffing Requirements
- > Early Years Policy - Delivery and Collection of Children
- > Early Years Policy - Road Safety Education and Safe Transport
- > Early Years Policy - Water Safety
- > Complaint and Unreasonable Behaviour Policy (Council)
- > Occupational Health and Safety Policy (Council)

## Related Legislation

- > *Child Safe Standards*
- > *Education and Care Services National Law Act 2010: Sections 165, 167, 169, 174*
- > *Education and Care Services National Regulations 2011: Regulations 101, 168, 176*
- > *National Quality Standard, Quality Area 2: Children’s Health and Safety*
  - *Standard 2.3: Each child is protected*
  - *Element 2.3.1: Children are adequately supervised at all times*
- > *Occupational Health and Safety Act 2004*
- > *Occupational Health and Safety Regulations 2017*



- > *Worker Screening Act 2020*
- > *Worker Screening Regulations 2021 (Vic)*
- > *Children's Services Act 1996*
- > *Children's Services Regulations 2020*

## Responsibilities

### Best Practice – Quality Area 2

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Complying with the legislated early childhood teacher/educator-to-child ratios at all times ( <i>National Law: Sections 169</i> ) ( <i>Regulations 123</i> )	R	R	✓		
Counting only those qualified teachers and educators who are working directly with children at the service in the educator-to-child ratios ( <i>Regulation 122</i> )	R	R	✓		
Keeping a record of legislated early childhood teachers/educators working directly with children ( <i>Regulation 151</i> )	R	✓			
Ensuring any educator under the age of 18 is not left to supervise children on their own ( <i>Regulation 120</i> )	R	✓	✓		
Ensuring an unauthorised person is under the direct supervision of an legislated early childhood teacher	R	R	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
/educator whilst at the service ( <i>National Law: Section 170 (2)</i> )					
Ensuring, in addition to ratio requirements, that a minimum of two educators are rostered on duty at all times children are in attendance at the service	✓	✓	✓		
Ensuring that children being educated and cared for by the service are adequately supervised (refer to Definitions) by being in sight and/or hearing of an educator at all times; including during eating, toileting, sleep, rest and transition routines ( <i>National Law: Section 165 (1), (2)</i> )	R	R	✓		
Considering the design and arrangement of the service environment to support active supervision ( <i>Regulation 115</i> ). This may be supported by a supervision plan (refer to Attachment 1)	R	✓	✓		
Managing potential risk of abuse or harm to each child, including fulfilling duty of care (refer to Definitions) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm (refer to Early Years Policy - Child Safe Environment and Wellbeing)	R	R	R		R
Identifying high-risk activities, including excursions (refer to Early Years policies: Excursions and Service Events; Road Safety Education and Safe Transport; and Water Safety), through a risk management process,	R	R	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
and implementing strategies to improve children's safety e.g. considering increasing adult-to-child ratios in line with the identified risks ( <i>Regulation 100, 101, 102B, 102C</i> )					
Ensuring supervision standards are maintained during legislated early childhood teacher/educator breaks, including during lunch breaks	R	R	✓		
Providing safe spaces for children, which allow for adequate supervision, and which include safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards	R	✓	✓		
<p>Notifying the Regulatory Authority (Victorian Department of Education) within 24 hours of:</p> <ul style="list-style-type: none"> <li>a serious incident (refer to Definitions) occurring at the service, including when a child appears to be missing or cannot be accounted for (<i>National Law: Section 174(2)(a)</i>), (<i>Regulations 176(2)(a)(ii)</i>)</li> <li>a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached (<i>National Law: Section 174(2)(b)</i>), (<i>Regulations 175(2)(c), 176(2)(b)</i>)</li> </ul>	R	✓	✓		✓
Implementing induction procedures to inform casual and relief staff about the					

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
supervision strategies outlined in this policy					
Notifying parents/guardians of a serious incident (refer to Definitions) involving their child as soon as possible, but not more than 24 hours after the occurrence ( <i>Regulation 86, 87 (3)(e)</i> )	R	✓	✓		
Reporting notifiable incidents (refer to Definitions) to Worksafe Victoria	R	✓	✓		
Evaluating supervision procedures regularly	R	✓	✓		
Complying with the Early Years policies: Excursions and Service Events; Road Safety Education and Safe Transport; and Water Safety	R	R	✓	✓	✓
Identifying the potential for the risks of abuse or harm to each child, including fulfilling duty of care (refer to Definitions) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm	R	R	R	✓	✓
Providing support to early childhood teachers/educators when children with challenging behaviours or additional needs are involved	R	R	R		
Ensuring that all children are accounted for, including by referring to attendance records (refer to Definitions) at various times	✓	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
throughout the day, e.g. during indoor/outdoor programs					
Adjusting supervision strategies to suit the service environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken	R	R	✓		
Maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or signed out of the care of the service and the parent/guardian or person delivering or collecting the child is responsible for supervising that child)	R	R	R	R	
Balancing supervision requirements with children's needs for privacy and independence		R	R	R	
Communicating with other educators regularly to ensure adequate supervision at all times		R	✓		
Adhering to the Early Years Policy - Child Safe Environment and Wellbeing	R	R	R	R	R
Ensuring doors and gates are closed at all times to prevent children from leaving the service unaccompanied or from accessing unsupervised/unsafe areas of the service	R	R	R	R	R
Deciding when to interrupt and redirect children's play to ensure safety at all times	✓	✓	✓	✓	✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Identifying opportunities to support and extend children's learning while also recognising their need to play without adult intervention		✓	✓		✓
Conducting daily safety checks of the environment to assess safety and to remove hazards		✓	✓		✓
Supervising/being aware of children's daily arrival and departure from the service and being aware of the person who has authority to collect the child (refer to Early Years Policy - Delivery and Collection of Children)		✓	✓	✓	
Supervising their own child/ren before signing them into the program and after they have signed them out of the program		✓	✓	✓	
Enabling early childhood teachers/educators to supervise children at all times e.g. by making arrangements to speak with educators at a mutually suitable time outside of session time				✓	
Ensuring educators are aware that their children have arrived or departed				✓	
Ensuring that doors and gates, including playground gates, are closed after entry or exit				✓	
Being aware of the movement of other children near gates and doors when entering or exiting the service				✓	

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Supervising other children in their care, including siblings while attending or assisting at the service				✓	

## Evaluation

In order to assess whether the values and purposes of the policy have been achieved, Council will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- record and monitor complaints and incidents in relation to the supervision of children and amend the policy and procedures as required
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders, including parents/guardians, at least 14 days before making any significant changes to this policy or its procedures unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

## Attachments

- Attachment 1: [Supervision Risk Management Template \(D23-79615\)](#)