

POLICY NO 52: ACTIVE SUPERVISION

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Our Village Family Childcare (OVFC) is committed to ensuring that Educators and Coordination Unit Staff will always provide active supervision to all children when attending the service.

The Education and Care Services National Law and National Regulations require that all children being educated and cared for at an approved service are adequately always supervised and are protected from harm and hazards. There are also requirements to notify the regulatory authority of any serious incidents or complaints alleging the safety, health or wellbeing of children has been compromised. If children are not effectively supervised, a situation may arise in which the regulatory authority will need to be notified.

CRITICAL INFORMATION:

- Ensure there are measures/systems/practices in place to always roll call and account for all children e.g., a roll call of all children who have been signed in for the day, specifically calling out each child’s name as well as visually looking at each child’s face as they respond:
 - before departing.
 - during travel
 - arriving at destination
 - leaving destination and
 - arriving back at the FDC residence
- A physical inspection of the vehicle must be conducted to ensure all children have exited the vehicle, including a check under the seats, in the luggage and in any storage areas. This check is to be conducted each time the vehicle is exited:
 - Upon arrival to destination outside the FDC residence
 - Upon arrival to FDC residence following excursion
 - At any other times, the FDC Educator and children exit the vehicle.

Educators have the sole responsibility for the provision of childcare and children’s direct supervision. These responsibilities cannot be passed onto to other family members, visitors, volunteers, or students.

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PURPOSE:

To ensure optimal health and wellbeing of all children by always providing active supervision whilst attending the service, both in the FDC residence and on excursions. Our Village believes that during supervision there is also an opportunity for Educators and Coordinators to actively engage with the children in the learning environment.

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC Service.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

Active Supervision	Constant, deliberate, and focused observation of children. Being conscious of the physical environment and be attuned to the needs of individual children.
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PROCEDURES:

Educators will:

- Ensure that their residence is set up and maintained to always facilitate the active supervision of children while considering the need to maintain the rights and dignity of all children.
- Ensure that if any children are sleeping whilst other children are indoors or outdoors that all the children are actively always supervised.
- Ensure that any children sleeping in an area away from the main area of the home that no doors are shut in between the two areas and that the sleeping children can be seen or always heard.
- Ensure that doors are not shut in bedrooms where children are playing or sleeping.
- Notify the FDC Coordination Unit immediately if a child appears to be missing, cannot be accounted for, appears to have been taken or removed from the premises, or has mistakenly been locked in or out of the education and care services premises.
- Ensure there are measures/systems/practices in place to always roll call and account for all children e.g., a roll call of all children who have been signed in for the day, specifically calling out each child’s name as well as visually looking at each child’s face as they respond:
 - Before departing.
 - During travel

- Arriving at destination
- Leaving destination and
- Arriving back at the FDC residence
- A physical inspection of the vehicle must be conducted to ensure all children have exited the vehicle, including a check under the seats, in the luggage and in any storage areas. This check is to be conducted each time the vehicle is exited:
 - Upon arrival to destination outside the FDC residence
 - Upon arrival to FDC residence following an excursion or transportation of children
 - At any other times, the FDC Educator and children exit the vehicle.
- The above measures/systems/practices must relate to measures outlined in the Risk Assessment
- Ensure when actively supervising children either in the home or on excursions that they have a supervision plan of how they position themselves to actively support their supervision of children.
- This plan should clearly consider the layout of their individual residence, including outdoor e.g., climbing equipment, trampolines, blind spots, other rooms in the residence, pets, including high risk activities e.g., children’s tents, cubby houses and the safe use of trampolines e.g., one child using the trampoline at a time.
- Ensure they have a plan for how they will attend to nappy changing and their own toileting needs in conjunction with the safety of children.
- Engage in regular review of the active supervision plan strategies and to evaluate the effectiveness of the measures.
- Ensure that their active supervision plan is discussed with families at the interview process.
- Ensure the Educators engage in quality interactions with the children whilst actively supervising.
- Display an awareness of the knowledge of the children in their care – including knowing each child’s range of skills, interests, ability to interact with others and developmental stage.
- Have good knowledge of children as this assists the Educators to monitor and enhance skills that promote children’s positive behaviour.
- Position themselves in a way that allows them to be able to see or hear all the children and to be aware of the environment.
- Provide close observation of children and engage to provide extensions to support learning.
- Listen carefully to children and note any changes of tone or volume in their voice. Noting these changes can assist in supervising children who may not be in direct vision.
- Demonstrate effective supervision that shows a combination of an awareness of children who wish to play without adult involvement and those who need involvement.
- Assess and respond to children’s supervision needs in conjunction with engaging with children to promote quality learning opportunities.
- Provide supervision for all children in areas that are near play equipment where extra supervision may be required.
- Ensure that any children waiting to be collected due to illness or injury are kept safe, comfortable and that their condition is very closely monitored for any changes.
- Ensure that they are the only one responsible for the supervision and care of the children.

