



RIVERVIEW PRESCHOOL

Supervision of Children Policy

Policy

Supervision is one of the most important care giving strategies and skills required by educators to develop, evaluate and master. Active supervision is a combination of listening to and watching children play, being aware of the environment and its potential risks, the weather conditions, the time of day, managing small and large groups of children, the dynamics of the children and an understanding of child development including theories and how children play.

It is also crucial that educators are aware of the different ages, personalities, behaviours and characteristics of the children in their care. How children interact, communicate and play with one another is dependent on educators building relationships with children to learn about who they are, how they react in certain situations and discover interests. These are vital skills to develop as they assist staff to predict children's play patterns, which affects how educators plan and establish environments and coordinate supervision strategies to maximise children's safety and ability to play free from harm or injury.

Implementation

Staff will:

- Never leave a child unattended on a change mat or table, this includes educators moving to reach items; spare clothes, additional wipes etc.
- Ensure that children are correctly positioned at sleep/rest times to enable effective supervision.
- Never leave a child unattended during mealtimes, including having drinks/snack. (please remember, choking is often silent)
- Ensure all children are within line of sight and hearing at all times, including when children use the bathroom.
- Ensure students, volunteers or visitors are NOT given the responsibility of supervision.
- Communicate effectively with other educators if they must leave an area.
- Staff to dismiss only 3-4 children at a time and must release directly to authorised persons at departure time. Ensure a staff member knows the authorised person or check the person's identification against the child's enrolment form before releasing them.
- Communicate with all relief staff about the supervision needs of each child: e.g. a child may like to have some private space but must still be supervised.
- Provide direct and constant monitoring (in close proximity) to children engaging in learning experiences that involve some risk, for example, wood-work, water play.
- Staff to lock gate after drop-off to direct and greet anyone who enters site at the locked front door; "hello, can I help you"? (make observations of the persons actions if they appear suspicious).
- Be aware that staff/children ratios are being followed always for maximum supervision.



- Remember that supervision is active and involves close observation of children's play and interactions with children.
- Ensure children moving between the occasional care and preschool programs are signed in and out by parents/staff.

Families Will:

- Hand their child over to an educator on arrival or make educators aware their child has arrived, and sign the child in. Once **signed in**, children are the responsibility of the staff; upon being **signed out** the responsibility is on the parent or guardian.
- Inform staff if someone other than those who are authorised will be collecting your child, and inform that person their ID will be required. (parents and staff to inform children of who will be picking them up)
- Ensure children's "authorised person/emergency contact" to collect list in up to date.
- Inform the Director and staff of any current or pending court orders affecting the child and provide the centre with a photocopy of relevant paperwork.
- Ensure families shut the gate as they enter and leave the centre and be vigilant in only letting their child in or out of the centre.
- Adhere to the correct "sign in and out" procedures.
- Approach an educator upon departure to notify them that their child is going home and to find out about the child's day. It is the families' responsibility to inform staff that they have arrived to collect their child.

The Centre Will:

- Specifically highlight the centre "supervision of Children" policy at enrolment interviews and inform parents that this policy is available to view in full on Riverview Preschool Website.

Links to the 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.

SOURCE

Australian Children's Education and Care Quality Authority, Educational program and practice. Accessed.



4th August 2017.

Adopted: February 2010

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**Approval Date
Review**

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Next

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