Educators have the sole responsibility for the provision of childcare and children's direct supervision. These responsibilities cannot be passed onto to other family members, visitors, volunteers, or students.

Coordination Unit will:

- During the orientation process provide all Educators information and training on active supervision of children, how to develop their own plan for the residence and for excursions.
- When conducting monitoring visits and participating in excursions that they will support the Educator by providing active supervision support
- Support Educators with strategies on how to set up their residence to always facilitate the active supervision of children while considering the need to maintain the rights and dignity of all children.
- Support Educators on practical active supervision strategies on how to supervise sleeping children as well as children who are playing at the same time.
- When conducting monitoring visits ensure that active supervision strategies of all children are evident, particularly where children are sleeping in an area away from the main care area of the residence.
- Ensure when conducting monitoring visits that doors are not shut in bedrooms where children are sleeping.
- Ensure when conducting monitoring visits that the Educator has monitoring systems in place for sleeping children.
- Support Educators to develop practices/measures/systems for accounting for all children during excursions.
- Facilitate support to Educators for completion of required Part A and Part B for excursions.
- Have discussions with Educators relating to heightened supervision during high-risk areas of the residence (indoors/outdoors), including children's play tents and cubby houses.
- Have discussions during monitoring visits about nappy changing and their own toileting needs in conjunction with the safety of children.
- Facilitate Educators to reflect and review their own individual active supervision strategies.
- Facilitate discussion around the age/stage developmental levels of children and appropriate levels of active supervision that support these stages in children.

Our Village Family Childcare will:

- Ensure that Educators are supported and resourced to develop their active supervision plans for the residence and excursions.
- Participate in regular critical reflection and review this policy and to continuously improve active supervision practices will resource Educators with any improved measures which will enhance children's safety.
- Will ensure that this policy is maintained and always implemented.

If a child is unaccounted for:

- OVFC must be notified immediately if at any times a child is unaccounted for.
- Penalties for failing to protect children by complying with state and federal laws are severe and the appropriate Regulatory Authority will take swift action in cases where there has been a breach. In addition to the legal consequences, the impact on families, the community and Educators is devastating and long lasting.

APPENDIX:

- (SCH Legacy) Student Placement Management Procedure
- SCCH Volunteer Policy and Procedure
- SCCH Client Empowerment Policy and Procedure
- SCCH Code of Conduct Policy and Procedure

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\)](#)
[Regulation: 101, 115, 168, 176](#)
- [Education and Care Services National Law Act 2011 Effective July 2021, 104a, Part 6, Section 167](#)
- [University of Western Sydney, Leaders in Early Learning](#)
- [ACECQA - Quality Area 2 | Active Supervision: Ensuring safety and promoting learning](#)
- [Care for Kids – Look before you lock: Guide for providers transporting children](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

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- (SCH Legacy) Student Placement Management Procedure
- SCCH Volunteer Policy and Procedure
- SCCH Client Empowerment Policy and Procedure
- SCCH Code of Conduct Policy and Procedure
- Our Village Family Childcare Playgroups Work Instruction

VERSION CONTROL AND LEGISLATION:

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